



CITY OF WEST ST. PAUL
1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

REGULAR CITY COUNCIL MEETING
February 8, 2016
6:30 p.m.
MUNICIPAL CENTER COUNCIL CHAMBERS

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. ADOPT THE AGENDA

5. OCWS BRIEFING

6. ROBERT STREET REVIEW

7. CITIZEN COMMENTS

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

8. COUNCIL COMMENTS

9. PROCLAMATIONS, PRESENTATIONS AND RECOGNITIONS

- A. Accept \$992.80 Donation From Sibley Hockey Booster Club For New TV And Software For WSP Ice Arena

Documents: [COUNCIL REPORT - ACCEPT 992_80 DONATION FROM SIBLEY HOCKEY BOOSTER CLUB FOR NEW TV AND SOFTWARE FOR WSP ICE ARENA.PDF](#), [RESOLUTION - ACCEPT 992_80 DONATION FROM SIBLEY HOCKEY BOOSTER CLUB.PDF](#)

10. CONSENT AGENDA

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

- A. City Council Meeting Minutes

Documents: [1-11-16 OCWS MINS.PDF](#), [1-25-16 OCWS MINS.PDF](#), [1-25-16 REGULAR CC MINS.PDF](#)

- B. Dec 2015 Bank Reconciliation

Documents: [COUNCIL REPORT - DEC 2015 BANK REC.PDF](#), [DEC 2015 BANK](#)

[REC.PDF](#)

C. Dec 2015 General Fund Budget Report

Documents: [COUNCIL REPORT - DEC 2015 GENERAL FUND BUDGET REPORT.PDF](#), [DEC 2015 GF BUDGET TO ACTUAL REPORT.PDF](#)

D. List Of Claims - February 8, 2016

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

E. Declare Police Badges As Surplus

Documents: [COUNCIL REPORT - POLICE BADGES, DECLARE AS SURPLUS.PDF](#)

F. Dec 2015 Investment Report

Documents: [COUNCIL REPORT - DEC 2015 INVESTMENT REPORT.PDF](#), [DEC 2015 UBS HOLDING SUMMARY.PDF](#)

G. Approval Of Revised Light Duty Policy

Documents: [COUNCIL REPORT - PERSONNEL POLICY - LIGHT DUTY.PDF](#)

H. Approval Of Travel And Meal Policy

Documents: [COUNCIL REPORT - PERSONNEL POLICY - TRAVEL.PDF](#)

I. Council Report - Police Department Licensing

Documents: [COUNCIL REPORT - POLICE DEPARTMENT LICENSING.PDF](#)

J. Council Report - Police Department Licensing - Winter Fun Fest Event

Documents: [COUNCIL REPORT - POLICE DEPARTMENT LICENSING_WINTER FUN FEST.PDF](#)

11. PUBLIC HEARING

12. NEW BUSINESS

A. Request For Funding For The LOOP Circulator Bus Operations

Documents: [COUNCIL REPORT - REQUEST FOR 2016 FUNDING FOR LOOP SERVICE.PDF](#)

B. Postponement Of 2016 Street Improvement Projects

Documents: [COUNCIL REPORT-POSTPONEMENT OF 2016 STREET IMP.PDF](#)

C. Reaffirmation To Move Forward With Safe Routes To School Project #14-5

Documents: [COUNCIL REPORT - COST UPDATE ON WENTWORTH-BELLOWS SRTS.PDF](#)

D. Approve Change Order #3 For Robert Street Landscape Project #11-3

Documents: [COUNCIL REPORT - APPROVE CHANGE ORDER 3 FOR ROBERT STREET LANDSCAPE PROJECT 11-3.PDF](#)

13. OLD BUSINESS

14. ADJOURN

If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at 651-552-4100, TDD 651-322-2323 at least 5 business days prior to the meeting
www.wspmn.gov EOE/AA

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Dave Schletty, Asst. Parks & Rec. Dir.
DATE: February 8, 2016
SUBJECT: Accept \$992.80 Donation from Sibley Hockey Booster Club for New TV and Software for WSP Ice Arena



City of West St. Paul

BACKGROUND INFORMATION:

The Sibley Hockey Booster Club has donated money to the City for events and special needs for many years from their charitable gambling contributions. They have recently donated \$992.80 to the Ice Arena. The donation is being used to purchase a new 55" flat screen TV for the meeting room, mounting brackets for the TV, and a new digital sign system, which will broadcast schedules and room assignments on the TV mounted in the lobby entrance. These items will be installed by staff.

FISCAL IMPACT:

The \$992.80 donation covers the full cost of the items being purchased.

		Amount
Fund:	101	
Department:	30000	
Account:	36230	\$992.80

STAFF RECOMMENDATION:

Staff recommends that the City Council accept the \$992.80 donation from the Sibley Hockey Booster Club for a new TV and software for WSP Ice Arena.

On Motion of

Seconded by

RESOLUTION NO. 16-

RESOLUTION ACCEPTING DONATION
FROM SIBLEY HOCKEY BOOSTER CLUB

WHEREAS, Sibley Hockey Booster Club has donated \$992.80 to the WSP Ice Arena,
and

WHEREAS, the Mayor and City Council acknowledges their generosity and extends
their appreciation to Sibley Hockey Booster Club for their donation.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council accepts the
donation of \$992.80 on behalf of the City of West St. Paul.

Adopted by the City Council of the City of West St. Paul this 8th day of February, 2016.

Ayes: Nays:

David Meisinger, Mayor

Attest: _____
Chantal Doriott, City Clerk

**City of West St. Paul
Open Council Work Session
January 11, 2016**

1. Roll Call

Mayor David Meisinger called the work session to order at 5:00 p.m.

Present: Mayor Meisinger, Councilmembers Armon, Halverson, Bellows, Iago, Napier and Vitelli.

Others: City Manager Matt Fulton, Assistant City Manager and HR Director Sherrie Le, Community Development Director Jim Hartshorn, Police Chief Manila Shaver, Fire Chief Mike Pott, Finance Director Joan Carlson, Public Works and Park Director Ross Beckwith, Fire Marshall Linda McMillan, Attorney Korine Land, Assistant Parks Director Dave Schletty, and City Clerk Chantal Doriott.

2. Approve Agenda

Council approved the agenda adding items: 4.F. LS Black Change Order and 4.G. Massage Therapist licenses at Southview Country Club.

3. Review the Regular Meeting Consent Agenda

Council approved the agenda items as presented.

4. Agenda Item(s)

4.A. Closed Session to Discuss Robert Street Property Easement Acquisitions

Council consensus to close the meeting at 5:04 p.m. pursuant to MN State Statute 130.

Attorney Peter Mikhail gave an overview of a settlement negotiation for Parcel 116, Chuck E. Cheese, which is part of the Robert Street project. Councilmembers are in favor of the negotiated settlement which will be added to the regular meeting agenda for this evening.

Attorney Mikhail gave an overview of a proposed settlement for Parcels 87, 88 and 91, Robert Street Phase 2 project, which are owned by the same person. Councilmembers are in favor of the negotiated settlements which will be added to the regular meeting agenda for this evening.

Motion was made by Clpn. Bellows and seconded by Clpn. Vitelli to open the meeting at 5:16 p.m. All members present voted aye. Motion carried.

4.B. Discussion Regarding SMFD Commercial Inspection Fee

Fire Chief Mike Pott and Linda McMillan gave an overview. The South Metro Fire Board requested staff to explore the concept of implementing a Commercial Property Inspection Fee Program as a cost recovery measure for services provided. As a result, over the last few months staff has presented the information to both West St. Paul and South St. Paul City Council and the business community through a direct mailing and discussion at a couple of meetings (Local Issues Chamber of Commerce and SSP Lions Club). We have also received feedback through numerous emails and phone calls.

The associated feedback has been compiled and an overview is provided below. With the exception of two people, there didn't appear to be concerns or objections to conducting the life safety fire inspections; instead, the concerns raised were specific to the implementation of the new fee.

- The most often asked question is why these fees are being implemented now since the fire inspections have been occurring for years?
- Inspections aren't beyond the basic services of the fire department, so there shouldn't be a charge.
 - Property taxes should be the funding source, not another fee. If this is going to be implemented, then a business owning more than one building, or leasing more than one occupancy, should have the square footage grouped together when determining the fee.
 - A strip mall should pay one fee, not charge each individual business.
- \$75 fee too high for small offices.
 - Small businesses struggle to pay their share of the taxes, let alone another fee.

There has been considerable negative feedback from private hangar owners at the SSP Airport. Although these private hangars don't operate businesses, annual inspections are required in their lease agreements.

- Concerns regarding the direct mailing notification.
 - Most of the letters were sent to the hangar addresses; the Post Office returned many as undeliverable. South Metro staff hand delivered as many of these letters as possible once they were returned.
 - The letter was addressed to "Business Owner"; so many hangar owners discarded the letter since they didn't consider themselves as business owners or having commercial property.
- It's just another tax that will push people out of the airport.
- The \$75 fee is excessive since a typical inspection takes less than 5 minutes.
- They already pay lease fees and property taxes that should pay for the fire department services.

In addition to seeking feedback on the proposed fees, we also explored the necessary steps required to implement the inspection fees. From a process perspective, Ms. Land has determined that each City Council will need to amend its fire prevention ordinance to provide the authority

to allow the collection of fire prevention inspection fees. Once the authority has been established, the Board would then need to adopt a resolution implementing the fees.

Following discussions at the December Board meeting, the Board requested this topic be brought back to the Councils at their respective work sessions for further discussions. We look forward to this discussion at your upcoming work session.

Mayor Meisinger is generally in favor of the proposed fees. Clpn. Iago said this was looked at multiple ways. It could be written off taxes and some insurance companies could reduce rates as a result of the inspection. The city bears the cost one way or another. Most business owners seem to be ok with the fee. Clpn. Iago is in favor and supports. Clpn. Armon said he expected more backlash and there didn't seem to be much West St. Paul anger at it. Clpn. Vitelli is not in support. He is in favor of the inspections but not charging the business owner. Clpn. Halverson tends to support the user fee. Chief Pott said they have no intention of expanding the program due to this fee. Clpn. Bellows is more in support of the inspection fee. Clpn. Napier believes it is a public safety issue and he is a little more in favor of the fee. He is kind of on the fence but more in support. Clpn. Vitelli is in favor of spreading it out over the whole tax base.

Chief Pott is looking for clear direction and/or support of the fee structure. Based on South St. Paul a fee schedule might move forward. Mayor Meisinger said it seems there is a little more majority of support of about 5 to 2 or 4 to 3 in West St. Paul. Chief Pott said they are aiming to have a joint meeting with South St. Paul and West St. Paul in April. Tell them we didn't say no, said Mayor Meisinger.

4.C. Discussion Regarding Future of Thompson Oaks Golf Course

City Manager Fulton gave an overview. The purpose of this discussion is to consider the future of Thompson Oaks municipal golf course. There is a variety of community issues discussed below that makes this City Council discussion timely and important.

Thompson Oaks municipal golf course has been in operation since 1997. The golf course has served the community very well, although financially it has consistently required property tax support to cover expenses. As the attachments indicate, community usage of the golf course has steadily declined over the past decade, which then results in a greater demand for a property tax subsidy to cover expenses, unless the City is fortunate with weather which allows for a longer golfing season. In 2015, the golf course required \$53,125 in property tax support, as well as a transfer in from other municipal funds in the amount of \$16,936 to cover a negative cash balance. The golf course also has outstanding internal debt in the amount of \$335,000, scheduled to be paid back to other municipal funds. There is a variety of capital items that have been mostly deferred until the future of the golf course is better understood.

The City has contracted with GM Management for all golf course maintenance. This past fall, the company owner, Jerry Murphy, passed away. As a result, the City would need to consider retaining another maintenance company for maintaining the golf course next year.

The City Council has been informally discussing what to do with the golf course, given the added pressure it places on the City's finances, its declining use by the public, and the potential for creating significant additional property tax base for the community through redevelopment. The Cunningham Group has been developing design concepts for areas along Robert Street and has shared ideas for how the golf course might be redeveloped into private and public spaces. The City Council still needs to formally consider the Cunningham design concepts which should be available in early 2016.

There are two primary questions that staff is asking the City Council to discuss and consider.

- Should the City continue to plan on operating a public golf course operation into the foreseeable future? This would mean that staff would immediately start the effort to find a maintenance company to assist with its operations and plan for undertaking the necessary capital improvements to serve the golf course.
- If the Council elects to repurpose the golf course into some type of private and public redevelopment, should it be this year? This would result in immediate budget relief and allow the opportunity to more seriously consider redevelopment options and development issues relating to the soils.
- Communicating the Council's decision to the community will be an important part of any decision. With the neighborhood meeting series coming up this month, it provides the Council a good opportunity to discuss this issue with the public.
- From a staff perspective, it is our collective thought that it is the appropriate time to move forward with the repurposing of the golf course. The opportunity to create a stronger property tax base as well as preserve public areas around the lake would result in a greater community benefit. It would benefit the entire community as opposed to the golf course which has been serving a small and declining portion of the community. Repurposing the golf course also frees up the opportunity to get a better understanding of any redevelopment barriers and/or soil issues that will need to be addressed without impacting golf play.
- This site, given its location and size, will be a very attractive redevelopment site. Aligning any redevelopment with the completion of the Robert Street reconstruction project would be very positive.
- Based on Council direction, staff will need to develop an approach for either gearing up for another year of operation or for developing a plan for communicating the Council's decision to the community and moving forward with a logical plan and approach for redeveloping the golf course for private redevelopment and public space.

Mayor Meisinger is not sure we are ready to shut the course down. Clpn. Napier is not in favor of doing anything this year. Clpn. Vitelli asked about the grocer redevelopment project. Director Hartshorn said this year would be about securing all of the sites. Discussion regarding maintenance services ensued. Mayor Meisinger said he would like Dave Schletty, to check out with Jerry Murphy's people, to see if they are interested in maintaining the course for another year. Manager Fulton made further comments about this being a capital project. Clpn. Halverson supports incorporating public green space. She doesn't know if we can move fast enough either and what would we do. Manager Fulton said there could be further redevelopment planning and soil tests. Clpn. Armon commented about Eureka staging for the Robert Street project. Clpn. Vitelli suggested using the north side of Wentworth – east side of library. Mayor Meisinger is

not in favor of closing the golf course this year. Clpn. Bellows doesn't see the value of keeping it open. We know where we are going and let's move forward. Clpn. Iago said the negative cash flow is around \$16,000 and he is in favor of keeping it open one more year. Comments continued. Mayor Meisinger said Council will direct staff to leave course open this year. The plan is on closing the golf course in 2017. Dave Schletty will report back to Council on who can maintain the course this year.

4.D. Net Ministries Rental License Applications

Attorney Land gave an overview. We recently changed the rental license ordinance so that any property owner who provides living accommodations to 3rd parties, whether for free or not, will be required to obtain a rental license. This change will impact Net Ministries, located at 110 Crusader. Net Ministries provides missionary training to college-age students who desire to serve on mission teams throughout the United States. Net Ministries owns three residential properties, located at 76 Crusader, 1990 Stryker and 1924 Bidwell in which they house some of their training staff. A map showing the location of Net Ministries' headquarters and the relevant houses is attached.

76 Crusader is located on its main campus and using the convent housing exception in our ordinance, is allowed up to 10 people.

1990 Stryker was purchased about 10 years ago and the City apparently informed them that due to the close proximity of the main campus, which is across the street, the City would consider it the same as the convent housing exception, and allow up to 10 people (technically the Stryker property is not on-site, but it is contiguous to the main campus).

1924 Bidwell was purchased within the last couple of years. Prior to purchasing the property, Net Ministries contacted the City and inquired about the number of occupants that would be allowed. Specifically, they asked about the definition of "Dwelling Unit" in our ordinance which states the following:

Dwelling Unit: A building or portion thereof which contains living facilities including provisions for sleeping, eating, cooking and sanitation for not more than one family or a congregate residence for ten or less people.

Net Ministries was informed by City Staff that based upon this definition they could have up to ten occupants. There have been no reported police or code enforcement issues at any of the Net Ministries properties in the last five years.

With the change in the rental license ordinance which now requires Net Ministries to obtain a rental license, it became clear that Net Ministries is violating the ordinance that does not allow more than three unrelated persons to reside in a rental dwelling unit, specifically in regard to the Bidwell property, but potentially the Stryker property as well. When this was brought to Staff's attention, we discussed several options to address the issue, including an ordinance amendment, but ultimately decided to meet with Net Ministries and see if a reasonable solution could be reached.

Staff met with representatives of Net Ministries who disagreed with the enforcement of the “no more than three unrelated” rule as it applies to them based on previous assertions made by the City, but were open to discussing a compromise. Given the facts:

- Prior to the purchase of 1924 Bidwell, Net Ministries was provided information by City staff that they would be allowed to house up to ten people.
- There has been no code enforcement or police issues at any of the Net Ministries properties, which have been used in the same manner for a considerable number of years.
- The occupants of the properties are and will continue to be staff members of Net Ministries.

We propose the following, with Attorney Land’s support:

1. The City Council approves a rental license for 76 Crusader for up to ten occupants, using the convent exception.
2. The City Council approves rental licenses for both 1990 Stryker and 1924 Bidwell for up to eight occupants, with the conditions that the occupants are staff members of Net Ministries, and that they comply with all city codes and zoning regulations, including complying with the number of vehicles stored outside.

Comments:

- Clpn. Bellows is concerned about making an exception for Net Ministries. He is not in favor of the proposed exception; either our ordinance means something or it doesn’t. He wonders if there is anything in writing from staff regarding these statements. He has been concerned about this Bidwell property since January, and raised his concerns. There was no mention to Clpn. Bellows that Net Ministries had been told about staff giving an exemption and he wants to know why the Council is not getting information. Net Ministries is turning single family properties into multi-people housing properties. He believes this puts the city in a bad position. He is not in favor.
- Clpns. Napier, Vitelli, Halverson are not in favor.
- Attorney Land said the only reason they bought the property was to house the teachers. Mayor Meisinger said we can proceed outside the working of the ordinance and have them get a license.
- Clpn. Napier said this is a neighborhood and we should stick to our code and ordinance. He is not in support.
- Clpn. Iago said he loves the Net Ministries, it’s a great organization. Attorney Land said we have admission from staff that they can be allowed up to ten people. There was nothing in writing, but staff remembers the conversation. Director Hartshorn added that at the time, you didn’t need a license and the code was conflicting. Clpn Iago’s concern is that another organization will start in this direction.
- David said he worked for Net for 20 years (he didn’t give his last name). We try to be a good neighbor. It’s not so much a dorm living but we are training them to treat this as a house. They do not want to work this out in court.
- Clpn. Bellows said in terms of being a good neighbor, this has nothing to do with you or your mission. It’s the impact to the neighborhood and it’s out of character. He mentioned there were nine cars in the driveway. Net Ministries wants to work with the city. Clpn. Vitelli said the issue is setting precedence. Attorney Land said there can be changes and exceptions and there is conflicting language in the code.

- Mayor Meisinger said he is neutral on the issue. He thinks there could be a compromise.
- Council would like discussion of this item in a couple weeks at a work session or meeting. Mayor Meisinger would like to learn if there is neighbor support along Bidwell.
- Clpn. Iago suggested having a special meeting and have Net Ministries bring their people and meet with city staff; they deserve consideration. Attorney Land could sit with the Net Ministries attorney and present options because they would like to work this out.
- Clpn. Vitelli's concern is it seems too easy for someone to say "I am a church". Attorney Land said she will work on this.

4.E. Potential Zoning Amendment 260 Wentworth Ave

Community Development Director Jim Hartshorn gave an overview. Staff recently received a request to locate a commercial catering business/banquet hall at 260 Wentworth Ave E. (formally the RMS building).

Zoning does not currently allow "Commercial Kitchens" or "Banquet Halls" in the I1 District. Should Council be in favor of amending the code to allow them in the district, Staff recommends allowing them through a Conditional Use Permit to provide the Planning Commission, Council, and the public an opportunity to review the proposed Use through the public hearing process and place appropriate conditions on it.

Mayor Meisinger is concerned about parking but he'd like to see the building get used. Director Hartshorn is not sure about this issue. Clpn. Bellows would like to have more information on the developer before considering rezoning; get more information on exactly what is going to happen on this site. Council would like to get a list of events they have catered to in the past.

4.F. LS Black Change Order due to a retaining wall at the funeral home. Council is in favor of approving.

4.G. Massage at Southview Country Club; providing a wellness program at the club. Attorney Land said we would have to update the ordinance; therapists are capped at twenty; staff will review the ordinance to see if any massage therapist licenses are available. Massages are for members only and not the public.

5. Adjourn

The work session adjourned at 6:23 p.m.

David Meisinger
Mayor
City of West St. Paul

**City of West St. Paul
Open Council Work Session
January 25, 2016**

1. Roll Call

Mayor David Meisinger called the work session to order at 5:00 p.m.

Present: Mayor Meisinger and Councilmembers Armon, Halverson, Bellows, Iago, Napier and Vitelli.

Others: City Manager Matt Fulton, Assistant City Manager and HR Director Sherrie Le, Community Development Director Jim Hartshorn, Police Chief Manila Shaver, Fire Chief Mike Pott, Finance Director Joan Carlson, Public Works and Park Director Ross Beckwith, Attorney Korine Land and City Clerk Chantal Doriott. Assistant Community Development Director and City Planner Ben Boike arrived at 5:19 p.m.

2. Approve Agenda

Council approved the agenda as presented.

3. Review the Regular Meeting Consent Agenda

Council approved the consent agenda items:

- Move 10.D. and 10.F. to new business and move 12.E. to 12.A. and shift the other 12. items.

4. Agenda Item(s)

4.A. St. Paul Regional Water System Discussion Regarding WSP Water Capacity

City Manager Matt Fulton gave an overview and introduced Dave Wagner, Engineer Manager at St. Paul Regional Water Services (SPRWS). Mr. Wagner introduced engineer Ben Feldman. Representatives explained they were here to continue the discussion about how to address West St. Paul's future water capacity needs as well as review the City's current water system design.

Last fall the Council considered potential sites for the construction of an additional water tower in West St. Paul to strengthen the City's future water capacity. Neither of the sites proposed at that time were acceptable. The Council asked SPRWS representatives to consider additional options.

The SPRWS Board of Water Commissioners met on November 10, 2015 and discussed this issue. Because of the stated difficulty in locating an acceptable site for a tower, the Board directed SPRWS staff to explore the alternative of adding a fixed generator at the current pump house on Bidwell that would ensure water availability in the case of an electrical outage. This

action would be taken instead of adding any additional water capacity. Mr. Wagner reviewed lift station areas / pump plants on large maps.

Reliable water availability is a very important community priority. Water capacity is just as important. Water supply should be planned to protect a community under worst conditions, such as a dry and hot summer when consumer usage is highest and a significant fire incident occurs. Chief Pott and Manager Fulton indicated that during a major fire, the Fire Department could be expected to use 500,000 gallons of water per hour and it could last for several hours (at varying levels of water demand). Under this circumstance, the City's current water capacity could exceed its availability. West St. Paul has the least amount of water capacity of any member of the St. Paul Regional Water System stakeholders. While reliable power is definitely an important consideration, the Council should be equally concerned about having adequate water capacity available. Mr. Feldman offered additional comments about pumping, usage, and gallons at peak times. The 3,000 gallon per minute might be a little deceptive. In general, for St. Paul Regional Water, we are upgrading a lot of our stations. Power loss is more of a problem than water concerns.

Many of the City's multi-family facilities are not sprinkled. This increases the level of exposure for needing higher levels of water capacity if a fire occurred. In addition, given the commercial redevelopment and additional residential units being added to the community, the average daily water demand will definitely increase, leaving the community additionally exposed to potential capacity issues.

Locating an acceptable water tower site is undoubtedly a challenge in a fully developed community like WSP. The City Council is being asked to balance the difficulty of finding an appropriate site versus the need for additional water capacity.

Comments:

- Clpn. Bellows made comments: the system varies due to pipe size and other things. What is max water can come in as he is not getting a feel for the need. Is the system adequate to distribute the water to needed city areas? Mr. Wagner gave an overview of the system and areas of supply and demands. With a 3,000 to 3,500 per minute water output the system will be stressed. If the system is stressed in order to maintain safety we bring more water into the system – correct. Why does it matter if you pump into an existing tank or you use a lift station nonstop? There is no difference.
- Manager Fulton asked questions about this scenario and a potential community fire in which we would be over the limit. We don't build out for this scene said Mr. Wagner. Manager Fulton asked questions about storage and policy. Their big concern is with electricity and running the pumps. If we had a 2nd water tower will it help and make a difference to the Chief? Mr. Feldman said it depends on the location and the other thing is, you are not isolated as a system.
- Clpn. Vitelli asked if they are doing Mendota Heights; yes, said Mr. Wagner. He would like to see a new tower and a backup generator. Mr. Wagner said Mendota Heights will not serve the entire area. It will serve a limited part of the system.
- Mr. Iago said West St. Paul plans on building a great deal more and to err on the side of caution. He would like to see another tower and see a backup system. He would like to look at the ice arena site again.

- Clpn. Napier agrees saying the arena site is doable and we need a tower. Looking long term we need to do best by this community.
- Clpn. Bellows is not sure about a tower. He is not sure about national standards for pumping due to a fire.
- Clpn. Halverson agrees that we should explore further an idea of a water tower and a backup generator.
- Mayor Meisinger asked Manager Fulton to compile a list of questions for SPRWS.

The Council thanked Dave Wagner and Ben Feldman. SPRWS is still moving forward with the pumping and generator. Mr. Feldman said this generator is good for the area.

Com. Bellows would like to review meeting information prior to the meeting, not at the table.

4.B. Discussion about 2016 Street Improvement Projects

City Manager Matt Fulton gave an overview. The 2016 Capital Improvement Program (CIP) calls for certain street improvements and allocates \$2.5M towards these improvements. The engineering firm of Bolton & Menk, Inc. was retained to oversee the 2016 Street Improvements. A feasibility report was recently received by staff which discusses the types of infrastructure improvements recommended for each street and an estimated cost. Street Improvement Projects are assessed in accordance with the City's Special Assessment Policy and Minnesota State Chapter 429.

Based upon the current project timeline, bidding will not occur until May with construction starting in late June. This schedule isn't ideal for bidding/construction. In addition, some of the recommended streets are in close proximity to the section of Robert Street under construction this year which may add to detour congestion and driver frustration. Another factor is that residents may not have completed necessary repairs to their sewer services, as part of the City's I/I program, prior to construction. Discussion is needed to weigh all of these factors and determine the best action to take this year. Public Works Director Ross Beckwith further commented and said the I/I program would take a lot of staff time this year. Other existing projects would also take up staff time. There are options to package in smaller streets but typically bidders like larger projects.

Comments:

- Clpn. Napier is in favor of an I/I in home inspection this year. He is in favor of adding smaller streets to current projects. Director Beckwith said the I/I program changes with Clpn. Napier's comment and Mayor Meisinger said that is a conversation for another meeting.
- Clpn. Vitelli said Humboldt Ave. is a really bad street but he is in favor of waiting until 2017.
- Clpn. Bellows said all these projects except Kraft and Humboldt are in Ward 3. Pushing back a year is not a problem for him right now. He does have an issue with bids going out later and he wants to make sure that February is bidding time. On Edgewood there appears to be discussion of a project. We need to get this done so we can move ahead. Clpn. Bellows requested a copy, from Manager Fulton, of the Bolton and Menk report.

On I/I make sure there is a plan so the inspections are done ahead of time and done with respect to the streets.

- Mayor Meisinger does not see a happy ending and is in favor of holding off to 2017.
- If a project is petitioned and you approve it, then you can choose to assess and move forward. Comments about a dirt road getting upgraded ensued. Clpn. Napier said it's "in line" to get reconstructed.
- Clpn. Iago said we should not be bidding at the wrong time. He doesn't know how this happens and is at least the 4th time this has been an issue. Clpn. Iago is not in favor of Bolton and Menk. Mayor Meisinger said is not liking them much either.
- Clpn. Vitelli said there is too much on our plate. Clpn. Iago said he doesn't disagree but when we pay consultants a lot of money and they give us bad information ... I don't want to work with them again.

Council is in favor of putting street projects on hold in 2016 for repair in 2017. Director Beckwith will get a list of all affected projects for an upcoming meeting. Director Beckwith reminded the Council that we can still consider doing seal coat and crack seal this year.

4.C. Potential Zoning Amendment 260 Wentworth Ave.

Community Development Director Jim Hartshorn said at the last meeting Council asked staff has invited the perspective buyers of 260 Wentworth Ave. to tonight's meeting to discuss the proposed use.

The perspective buyers are proposing a banquet hall/commercial kitchen at 260 Wentworth Ave E. (formally the RMS building).

Parking was brought up at the last meeting. The site currently has approximately 140 striped stalls on-site with room for additional stalls in the far rear lot (at least 80 additional stalls could be striped). The 140 existing stalls are more than adequate for the proposed use per current parking requirements, although the proposed capacity of 400 persons may create the need for additional parking.

Zoning does not currently allow "Commercial Kitchens" or "Banquet Halls" in the I1 District. Should Council be in favor of amending the code to allow them in the district, Staff recommends allowing them through a Conditional Use Permit to provide the Planning Commission, Council, and the public an opportunity to review the proposed use via a public hearing process.

Ms. Se Xiong and Simon Yvain, husband and wife team, introduced themselves. They are interested in opening a catering and banquet hall. They are planning on putting \$1M into the project which consists of three buildings.

Comments:

- The events would consist of weddings, cultural sensitive event opportunities.
- They are looking at purchasing the buildings and waiting on zoning.
- Clpn. Armon questioned parking – there would be 160 (maybe more) parking spaces.
- Clpn. Halverson questioned the parking since the space would offer space up to 400 people.

- There would most likely be events on Saturday evenings and Sundays – most likely one to two nights per week.
- They would need a liquor license and she thinks they could close liquor sales/distribution around 12:00 midnight. Catering would be for the Twin Cities area. Her husband just sold his Thai restaurant last year; which was was not in the Twin Cities.
- They like the diverse variety of population in St. Paul and working in West St. Paul is a nice area. We are close to transportation and other positives.
- Clpn. Bellows is a little concerned about the one page business plan. This seems like a larger area than might be needed. Did you look at other places due to size? She said they have been looking for about a year. Signal Hills is not a good location. There is a building on Wentworth they considered, which did not work well. Their concern is parking and trucks being able to come in and out. They like the area because they won't bother people. The one page is a summary. Clpn. Bellows thinks the multicultural experience is very positive.
- Will there be exterior renovations? Judging by others comments the exterior is ok. The interior will need renovations. Ms. Xiong said the roof will need to be redone but the exterior is ok.
- Council asked the applicants to discuss this proposal with the neighbors to see if there are any objections.
- Clpn. Armon asked about employment. Ms. Xiong said there could be a couple of full time positions but mostly part time positions.
- Will the events be outside or inside? All inside; there will be no patio or tent.
- Clpn. Napier said we don't have anything like this and you might find people getting really excited about this project.
- Council said since there are no objections (from Council) walk over and say hi to the neighbors and let them know about what you have in mind.

Mayor Meisinger reminded everyone to get their questions and comments to Manager Fulton, about the water tower, which will then be forwarded to Manager Wagner at SPRWS.

Attorney Land offered comment on the pylon sign litigation which was declared a legal non-conforming sign. She is seeking additional information on the court's position.

5. Adjourn

The work session adjourned at 6:10 p.m.

David Meisinger
Mayor
City of West St. Paul

**City of West St. Paul
City Council Meeting
January 25, 2016 at 6:30 p.m.**

1. Call to Order

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

2. Roll Call

Mayor David Meisinger and Councilmembers Pat Armon, John Bellows, Dick Vitelli, Dave Napier, Jenny Halverson and Ed Iago.

Others: City Manager Matt Fulton, Assistant City Manager and HR Director Sherrie Le, Attorney Korine Land, Finance Director Joan Carlson, Community Development Director Jim Hartshorn, Police Chief Manila Shaver, Public Works and Parks Director Ross Beckwith, Assistant Community Development Director Ben Boike and City Clerk Chantal Doriott.

3. Pledge of Allegiance

4. Adopt the Agenda

Approve the following agenda revisions:

- Consent agenda item 10d – move to new business f
- Consent agenda item 10f – move to new business g
- Move item 12e to 12a and reorder the rest of items starting with 12.

Motion was made by Clpn. Napier and seconded by Clpn. Armon to adopt the agenda with the three revisions noted above. All members present voted aye. Motion carried.

5. OCWS Briefing

Mayor Meisinger let the public know the Council discussed the following during the work session held prior to this meeting:

- St. Paul Regional Water regarding the water capacity for West St. Paul
- 2016 Street Projects
- Possible rezoning at 260 Wentworth

6. Robert Street Review

Public Works and Park Director/City Engineer Ross Beckwith gave an update:

- Met with Xcel Energy and St. Paul Regional Water to discuss upcoming utilities and a conflict area.
- Working on project costs including acquisitions costs and will bring this information back to a future meeting.

7. Citizen Comments

No one wished to speak.

8. Council Comments

Clpn. Iago told of a girls basketball league that was banned from playing in Rogers MN because the team is too good; same level and age bracket. Supposedly other league players banned them. Someone deserves to be a little embarrassed.

Clpn. Armon reminded everyone to keep the fire hydrants clean so SMFD can access them. Also, some of our vacant store fronts are starting to get new businesses.

Clpn. Bellows said WCCO did a piece highlighting our police dept. members. Members of this dept. went out of their way to assist others in need. This was quite extensive, the story, and he told the chief how much we appreciate the fact that their good works – doing things for the right reasons – is what West St. Paul is about.

9. Proclamations, Presentations and Recognitions

A. Proclamation Celebrating Frances Nelson's 104th Birthday

The City Council and staff congratulated Fran Nelson on her 104th birthday. The Mayor and City Council proclaimed January 25, 2016 *Frances Nelson Day*. Frances spoke and brought Bismarck's (pastry) to share with everyone in celebration of her special day.

Motion was made by Clpn. Halverson and seconded by Clpn. Vitelli to adopt the proclamation honoring Frances Nelson and calling January 25, 2016 Frances Nelson Day. All members present voted aye. Motion carried.

10. Consent Agenda

Motion was made by Clpn. Napier and seconded by Clpn. Armon to approve the following consent agenda items:

- A. List of Claims from January 14 to 25, 2016
- B. City Council Work Session Meeting Minutes from January 11, 2016
- C. Police Department Licensing
- D. MOVED to 12.F.
- E. Resolution No. 16-11 Approve Final Payment for 2014 Street Improvements - Project #14-1
- F. MOVED to 12.G.
- G. Resolution 16-12 in Support for Solicitation of Minnesota DNR Grant to Improve Community Forests through Citizen Engagement
- H. Rental Licensing on Hall Avenue

All members present voted aye. Motion carried.

11. Public Hearing

A. Charter Commission Amendment, Section 3.01

City Council Meeting Minutes of January 25, 2016

Clpn. Vitelli said this change is intended to clarify that their identity must be listed in the notice. Attorney Land said yes, the people calling for a special meeting will be listed by name in the meeting notice.

The public hearing opened at 6:50 p.m.
No one wished to speak.
The public hearing closed at 6:50 p.m.

Motion was made by Clpn. Bellows and seconded by Clpn. Halverson to adopt Ordinance No. 16-01 Amending Section 3.01 of the West St. Paul City Charter Regarding Special Meetings. All members present voted aye. Motion carried.

12. New Business

E. West St. Paul Winter Fun Fest Community Event

City Manager gave an overview explaining the South Robert Street Business Association (SRSBA) is organizing a community event, with the help and formal support from the City, to celebrate winter. The event will be held on Saturday, February 20 from 4:00 p.m. to 8:00 p.m. at Marthaler Park. SRSBA board members Dave Motz and Dave Ramsay were in attendance and answered questions. SRSBA would like to classify this as a city event and hope Council will support and assist in promotion. City Manager Matt Fulton said the Parks and Rec, Fire dept., Police dept. and other city staff have worked with SRSBA members on some of the event planning. Manager Fulton said a variety of permits and possible fee waiving would be presented for consideration at the next meeting.

Motion was made by Clpn. Vitelli and seconded by Clpn. Halverson to approve City support and classify the 1st Annual West St. Paul Winter Fun Fest as a City event working in conjunction with the South Robert Street Business Association (SRSBA). All members present voted aye. Motion carried.

A. Consider Sign Advertising Agreement in Ice Arena with Sibley Area Youth Hockey Association

City Manager Fulton gave an overview and introduced Casey Weimer of Sibley Area Youth Hockey Association (SAYHA). Council is asked to consider an advertising agreement. Mr. Weimer said they have been working hard with clean up at the rink and we came across an agreement. They are asking if they can reduce the cost a little. The costs from advertising go to youth and they are looking to reduce the agreement by 10%. Right now we are working on our budget and there is different pricing with the signage. This agreement was for one year. Clpns. Napier and Vitelli suggested doing a two year contract.

Comments:

- Clpn. Napier hats off for the work you have done. We appreciate all the arena work and he supports the request.

- Clpn. Iago thanked Casey for his hard work. Have you studied how South St. Paul does there advertising? They actually have two ways and unfortunately they do not sell a lot of board advertising and sell hanging boards.
- Additional comments were made.

Motion was made by Clpn. Vitelli and seconded by Clpn. Halverson to approve the sign advertising agreement with Sibley Area Youth Hockey Association to sell advertising space within the West St. Paul Ice Area. Clpns. Armon, Halverson, Napier, Vitelli, and Iago voted aye. Clpn. Bellows abstained. The motion carried.

Clpn. Halverson left the meeting as anticipated at 7:09 p.m.

B. Zoning Ordinance Amendment, Section 3.2, amending the definition of dwelling unit - City of West St. Paul

Motion was made by Clpn. Vitelli and seconded by Clpn. Armon to approve the first reading of an ordinance amending Zoning, Section 3.2 regarding the definition of Dwelling Unit. All members present voted aye. Motion carried.

C. 2016 Pay Equity Report

Assistant City Manager Sherrie Le gave an overview. The analysis shows we are in compliance with most of the tests. However, we are not in compliance with the exceptional service pay test and will have to ask for reconsideration. The tests are:

- Completeness and Accuracy – pass.
- Report submitted by January 31 or the year it is required – will pass upon Council approval.
- Underpayment Ratio calculated by the State’s software using our data effective December 31, 2015 is greater than 80% - pass.
- Salary Range test is 80% or above or results in zero – pass.
- Exceptional Service Pay Test is 80% or results in zero – Failed. The city did not pass one test for the following reason. All salaried employees are now eligible for merit pay and there are many more males than females in salaried positions. The last time we were required to report to the State, only department heads and assistant department heads were eligible. We now have ten job classes eligible for merit pay and only two of those classes have female incumbents. Failure of this test will require requesting reconsideration from the State Pay Equity Coordinator. We will explain that this result is not due to gender bias. All salaried females received merit pay. We just happen to have quite a few more males than females in the eligible job classes. This may or may not suffice as an argument but the State will work with us and allow us time to comply.

Motion was made by Clpn. Vitelli and seconded by Clpn. Armon to approve the pay equity report so it can be submitted to the state for reconsideration. All members present voted aye. Motion carried.

D. Authorize the Parks and Public Works Director/City Engineer and City Attorney to Make Offers to Purchase Interests in Real Property for the Wentworth Trail/Bellows Sidewalk-Project #14-6

City Manager Matt Fulton gave an overview. As Council may recall, in early 2014 the City submitted a Safe Routes To School (SRTS) federal grant application for the installation of a trail along the north side of Wentworth Ave., from Charlton to Bellows, and a sidewalk along the west side of Bellows St., from Wentworth to Thompson. The City was notified in summer 2014 that we were successful in obtaining a SRTS grant of \$125,000 toward the project. Because the trail is along Wentworth Ave., a Dakota County roadway, the County is also a partner on the project. The City has WSB & Associates for the preliminary engineering work on the project. Preliminary engineering typically covers all work prior to construction beginning; this includes right-of-way acquisition.

Comments:

- We had a property appraisal. Mayor Meisinger asked if we should add inflation on this number. Manager Fulton said we could and Mayor said he would like to see that done.
- Clpn. Bellows is considered with unknowns.
- Clpn. Napier said you will most likely not get a lot of opposition, in his experience. He is in favor of moving forward.
- Clpn. Vitelli said this is primarily getting kids northbound and would like to apply for grant on Delaware from Thompson to the high school. Manager Fulton said the Council approved *safe routes to school* grant. Assistant Director Boike explained in detail the project scope.
- Clpn. Armon would like to keep this moving. Have city staff keep us updated.
- Attorney Land explained these are different acquisitions than the Robert St. acquisitions. These will be permanent easements. There were 2 appraisals already done. We are asking for the offer amount to be approved this evening. We are taking a permanent easement for sidewalk placement.

Motion was made by Clpn. Vitelli and seconded by Clpn. Iago to adopt Resolution No. 16-13 authorizing the Parks and PW Director and City Engineer and City Attorney to make offers to purchase and if necessary, exercise eminent domain to acquire interests in real property for the Wentworth Trail/Bellows Sidewalk Project, #14-6. All members present voted aye. Motion carried.

F. Approve Final Payment to Meisinger Construction for Ice Arena Bid Pack 2 Project

Mayor Dave Meisinger excused himself from the meeting due to the name recognition at 7:30 p.m. Mayor Pro Tem Ed Iago took over the meeting.

All construction work for the Ice Arena Bid Pack 2 project has been completed in accordance with the plans and specifications. The contractor, Meisinger Construction, has submitted all necessary paperwork and a request for final payment. There is one outstanding issue and one punch list item that are currently being addressed. The issue has to do with cleaning of the facility after construction to get it “user” ready. The City used extra resources, including volunteers, additional City staff and hired contractors in this effort. At the direction of staff, the architect is negotiating

with the 2 contractors to determine a “fair share” for each to cover cleaning expenses (see attached letter). The one outstanding punch list item is with the heating system. Extra work was needed after completion and the project engineer is determining if this extra work is the responsibility of the City if it was within the scope of Meisinger’s contract. If approved tonight, staff would like to issue a partial final payment and retain \$3,500 until these last two items are resolved.

Council made comments on the extensive cleaning performed by staff and volunteers. Comments were made about holding additional funds beyond the \$3,500. City Manager Fulton said he directed the public works crew and members of the hockey crew for clean-up of the arena. He added more detailed information on how the costs could be covered. Clpn. Vitelli said the heat was not working properly and it was a problem that should not have been missed by a Meisinger subcontractor. Clpn. Iago considered not approving the final payment until it is “squared away”. Clpn. Napier supports holding \$3,500 instead of \$5,000. Mayor Pro Tem Iago to Manager Fulton – let’s wrap this up in the next two weeks. Clpn. Vitelli said maybe Wold needs to take some responsibility.

Motion was made by Clpn. Napier and seconded by Clpn. Vitelli to accept the work on the project and approve final payment in the amount of \$9,438 (\$12,938 - \$3500) be made to Meisinger Construction, with the final \$3,500 being paid once staff accepts the final two matters and deems them resolved. All members present voted aye. Motion carried.

Mayor Meisinger returned to the meeting at 7:40 p.m.

G. Approve Purchase of PW Capital Equipment

Director Beckwith gave an overview. In the approved 2016 budget, there are capital purchases items for the Public Works/Parks Department which are each over \$25,000 and require Council approval. All of these items are replacements of older existing equipment. Each of the proposed purchases is within the budgeted amounts

Motion was made by Clpn. Armon and seconded by Clpn. Bellows to approve the Capital Equipment purchases for the Public Works/Park Department of a replacement pick-up truck, two replacement single-axle dump trucks and replacement of a skid steer for a total cost of \$442,244.00. All members present voted aye. Motion carried.

13. Old Business

A. Rental License Hearing for 218 Annapolis St. W. & 966/976 Robert Street - 1234 Properties, LLC

Attorney Land gave an overview. As discussed at the December 15, 2015 Council Meeting, 1234 Properties LLC has owned and operated a licensed 5-unit rental at 218 Annapolis Ave W. since September of 2014. Tenants residing at the property receive services from One Life Health Services, including Independent Living Skills training (ILS) and 24-hour Emergency Assistance. Last summer, 1234 Properties LLC purchased three units at 966/976 Robert St. with the intent to provide similar services to tenants at this location. 1234 Properties LLC has submitted rental applications for the three new units at 966/976 Robert, conducted all required inspections and paid all required fees. During the December 15 meeting, due to excessive police calls at both

properties, staff recommended that the licensed property at 218 Annapolis St. West and the three new applications for the units at 966/976 Robert Street be placed under a provisional license. Based on the information provided and discussion at the meeting, Council directed staff to set a license hearing date for consideration of denial of the rental licenses for both properties. The property owner has been properly noticed and is in attendance. Attorney Land added that Council can approve the license with no conditions, approve with conditions, or deny the license.

David Brooks, St. Paul, is glad to be here and has had a chance to go through all the calls with the police department and his attorney. There were 50+ calls reported and after review basically 9 calls were substantive and were calls that could go against his license. He feels a little taken aback by the process and he feels the inaccuracies in the first report have tarnished them. Anytime a city official presents a report and there is no vetting of the calls – that is somewhat irresponsible. He has spent about \$10,000 in attorney fees. These 50 calls versus 9 calls that fall under the new licensing ordinances were retroactive basically. He is a bit concerned about the process.

Comments:

- Clpn. Vitelli asked if there were 50 calls to your home. Yes, there were 50 calls but some of those calls were from social workers, some were from staff mitigating issues, some were in coordination with West St. Paul staff, etc. Mr. Brooks made continued comments and said he feels his reputation was tarnished.

Public Hearing opened at 8:20 p.m.

Eldon Marier, Mendota Heights, is a representative for 966 and 967. In that complex there have been a couple of tenants who have been taken care of since last year. He is here to support Dave Brooks and what they have done is making an improvement and they hope to be in a better position with the city. Police calls have been reduced significantly and they respond to issues as they arise.

Public hearing closed at 8:23 p.m.

Motion was made by Clpn. Vitelli and seconded by Clpn. Bellows to adopt Resolution No. 16-14 Converting the rental license of 1234 Properties LLC at 218 Annapolis Street W to a provisional license and approving three new rental licenses at 966/967 Robert Street as provisional licenses and adopting a mitigation plan as presented and based on staff recommendations. All members present voted aye. Motion carried.

B. Resolution in support for solicitation of State Health Improvement Program (SHIP) grant through Dakota County Active Living

Assistant Community Development Director Ben Boike gave an overview. Mr. Boike reviewed a resolution in support of soliciting grant dollars from the State Health Improvement Program (SHIP) dollars through Dakota County Active Living. Over the years, the City has had a great partnership with Dakota County Active Living. Grant dollars have been awarded to the City for the development of the city-wide bike/ped plan, a feasibility study for a grade separated crossing of Robert St., as well as the recent Marie/Oakdale sidewalk/trail feasibility study. The County was successful in securing another round of SHIP grants for 2016/2017 and is requesting grant applications from cities by the end of January. There is a 10% match from the city as designated.

Comments:

- Clpn. Iago struggles with analyzing food, the potential food policy, enforcement and potential unnecessary oversight by the County. Director Boike answered questions. The grant money could be used for a comp plan page to see if there are areas in the city that need assistance with health food choices. It is not a mandatory comp plan addition. Clpn. Iago believes this is private business.
- Clpn. Bellows said thanks to Mr. Boike for answering these questions. Clpn. Bellows has difficulty with this because we are talking about money for one purpose being used in a different area of government. If you had a page in the comp plan for trails, walks, and other items, then he could understand the idea of this food policy. But as-is, this does not compute.
- Mr. Boike said if Council doesn't feel it's a priority then it doesn't need to be adopted.
- Clpn. Napier said this was discussed at the Environmental Committee meeting as an important issue and it could be worthwhile.

Motion was made by Clpn. Napier and seconded by Clpn. Armon to adopt Resolution No. 16-15 authorizing solicitation of grant funding from the State Health Improvement Program (SHIP) through Dakota County Active Living. Clpns. Napier, Armon, Vitelli voted aye. Clpn. Iago voted nay. Clpn. Bellows abstained. The motion failed.

Manager Fulton suggested Council take a vote on the two separate issues: trail issue; food issue.

Motion made by Clpn. Bellows and seconded by Clpn. Iago to adopt Resolution No. 16-15 authorizing solicitation of grant funding for trails. All members present voted aye. The motion carried.

There was no motion made regarding the food policy.

14. Adjourn

Motion was made by Clpn. Bellows and seconded by Clpn. Napier to adjourn the meeting at 8:34 p.m. All members present voted aye. Motion carried.

David Meisinger
Mayor
City of West St. Paul

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Joan Carlson, Finance Director
DATE: February 8, 2016
SUBJECT: December 2015 Bank Reconciliation



City of West St. Paul

BACKGROUND INFORMATION:

Attached is the summary bank reconciliation for December 2015.

FISCAL IMPACT:

There is no fiscal impact.

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION:

Approve the December 2015 bank reconciliation.

**CITY OF WEST ST. PAUL
BANK RECONCILIATION
December 31, 2015**

ANCHOR BANK BALANCE:

Ending Balance - Checking Account	\$	947,911.79
Deposits in Transit		2,567.43
Outstanding Disbursements & Checks		(200,423.57)
Petty Cash		2,600.00
RECONCILED BALANCE	\$	<u>752,655.65</u>

CITY TREASURER'S BALANCE:

Previous Month's Reconciled Balance	\$	703,450.87
Daily Receipts Posted		6,015,900.66
Disbursement Checks Issued		(5,633,854.45)
Payroll Checks and Direct Deposits		(286,876.56)
Cash Journal Entries (net)		(47,000.00)
Adjustments:		
Reverse Prior Months Adj.		817.23
SelectAcct		(10.00)
Dec adj		227.90
RECONCILED BALANCE	\$	<u>752,655.65</u>

CASH ACCOUNT BALANCE:

	\$	752,437.75
Adjustments:		
		217.90
RECONCILED BALANCE	\$	<u>752,655.65</u>

CITY OF WEST ST. PAUL

12/31/15

FUND NUMBER AND NAME		CURRENT MONTH'S ACTIVITIES		
		BEGINNING BAL	NET REV / (EXP)	ENDING BAL
101	General Fund	6,140,384.94	1,993,055.03	8,133,439.97
209	Economic Development Authority	260,788.99	131,873.91	392,662.90
212	Insurance Fund	644,952.15	28,439.79	673,391.94
213	Innovation Fund	68,131.07	-	68,131.07
323	2006 GO Bonds	30,617.05	122,126.06	152,743.11
324	2008 GO Bonds	489,496.31	(496,635.45)	(7,139.14)
325	2009 GO Refunding Bonds	845,249.07	(218,767.50)	626,481.57
327	2008 Capital Note	302,296.87	256,377.50	558,674.37
328	2009 Capital Note	780,464.81	112,459.10	892,923.91
329	2012 GO Bonds	632,620.13	191,868.42	824,488.55
330	2013 GO Bonds	120,571.42	57,481.00	178,052.42
331	2014A GO Bonds	110,206.25	174,067.00	284,273.25
332	2014B GO Bonds	279,340.63	204,995.50	484,336.13
333	2015A Refunding Bonds	16,214.60	-	16,214.60
334	2015B Go Refunding Bonds	-	3,541.89	3,541.89
335	2015C Go Tax Increment Refunding	-	4,202.40	4,202.40
375	2005 G O TIF Bonds	0.45	1,285,000.00	1,285,000.45
401	Vehicle and Equipment Reserve	2,256,680.37	70,048.81	2,326,729.18
402	M S A Streets Fund	714,304.45	(823,443.93)	(109,139.48)
403	Street Maintenance Fund	621,522.00	(94,073.04)	527,448.96
409	Police and Fire PERA	233,827.82	-	233,827.82
411	Technology Replacement Fund	319,552.44	97,126.29	416,678.73
413	Parks Improvement Fund	298,932.57	(145,259.38)	153,673.19
415	Govt Facilities Cap Proj	344,615.58	358,479.00	703,094.58
450	TIF 1-1	1,218,597.30	-	1,218,597.30
451	TIF 1-2	163,175.96	105,000.00	268,175.96
452	TIF 1-3	27,017.59	21,000.00	48,017.59
453	Lowes TIF	93,131.46	-	93,131.46
551	Perm. Improv. Revolving Fund	(5,823,988.93)	(1,271,185.15)	(7,095,174.08)
600	Storm Sewer Utility	1,220,602.34	9,670.38	1,230,272.72
602	Public Utilities (Sewer) Fund	687,821.47	(115,509.42)	572,312.05
613	Golf Course Enterprise Fund	28,035.64	(45,469.07)	(17,433.43)
615	Civic Arena Enterprise Fund	139,603.73	111,947.05	251,550.78
616	Swimming Pool Enterprise Fund	(30,954.40)	(1,445.24)	(32,399.64)
617	Regional Athletic Center Fund	705,134.79	199,227.63	904,362.42
705	Investment Fund	(13,234,678.82)	(2,278,028.93)	(15,512,707.75)
CASH TOTAL ALL FUNDS		704,268.10	48,169.65	752,437.75

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Joan Carlson, Finance Director
DATE: February 8, 2015
SUBJECT: Preliminary December 2015 General Fund Budget Report



City of West St. Paul

BACKGROUND INFORMATION:

Attached is the preliminary December 2015 General Fund Budget to Actual Report for Council review. There will be a final 2015 report after all year-end accruals have been recorded. The revenues are reported by major type and the expenditures are reported by department.

Total revenue collections in 2015 stand at 101%. Items of note are:

- License and Permits are at 130% due to building permit revenue being \$115,000 more than expected.
- Fine and Forfeiture receipts are at 132% - both court fines and admin citations are more than anticipated.
- Miscellaneous revenues are at 247% due to greater than expected investment interest.

Total expenditures are at 97% before year end accruals. All departments are near or below their target with the following exceptions:

- Legal is at 123%. This is the 3rd year legal fees have been over budget due to prosecution costs; it has been addressed in the 2016 budget.
- Planning and Zoning is 105% due to demo costs for two residential properties. These costs will be assessed and collected with next year's taxes.
- Police is at 101% due to overtime wages higher than expected however, the overage is offset with new revenue from the Walmart service contract.
- Engineering is at 102% due to payout of vacation hours to the departing City Engineer. This will correct at year end when the vacation accruals are recorded for 2015.

FISCAL IMPACT: None

	Amount
Fund:	
Department:	
Account:	

STAFF RECOMMENDATION:

Approve the December 2015 General Fund Budget to Actual Report.

City of West St Paul
 General Fund Budget to Actual Report
 December 2015 (preliminary)

<u>Account Description</u>	<u>Adopted Budget</u>	<u>Current Transactions</u>	<u>YTD Transactions</u>	<u>Remaining Budget</u>	<u>% of Budget Rec'd/Used</u>
Fund 101 - General Fund					
REVENUE					
Taxes	9,378,435	2,847,488	9,231,273	147,162	98%
Licenses and Permits	490,500	116,493	637,742	(147,242)	130%
Intergovernmental Revenues	531,500	14,389	492,263	39,237	93%
Charges for Services	727,750	40,786	627,173	100,577	86%
Fines & Forfeits	103,000	10,487	136,105	(33,105)	132%
Special Assessments and Miscellaneous	159,953	18,347	395,309	(235,356)	247%
Other Financing Sources	688,000	4,967	690,203	(2,203)	100%
REVENUE TOTALS	<u>12,079,138</u>	<u>3,052,957</u>	<u>12,210,067</u>	<u>(130,929)</u>	101%
EXPENSE					
Mayor and Council	172,043	14,433	158,091	13,952	92%
Charter Commission	1,500	670	1,582	(82)	105%
City Manager / City Clerk	718,105	58,120	670,510	47,595	93%
Elections	2,865	58	205	2,660	7%
Finance	347,130	28,712	339,706	7,424	98%
Legal	298,000	64,149	366,748	(68,748)	123%
Planning & Comm Develop	282,558	22,120	295,585	(13,027)	105%
Recycling Dept	8,775	2,061	8,080	695	92%
Information Technology	441,905	31,277	367,689	74,216	83%
City Hall Building	197,235	18,344	169,617	27,618	86%
PW Facility	64,500	6,909	58,313	6,187	90%
Police	3,956,670	337,314	3,978,474	(21,804)	101%
Communications Center	647,520	55,181	592,827	54,693	92%
Fire	2,101,737	525,435	2,101,737	-	100%
Building Inspections	306,760	21,467	283,312	23,448	92%
Civil Defense	15,350	5,365	13,806	1,544	90%
Traffic Signs	23,900	4,172	20,921	2,979	88%
Animal Control	5,950	1,026	5,297	653	89%
Engineering	190,950	11,745	194,240	(3,290)	102%
Streets	1,249,300	121,805	1,122,217	127,083	90%
Street Lighting	135,025	21,462	122,152	12,873	90%
Human Resources	81,860	6,463	76,395	5,465	93%
Parks and Recreation	794,500	58,402	751,452	43,048	95%
Transfers Out	35,000	-	35,000	-	100%
EXPENSE TOTALS	<u>12,079,138</u>	<u>1,416,692</u>	<u>11,733,955</u>	<u>345,183</u>	97%
General Fund Totals					
REVENUE TOTALS	12,079,138	3,052,957	12,210,067	(130,929)	101%
EXPENSE TOTALS	12,079,138	1,416,692	11,733,955	345,183	97%
General Fund Net	-	1,636,266	476,112	(476,112)	

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Joan Carlson, Finance Director
DATE: February 8, 2016
SUBJECT: List of Claims



City of West St. Paul

BACKGROUND INFORMATION:

Invoices to be paid

FISCAL IMPACT:

\$1,374,147.60

STAFF RECOMMENDATION:

Approve payment of attached

CITY OF WEST ST PAUL

Summary of List of Claims
Council Meeting of February 8, 2016

PAYROLL CHECK REGISTER:

Payroll Period	1/18/16 - 1/31/16	
Date Paid	2/5/2016	\$138,744.47
Direct Deposit		

Payroll Period		
Date Paid		
Direct Deposit		

TOTAL NET PAYROLL

\$0.00

DISBURSEMENT CHECK REGISTER:

Checks	120949 - 121057	\$821,322.97
EFTS	704 - 723	\$414,080.16

TOTAL DISBURSEMENT CHECKS

\$1,235,403.13

TOTAL PAYROLL, DISBURSEMENTS, ACH AND WIRE TRANSFERS

\$1,235,403.13

Payment Register

From Payment Date: 1/26/2016 - To Payment Date: 2/8/2016

Number	Date	Payee Name	Transaction Amount
AP - Accounts Payable			
<u>Check</u>			
120949	01/26/2016	MCFOA	\$100.00
120950	01/26/2016	MCFOA REGION IV	\$65.00
120951	01/26/2016	NEIGHTBORS, INC	\$2,000.00
120952	01/27/2016	MEISINGER CONSTRUCTION	\$9,438.00
120953	01/28/2016	GRAND VIEW LODGE	\$239.88
120954	01/28/2016	LMCIT	\$634.95
120955	01/28/2016	MIDWEST SOUND DJ	\$445.00
120956	02/08/2016	ABDO, EICK & MEYERS, LLP	\$10,000.00
120957	02/08/2016	ADVANTAGE SIGNS & GRAPHICS	\$209.30
120958	02/08/2016	ALBERS MECHANICAL	\$4,800.00
120959	02/08/2016	ALBINSON, JON, R	\$6,210.94
120960	02/08/2016	AMERICAN LEGAL PUBLISHING	\$5,057.00
120961	02/08/2016	ARMOR SECURITY	\$334.50
120962	02/08/2016	ARNT CONSTRUCTION COMPANY	\$37,634.08
120963	02/08/2016	AUTOMATIC SYSTEMS	\$2,239.17
120964	02/08/2016	BATTERIES PLUS BULBS	\$19.95
120965	02/08/2016	BCA CJTE	\$225.00
120966	02/08/2016	BECKER ARENA PRODUCTS INC	\$144.40
120967	02/08/2016	BECKWITH, ROSS	\$74.52
120968	02/08/2016	BENJAMIN FRANKLIN PLUMBING	\$6,800.00
120969	02/08/2016	BOLTON & MENK INC	\$7,103.00
120970	02/08/2016	BOUND TREE MEDICAL LLC	\$73.69
120971	02/08/2016	BOYER FORD TRUCKS INC	\$180.50
120972	02/08/2016	BUJELL CONSULTING	\$3,000.00
120973	02/08/2016	CALIBRE PRESS	\$298.00
120974	02/08/2016	CARBONES PIZZA	\$48.74
120975	02/08/2016	CORPORATE MARK INC	\$151.50
120976	02/08/2016	CRAFTSMAN CONSTRUCTION INC	\$9,000.00
120977	02/08/2016	CUB FOODS	\$24.72
120978	02/08/2016	DAKOTA COMMUNICATIONS	\$55,602.00
120979	02/08/2016	DAKOTA COUNTY FINANCIAL SERV	\$24,867.44
120980	02/08/2016	DAKOTA COUNTY REGIONAL	\$25.00
120981	02/08/2016	DAKOTA COUNTY WARRANTS	\$280.00
120982	02/08/2016	DANNER INC	\$86,625.07
120983	02/08/2016	DEPUTY REGISTRAR #35	\$12.00
120984	02/08/2016	EHLERS & ASSOCIATES	\$3,727.50
120985	02/08/2016	EMERGENCY AUTOMOTIVE TECH	\$10.84
120986	02/08/2016	FARMINGTON, CITY OF/MAAG TEAM	\$8,300.00
120987	02/08/2016	FBINAA, INC	\$85.00
120988	02/08/2016	FLEXIBLE PIPE TOOL COMPANY	\$4,245.00
120989	02/08/2016	GOODIN COMPANY	\$108.29
120990	02/08/2016	GOPHER STATE ONE-CALL	\$100.00
120991	02/08/2016	GOV'T TRAINING SERVICE	\$265.00
120992	02/08/2016	GRAFIX SHOPPE	\$335.00
120993	02/08/2016	GRAINGER INC	\$64.71
120994	02/08/2016	GUARDIAN SUPPLY LLC	\$138.98
120995	02/08/2016	HARRIS COMPUTER SYSTEMS	\$12,830.82
120996	02/08/2016	HARTSHORN, JIM	\$90.72
120997	02/08/2016	HAUGO GEO TECHNICAL SERVICES,	\$10,090.00
120998	02/08/2016	HOLIDAY STATION STORES	\$185.00

Payment Register

From Payment Date: 1/26/2016 - To Payment Date: 2/8/2016

120999	02/08/2016	HOSE/CONVEYORS	\$638.53
121000	02/08/2016	I A C P-MEMBERSHIP	\$150.00
121001	02/08/2016	INSIGHT	\$13,144.74
121002	02/08/2016	INTERNATIONAL CODE COUNCIL	\$690.00
121003	02/08/2016	INVER GROVE FORD	\$8.28
121004	02/08/2016	IOT(INTERNATIONAL OFFICE TECH)	\$164.99
121005	02/08/2016	JIM MURR PLUMBING	\$1,995.10
121006	02/08/2016	KEEPRS, INC	\$939.23
121007	02/08/2016	KROGH'S INC	\$1,972.12
121008	02/08/2016	L.T.G. POWER EQUIPMENT	\$26.37
121009	02/08/2016	LAWSON PRODUCTS INC	\$608.77
121010	02/08/2016	LE/SHERRIE	\$320.45
121011	02/08/2016	LEVANDER, GILLEN & MILLER	\$117.00
121012	02/08/2016	LEXIPOL	\$3,100.00
121013	02/08/2016	LMCIT- INS PREMIUMS	\$53,799.25
121014	02/08/2016	M & L DISTRIBUTING, INC	\$152.25
121015	02/08/2016	M P P O A	\$144.00
121016	02/08/2016	MADDEN GALANTER HANSEN, LLP	\$526.50
121017	02/08/2016	MANSFIELD OIL COMPANY	\$11,527.17
121018	02/08/2016	MAX STEININGER, INC	\$247,957.31
121019	02/08/2016	MCMULLEN INSPECTING, INC	\$3,163.20
121020	02/08/2016	MENARDS	\$1,771.01
121021	02/08/2016	METRO CITIES	\$7,113.00
121022	02/08/2016	METRO SALES	\$130.00
121023	02/08/2016	MIDWAY FORD	\$177.54
121024	02/08/2016	MINNEAPOLIS/CITY OF	\$33.27
121025	02/08/2016	MN DEPT OF MILITARY AFFAIRS	\$1,946.25
121026	02/08/2016	MN DEPT OF PUBL SAFTY -EPCRA	\$25.00
121027	02/08/2016	MN DEPT-EMPL & ECON DEV	\$4,110.00
121028	02/08/2016	MN GLOVE	\$489.88
121029	02/08/2016	NEW VISION PRINTING	\$305.00
121030	02/08/2016	NORTHERN TOOL & EQUIPMENT	\$7.12
121031	02/08/2016	O'REILLY AUTOMOTIVE, INC	\$384.33
121032	02/08/2016	OFFICE DEPOT	\$88.35
121033	02/08/2016	OVERLAND CONTRACTING	\$3,000.00
121034	02/08/2016	POWERPLAN/R D O EQUIPMENT	\$4,658.00
121035	02/08/2016	R & R SPECIALTIES	\$484.50
121036	02/08/2016	REGENCY OFFICE PRODUCTS	\$174.74
121037	02/08/2016	ROAD EQUIPMENT PARTS CENTER	\$335.10
121038	02/08/2016	ROADKILL ANIMAL CONTROL	\$180.00
121039	02/08/2016	SFDMG	\$13,155.95
121040	02/08/2016	SHORT ELLIOTT HENDRICKSON, INC	\$8,250.00
121041	02/08/2016	SPEED PRINT INC	\$95.00
121042	02/08/2016	SRF CONSULTING GROUP INC	\$68,769.56
121043	02/08/2016	STAPLES BUSINESS ADVANTAGE	\$27.44
121044	02/08/2016	TRANE U S INC	\$340.28
121045	02/08/2016	TRI STATE BOBCAT INC	\$88.75
121046	02/08/2016	TWIN CITY JANITOR SUPPLY	\$618.10
121047	02/08/2016	TWIST OFFICE PRODUCTS	\$145.45
121048	02/08/2016	UNIFORMS UNLIMITED	\$647.80
121049	02/08/2016	US BANK EQUIPMENT FINANCE	\$525.65
121050	02/08/2016	US BANK EQUIPMENT FINANCE	\$228.69
121051	02/08/2016	USGA-MEMBER CLUB	\$110.00
121052	02/08/2016	VANGUARD CLEANING SYSTEMS	\$2,029.80

Payment Register

From Payment Date: 1/26/2016 - To Payment Date: 2/8/2016

121053	02/08/2016	VIKING INDUSTRIAL CENTER	\$446.91
121054	02/08/2016	WIGHTMAN, BRUCE	\$11.23
121055	02/08/2016	WSB & ASSOCIATES	\$19,270.94
121056	02/08/2016	XCEL ENERGY	\$25,433.80
121057	02/08/2016	ZIEGLER INC	\$29.06

Type Check Totals:			<u>\$821,322.97</u>
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<u>EFT</u>			
704	01/26/2016	ANCHOR BANK OF W. ST PAUL	\$59,347.94
705	01/26/2016	I C M A	\$18,163.44
706	01/26/2016	I C M A RETIREMENT TRUST-457	\$7,601.82
707	01/26/2016	MII LIFE --- VEBA	\$2,853.46
708	01/26/2016	MN DEPARTMENT OF REVENUE	\$11,974.62
709	01/26/2016	MSRS - 457	\$2,445.50
710	01/26/2016	MSRS HCSP	\$5,122.05
711	01/26/2016	PUBLIC EMPLOYEES RETIRMNT	\$49,266.71
712	01/26/2016	PUBLIC EMPLOYEES RETIRMNT	\$372.16
713	01/26/2016	MII LIFE --- VEBA	\$1,551.92
714	01/26/2016	ANCHOR BANK OF W. ST PAUL	\$122.52
715	01/26/2016	SELECTACCOUNT	\$226.67
717	01/28/2016	SELECTACCOUNT	\$43.30
719	01/29/2016	MN STATE TREASURER	\$3,432.00
720	01/29/2016	THE HARTFORD-PRIORITY	\$1,130.29
721	01/29/2016	DEARBORN NATIONAL	\$425.76
722	02/08/2016	CHASE, NEW YORK	\$120,000.00
723	02/08/2016	CHASE, NEW YORK	\$130,000.00

Type EFT Totals:			<u>\$414,080.16</u>
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TOTAL CHECKS & EFTS			<u><u>\$1,235,403.13</u></u>
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TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Manila Shaver, Chief of Police
DATE: February 8, 2016
SUBJECT: Police Badges, Declare Surplus



BACKGROUND INFORMATION:

The police department has developed a policy in which to recognize longer-term employees that retire from the department. Our recognition policy states those employees leaving in good standing and who have at least five years of service with the police department, may purchase a replacement badge for their original issued badge. For those employees working ten or more years as a police officer, the department could request the Council to declare up to two badges as surplus for the officer, to include the officer's original issued badge and any specialty assignment or promotional badge the officer may have earned, such as investigator or sergeant.

Investigator Mike Eberlein and Sergeant Tom Fangel have both recently retired from the police department. Both of these officers are leaving in good standing. Investigator Eberlein has 9 years of service while Sergeant Fangel has 21 years.

While Investigator Eberlein is just a few months shy of the ten year level, I feel it is appropriate to provide him with a single badge. As such, I am recommending the City declare Investigator Eberlein's investigator badge and Sergeant Fangel's sergeant badge as surplus. The police department will replace the badges out of its current budget and will prepare each surplus badge in a presentation frame to present to each officer at the appropriate time.

FISCAL IMPACT:

Action	Fund	Department	Account	Amount
Surplus property	101	42100	40230	\$160
Total:				\$160

STAFF RECOMMENDATION:

Declare the two police badges as surplus and allow the police department to provide them to Investigator Eberlein and Sergeant Fangel in appreciation for their years of service to the City.

On Motion of Clpn.

Seconded by Clpn.

RESOLUTION NO. 16-

A RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS, AND AUTHORIZING SALE AND/OR DISPOSAL THEREOF

WHEREAS, certain property is no longer needed for public service, and can be offered for sale and/or disposal.

WHEREAS, Investigator Mike Eberlein and Sergeant Tom Fangel have both served the City in the capacity of Police Officer for 9 and 21 years, respectfully;

WHEREAS, Investigator Mike Eberlein and Sergeant Tom Fangel have both recently retired from law enforcement;

WHEREAS, the City, the police department and the Council would like to recognize Investigator Mike Eberlein and Sergeant Tom Fangel for their excellent service to the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST ST. PAUL, MINNESOTA:

The following property is declared surplus and the police department is hereby authorized to provide to Investigator Mike Eberlein and Sergeant Tom Fangel this property in the form of a recognition plaque:

Investigator Mike Eberlein’s “Investigator Badge”

Sergeant Tom Fangel’s “Sergeant Badge”

Adopted by the City Council this 8th day of February, 2016.

Ayes: Nays:

David Meisinger, Mayor

Attest: _____
Chantal Doriott, City Clerk

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Joan Carlson, Finance Director
DATE: February 8, 2016
SUBJECT: December 2015 Investment Report



City of West St. Paul

BACKGROUND INFORMATION:

Attached is the Investment Report for December 2015.

FISCAL IMPACT:

There is no fiscal impact.

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION:

Approve the December 2015 Investment Report.



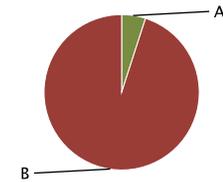
Portfolio holdings

as of December 31, 2015

Summary of Portfolio Holdings

	Cost basis (\$)	Value on 12/31/2015 (\$)	Unrealized gain/loss (\$)	Unrealized gain/loss (%)	Est. annual income (\$)	Current yield (%)	% of portfolio
A Cash	741,099.77	741,099.77	0.00	0.00%	1,185.76	0.16%	4.98%
Cash	741,099.77	741,099.77	0.00	0.00%	1,185.76	0.16%	4.98%
B Fixed Income	13,900,956.54	14,155,055.19	10,195.37	0.07%	268,362.50	1.90%	95.02%
US	13,415,956.54	13,669,823.64	9,963.83	0.07%	260,095.00	1.90%	91.77%
International	485,000.00	485,231.55	231.54	0.05%	8,267.50	1.70%	3.25%
C Equity	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00%
D Commodities	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00%
E Non-Traditional	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00%
F Other	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00%
Total Portfolio	\$14,642,056.31	\$14,896,154.96	\$10,195.37	0.07%	\$269,548.26	1.81%	100%

Balanced mutual funds are allocated in the 'Other' category





Portfolio holdings - as of December 31, 2015 (continued)

Details of portfolio holdings

	Cost basis (\$)	Market value (\$)	Unrealized gain/loss (\$)	Unrealized gain/loss (%)	Est. annual income (\$)	Current yield (%)	% of asset class	% of portfolio
Total Portfolio	\$14,642,056.31	\$14,896,154.96	\$10,195.37	0.07%	\$269,548.26	1.81%	100%	100%

Cash	Quantity	Purchase price (\$)/ Avg Price	Price on 12/31/2015 (\$)	Cost basis (\$)	Market value (\$)	Unrealized gain/loss (\$)	Unrealized gain/loss (%)	Est. annual income (\$)	Current yield (%)	% of Cash	% of portfolio
Cash											
UBS BANK USA DEPOSIT ACCOUNT	240,527.66	1.00	1.00	240,527.66	240,527.66	0.00	0.00%	0.00	0.00%	32.46%	1.61%
UBS SELECT PRIME INSTITUTIONAL FUND	741,099.77	1.00	1.00	741,099.77	741,099.77	0.00	0.00%	1,185.76	0.16%	100.00%	4.98%
Client investment: \$0.00 Reinvested dividends: \$741,099.77 Investment return: \$741,099.77 (0%)											
USD CASH	-240,527.66	1.00	1.00	-240,527.66	-240,527.66	0.00	0.00%	0.00	0.00%	-32.46%	-1.61%
Total Cash				\$741,099.77	\$741,099.77	\$0.00	0.00%	\$1,185.76	0.16%	100.00%	4.98%
Total Cash				\$741,099.77	\$741,099.77	\$0.00	0.00%	\$1,185.76	0.16%	100.00%	4.98%

Fixed Income	Quantity	Purchase price (\$)/ Avg Price	Price on 12/31/2015 (\$)	Cost basis (\$)	Market value (\$)	Unrealized gain/loss (\$)	Unrealized gain/loss (%)	Est. annual income (\$)	Current yield (%)	% of Fixed Income	% of portfolio
US											
ALLY BK UT US RT 00.9000% MAT 08/22/16 FIXED RATE CD	240,000.00	100.00	100.10	240,000.00	241,025.95	1,025.95	0.43%	2,160.00	0.90%	1.70%	1.62%
AMERICAN EXPRESS C NY US RT 02.1000% MAT 10/17/18 FIXED RATE CD	240,000.00	100.00	100.49	240,000.00	242,206.82	2,206.82	0.92%	5,040.00	2.09%	1.71%	1.63%
AMERICAN EXPRESS F UT US RT 02.0000% MAT 07/24/19 FIXED RATE CD	240,000.00	100.00	99.77	240,000.00	241,542.51	1,542.51	0.64%	4,800.00	2.00%	1.71%	1.62%
ASHWAUBENON WI CMNTY DE TAX RV BE/R/ 2.550 060119 DTD 032912	260,000.00	101.12	101.63	262,906.86	264,790.50	1,883.64	0.72%	6,630.00	2.51%	1.87%	1.78%
BANK OF HAMPTON RO VA US RT 01.0000% MAT 09/27/17 FIXED RATE CD	240,000.00	100.00	99.75	240,000.00	240,031.86	31.86	0.01%	2,400.00	1.00%	1.70%	1.61%
BARCLAYS BK DE US RT 02.1000% MAT 07/23/19 FIXED RATE CD	245,000.00	100.00	99.74	245,000.00	246,622.64	1,622.64	0.66%	5,145.00	2.11%	1.74%	1.66%



Portfolio holdings - as of December 31, 2015 (continued)

Fixed Income	Quantity	Purchase price (\$)/ Avg Price	Price on 12/31/2015 (\$)	Cost basis (\$)	Market value (\$)	Unrealized gain/loss (\$)	Unrealized gain/loss (%)	Est. annual income (\$)	Current yield (%)	% of Fixed Income	% of portfolio
US											
BK OF AMERICA NA NC US RT 01.7500% MAT 09/12/22 STEP RATE CD	240,000.00	100.00	98.85	240,000.00	237,230.40	-2,769.60	-1.15%	4,200.00	1.77%	1.68%	1.59%
BK OF NORTH CAROLI ME US RT 01.0000% MAT 01/30/17 FIXED RATE CD	200,000.00	100.00	100.07	200,000.00	200,148.00	148.00	0.07%	2,000.00	1.00%	1.41%	1.34%
BMW BANK NORTH AME UT US RT 02.1500% MAT 12/10/19 FIXED RATE CD	240,000.00	100.00	100.10	240,000.00	240,539.28	539.28	0.22%	5,160.00	2.15%	1.70%	1.61%
CAPITAL ONE BANK NA RT 02.3000% MAT 07/29/20 FIXED RATE CD	245,000.00	100.00	99.72	245,000.00	246,702.05	1,702.05	0.69%	5,635.00	2.31%	1.74%	1.66%
CAPITAL ONE BK VA US RT 02.1000% MAT 10/01/19 FIXED RATE CD	245,000.00	100.00	99.52	245,000.00	245,099.38	99.38	0.04%	5,145.00	2.11%	1.73%	1.65%
CIT BK SALT LAKE C UT US RT 02.1000% MAT 11/13/19 FIXED RATE CD	240,000.00	100.00	99.78	240,000.00	240,125.19	125.19	0.05%	5,040.00	2.10%	1.70%	1.61%
CITY OF NY TAX F-2 OID99.281 BE/R/ 1.600 030120 DTD 031913	445,000.00	97.50	98.03	433,875.00	438,597.93	4,722.93	1.09%	7,120.00	1.63%	3.10%	2.94%
COMENITY BANK DE US RT 01.3500% MAT 12/12/17 FIXED RATE JUMBO CD	200,000.00	100.00	100.13	200,000.00	200,457.12	457.12	0.23%	2,700.00	1.35%	1.42%	1.35%
COMPASS BANK AL US RT 01.3000% MAT 12/11/17 FIXED RATE CD	245,000.00	0.00	99.47	0.00	243,903.27	0.00	0.00%	3,185.00	1.31%	1.72%	1.64%
DISCOVER BANK DE US RT 02.5500% MAT 08/27/21 FIXED RATE CD	240,000.00	100.00	100.79	240,000.00	244,015.86	4,015.86	1.67%	6,120.00	2.53%	1.72%	1.64%
FAIRFAX CO VA WTR AUTH TAX SR B RV BE/R/ 2.875 040125 DTD 022513	640,000.00	101.52	99.19	649,700.57	639,441.60	-10,258.97	-1.58%	18,400.00	2.90%	4.52%	4.29%
FFCB BOND 01.900 % DUE 121721 DTD 121712 FC 06172013	500,000.00	100.00	97.44	500,000.00	487,584.44	-12,415.56	-2.48%	9,500.00	1.95%	3.44%	3.27%
FHLB BOND STEP-UP 01.250 % DUE 121120 DTD 061113 FC 12112013	250,000.00	96.79	100.14	241,963.13	250,511.11	8,547.98	3.53%	3,125.00	1.25%	1.77%	1.68%
FHLB BOND STEP-UP 02.000 % DUE 062023 DTD 062013 FC 12202013	500,000.00	98.45	100.12	492,250.00	500,915.56	8,665.56	1.76%	10,000.00	2.00%	3.54%	3.36%
FHLMC MED TERM NTS 02.000 % DUE 042921 DTD 102915 FC 04292016	500,000.00	100.00	100.06	500,000.00	502,017.22	2,017.22	0.40%	10,000.00	2.00%	3.55%	3.37%
FHLMC MED TERM NTS 02.000 % DUE 121820 DTD 121815 FC 06182016	1,000,000.00	100.00	99.36	1,000,000.00	994,272.22	-5,727.78	-0.57%	20,000.00	2.01%	7.02%	6.67%



Portfolio holdings - as of December 31, 2015 (continued)

Fixed Income	Quantity	Purchase price (\$)/ Avg Price	Price on 12/31/2015 (\$)	Cost basis (\$)	Market value (\$)	Unrealized gain/loss (\$)	Unrealized gain/loss (%)	Est. annual income (\$)	Current yield (%)	% of Fixed Income	% of portfolio
US											
FIRST AMER BK IL US RT 02.0000% MAT 09/12/22 STEP RATE CD	245,000.00	100.00	98.89	245,000.00	242,275.60	-2,724.40	-1.11%	4,900.00	2.02%	1.71%	1.63%
FIRST BK HIGHLAND IL US RT 01.9500% MAT 07/24/19 FIXED RATE CD	240,000.00	100.00	99.58	240,000.00	239,859.09	-140.91	-0.06%	4,680.00	1.96%	1.69%	1.61%
FNMA NTS 01.000 % DUE 122617 DTD 122612 FC 06262013	250,000.00	100.00	100.09	250,000.00	250,259.72	259.72	0.10%	2,500.00	1.00%	1.77%	1.68%
FNMA NTS 01.500 % DUE 082819 DTD 022813 FC 08282013	250,000.00	98.67	99.36	246,687.50	249,668.75	2,981.25	1.21%	3,750.00	1.51%	1.76%	1.68%
FNMA NTS STEP-UP 0.875% DUE 022018 DTD 022013 FC 08202013	250,000.00	98.10	99.94	245,255.00	250,653.51	5,398.51	2.20%	2,187.50	0.88%	1.77%	1.68%
FNMA STEP UP CALL NTS 1.2500% DUE 013020 DTD 013013 FC 07302013	500,000.00	100.30	99.54	501,499.22	500,304.17	-1,195.05	-0.24%	6,250.00	1.26%	3.53%	3.36%
GE CAPITAL BANK UT US RT 01.3500% MAT 08/29/17 FIXED RATE CD	240,000.00	100.00	99.84	240,000.00	240,703.76	703.76	0.29%	3,240.00	1.35%	1.70%	1.62%
GOLDMAN SACHS BANK NY US RT 02.0500% MAT 07/23/19 FIXED RATE CD	200,000.00	100.00	99.60	200,000.00	201,008.49	1,008.49	0.50%	4,100.00	2.06%	1.42%	1.35%
GOLDMAN SACHS BANK UT US RT 01.8500% MAT 08/31/16 FIXED RATE CD	40,000.00	100.00	100.71	40,000.00	40,530.14	530.14	1.33%	740.00	1.84%	0.29%	0.27%
HSBC BANK , NA DE US RT 01.2500% MAT 03/30/20 STEP RATE CD	240,000.00	100.00	99.20	240,000.00	238,072.80	-1,927.20	-0.80%	3,000.00	1.26%	1.68%	1.60%
JPMORGAN CHASE & C DE US RT 01.2500% MAT 11/30/18 FIXED RATE CD	200,000.00	100.00	98.27	200,000.00	196,744.33	-3,255.67	-1.63%	2,500.00	1.27%	1.39%	1.32%
MORRIS MN ISD #769 TAX SR A BE/R/ 5.100 020121 DTD 020109	180,000.00	100.00	104.54	180,000.00	191,989.80	11,989.80	6.66%	9,180.00	4.88%	1.36%	1.29%
NEW YORK CITY TRANSITION TAX C-3 RV BE/R/ 1.280 110118 DTD 120412	500,000.00	100.00	98.85	500,000.00	495,311.67	-4,688.33	-0.94%	6,400.00	1.29%	3.50%	3.33%
NEW YORK CITY TRANSITION TAX C-3 RV BE/R/ 2.400 110123 DTD 120412	500,000.00	97.63	95.26	488,145.00	478,285.00	-9,860.00	-2.02%	12,000.00	2.52%	3.38%	3.21%
NEW YORK ST DORM AUTH ST TAX SR B OID99.947 BE/R/ 2.200 021519 DTD 072513	500,000.00	100.58	101.22	502,884.67	510,235.56	7,350.89	1.46%	11,000.00	2.17%	3.60%	3.43%
SALLIE MAE BK UT US RT 01.5000% MAT 10/10/17 FIXED RATE CD	240,000.00	100.00	100.20	240,000.00	241,279.17	1,279.17	0.53%	3,600.00	1.50%	1.70%	1.62%



Portfolio holdings - as of December 31, 2015 (continued)

Fixed Income	Quantity	Purchase price (\$)/ Avg Price	Price on 12/31/2015 (\$)	Cost basis (\$)	Market value (\$)	Unrealized gain/loss (\$)	Unrealized gain/loss (%)	Est. annual income (\$)	Current yield (%)	% of Fixed Income	% of portfolio
US											
SUN NATL BK NJ US RT 01.0000% MAT 10/03/17 FIXED RATE CD	240,000.00	100.00	100.77	240,000.00	242,027.93	2,027.93	0.84%	2,400.00	0.99%	1.71%	1.62%
SYNCHRONY BK UT US RT 02.6500% MAT 08/23/21 FIXED RATE CD	240,000.00	100.00	100.80	240,000.00	244,197.83	4,197.83	1.75%	6,360.00	2.63%	1.73%	1.64%
THIEF RIVER FALLS MN TAX SR B BE/R/ 3.000 020125 DTD 060112	375,000.00	101.28	98.82	379,789.59	375,266.25	-4,523.34	-1.19%	11,250.00	3.04%	2.65%	2.52%
THIRD FED S&L ASSN OH US RT 02.0000% MAT 11/25/19 FIXED RATE CD	247,000.00	100.00	99.70	247,000.00	246,762.24	-237.76	-0.10%	4,940.00	2.01%	1.74%	1.66%
TWO RIVERS ST BK NE US RT 01.2500% MAT 07/18/19 FIXED RATE CD	169,000.00	100.00	97.23	169,000.00	164,397.32	-4,602.68	-2.72%	2,112.50	1.29%	1.16%	1.10%
WEBSTER FIVE CENTS MA US RT 02.0000% MAT 12/17/19 FIXED RATE CD	245,000.00	100.00	99.27	245,000.00	243,394.55	-1,605.45	-0.66%	4,900.00	2.01%	1.72%	1.63%
WORLD'S FOREMOST B NE US RT 02.3000% MAT 08/06/20 FIXED RATE JUMBO CD	200,000.00	100.00	99.25	200,000.00	198,815.05	-1,184.93	-0.59%	4,600.00	2.32%	1.40%	1.33%
Total US				\$13,415,956.54	\$13,669,823.64	\$9,963.83	0.07%	\$260,095.00	1.90%	96.57%	91.77%
International											
ORIENTAL BANK PR RT 01.2500% MAT 08/31/17 FIXED RATE CD	240,000.00	100.00	99.82	240,000.00	239,568.00	-432.00	-0.18%	3,000.00	1.25%	1.69%	1.61%
STATE BK OF INDIA NY US RT 02.1500% MAT 09/11/19 FIXED RATE CD	245,000.00	100.00	99.62	245,000.00	245,663.55	663.55	0.27%	5,267.50	2.16%	1.74%	1.64%
Total International				\$485,000.00	\$485,231.55	\$231.54	0.05%	\$8,267.50	1.70%	3.43%	3.25%
Total Fixed Income				\$13,900,956.54	\$14,155,055.19	\$10,195.37	0.07%	\$268,362.50	1.90%	100.00%	95.02%
				Cost basis (\$)	Market value (\$)	Unrealized gain/loss (\$)	Unrealized gain/loss (%)	Est. annual income (\$)	Current yield (%)	% of asset class	% of portfolio
Total Portfolio				\$14,642,056.31	\$14,896,154.96	\$10,195.37	0.07%	\$269,548.26	1.81%	100%	100%

Total accrued interest (included in market values): \$55,404.69



Portfolio holdings - as of December 31, 2015 (continued)

Prepared for City of West Saint Paul
RP 34592 • Custody Acct • Business Service Account
Risk profile: Conservative
Return Objective: Current Income



Disclosures applicable to accounts at UBS Financial Services Inc.

This section contains important disclosures regarding the information and valuations presented here. This report presents information since December 31, 2002. This report does not include complete account activity or performance of your accounts before this date. All information presented is subject to change at any time and is provided only as of the date indicated. The information in this report is for informational purposes only and should not be relied upon as the basis of an investment or liquidation decision. UBS FS accounts statements and official tax documents are the only official record of your accounts and are not replaced, amended or superseded by any of the information presented in these reports.

UBS FS offers a number of investment advisory programs to clients, acting in our capacity as an investment adviser, including fee-based financial planning, discretionary account management, non-discretionary investment advisory programs, and advice on the selection of investment managers and mutual funds offered through our investment advisory programs. When we act as your investment adviser, we will have a written agreement with you expressly acknowledging our investment advisory relationship with you and describing our obligations to you. At the beginning of our advisory relationship, we will give you our Form ADV brochure(s) for the program(s) you selected that provides detailed information about, among other things, the advisory services we provide, our fees, our personnel, our other business activities and financial industry affiliations and conflicts between our interests and your interests.

Please review the report content carefully and contact your Financial Advisor with any questions.

The account listing may or may not include all of your accounts with UBS FS. The accounts included in this report are listed under the "Accounts included in this review" shown on the first page or listed at the top of each page.

Portfolio: For purposes of this report "portfolio" is defined as all of the accounts presented on the cover page or the header of this report and does not necessarily include all of the client's accounts held at UBS FS or elsewhere.

Percentage: Portfolio (in the "% Portfolio" column) includes all holdings held in the account(s) selected when this report was generated. Broad asset class (in the "% broad asset class" column) includes all holdings held in that broad asset class in the account(s) selected when this report was generated.

Tax lots: This report displays security tax lots as either one line item (i.e., lumped tax lots) or as separate tax lot level information. If you choose to display security tax lots as one line item, the total cost equals the total value of all tax lots. The unit cost is an average of the total cost divided by the total number of shares. If the shares

were purchased in different lots, the unit price listed does not represent the actual cost paid for each lot. The unrealized gain/loss value is calculated by combining the total value of all tax lots plus or minus the total market value of the security.

If you choose to display tax lot level information as separate line items on the Portfolio Holdings report, the tax lot information may include information from sources other than UBS FS. The Firm does not independently verify or guarantee the accuracy or validity of any information provided by sources other than UBS FS. As a result this information may not be accurate and is provided for informational purposes only. Clients should not rely on this information in making purchase or sell decisions, for tax purposes or otherwise. See your monthly statement for additional information.

Pricing: All securities are priced using the closing price reported on the last business day preceding the date of this report. Every reasonable attempt has been made to accurately price securities; however, we make no warranty with respect to any security's price. Please refer to the back of the first page of your UBS FS accounts statement for important information regarding the pricing used for certain types of securities, the sources of pricing data and other qualifications concerning the pricing of securities. To determine the value of securities in your account, we generally rely on third party quotation services. If a price is unavailable or believed to be unreliable, we may determine the price in good faith and may use other sources such as the last recorded transaction. When securities are held at another custodian or if you hold illiquid or restricted securities for which there is no published price, we will generally rely on the value provided by the custodian or issuer of that security.

Cash: Cash on deposit at UBS Bank USA is protected by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 in principal and accrued interest per depositor for each ownership type. Deposits made in an individual's own name, joint name, or individual retirement account are each held in a separate type of ownership. Such deposits are not guaranteed by UBS FS. More information is available upon request.

Margin: The quantity value may indicate that all or part of this position is held on margin or held in the short account. When an account holds a debit balance, this debit balance is incorporated into the account's total market value and deducted from the total value. When calculating the percent of portfolio on each security, the percentage will be impacted by the total market value of the account. Therefore, if the account's market value is reduced by a debit value of a holding the percent of portfolio will be greater and if the account's market value is increased by a holding then the percent of portfolio will be less.

Mutual Fund Asset Allocation: If the option to

unbundle balanced mutual funds is selected and if a fund's holdings data is available, mutual funds will be classified by the asset class, subclass, and style breakdown of their underlying holdings. Where a mutual fund or ETF contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the fund to those sectors measured as a percentage of the total fund's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a monthly basis to UBS FS based on data supplied by the fund which may not be current. Mutual funds change their portfolio holdings on a regular (often daily) basis. Accordingly, any analysis that includes mutual funds may not accurately reflect the current composition of these funds. If a fund's underlying holding data is not available, it will be classified based on its corresponding overall Morningstar classification. All data is as of the date indicated in the report.

Equity Style: The Growth, Value and Core labels are determined by Standard and Poor's using a price-to-book ratio methodology. The Growth, Value and Core labels are based on how a company's price-to-book ratio compares to the median price-to-book ratio for its industry based on the company's assigned Industry Sector. If the company's ratio is greater than or equal to the industry median, it is classified as a growth stock. If the company's ratio is less than the industry median, it is classified as a value stock. If a security includes both growth and value attributes, it is classified as a core stock. If price-to-book is not available or the industry's median is not available, this item will be Unclassified.

Equity Capitalization: Market Capitalization is defined as the number of shares outstanding times the market value. Equity securities are classified as Large Cap if they have a capitalization of 8 billion or above. Securities with capitalization between 1.8 and 7.9 billion are classified as Mid Cap. Securities with capitalization below 1.79 billion are classified as Small Cap. Unclassified securities are those for which no capitalization is available or applicable.

Equity Sectors: The Equity sector analysis may include a variety of accounts, each with different investment and risk parameters. As a result, the overweighting or underweighting in a particular sector or asset class should not be viewed as an isolated factor in making investment/liquidation decisions; but should be assessed on an account by account basis to determine the overall impact on the account's portfolio.

Classified Equity: Classified equities are defined as those equities for which the firm can confirm the specific industry and sector of the underlying equity instrument.

Estimated Annual Income: The Estimated Annual Income is the annualized year to date per share dividends paid and multiplied by the quantity of shares held in the selected account(s).

Current Yield: Current yield is defined as the estimated annual income divided by the total market value.

Credit/Event Risk: Investments are subject to event risk and changes in credit quality of the issuer. Issuers can experience economic situations that may have adverse effects on the market value of their securities.

Interest Rate Risk: Bonds are subject to market value fluctuations as interest rates rise and fall. If sold prior to maturity, the price received for an issue may be less than the original purchase price.

Reinvestment Risk: Since most corporate issues pay interest semiannually, the coupon payments over the life of the bond can have a major impact on the bond's total return.

Accrued Interest: Interest that has accumulated between the most recent payment and the report date may be reflected in market values for interest bearing securities.

Gain/Loss: The gain/loss information may include calculations based upon non-UBS FS cost basis information. The Firm does not independently verify or guarantee the accuracy or validity of any information provided by sources other than UBS FS. In addition, if this report contains positions with unavailable cost basis, the gain/(loss) for these positions are excluded in the calculation for the Gain/(Loss). As a result these figures may not be accurate and are provided for informational purposes only. Clients should not rely on this information in making purchase or sell decisions, for tax purposes or otherwise. Rely only on year-end tax forms when preparing your tax return. See your monthly statement for additional information.

Account changes: At UBS, we are committed to helping you work toward your financial goals. So that we may continue providing you with financial advice that is consistent with your investment objectives, please consider the following two questions:

- 1) Have there been any changes to your financial situation or investment objectives?
- 2) Would you like to implement or modify any restrictions regarding the management of your account? If the answer to either question is "yes," it is important that you contact your Financial Advisor as soon as possible to discuss these changes. For MAC advisory accounts, please contact your investment manager directly if you would like to impose or change any investment restrictions on your account.

ADV disclosure: A complimentary copy of our current Form ADV Disclosure Brochure that describes the advisory program and related fees is available through your Financial Advisor. Please contact your Financial Advisor if you have any questions.



Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

Important information for former Piper Jaffray and McDonald Investments clients:

As an accommodation to former Piper Jaffray and McDonald Investments clients, these reports include performance history for their Piper Jaffray accounts prior to August 12, 2006 and McDonald Investments accounts prior to February 9, 2007, the date the respective accounts were converted to UBS FS. UBS FS has not independently verified this information nor do we make any representations or warranties as to the accuracy or completeness of that information and will not be liable to you if any such information is unavailable, delayed or inaccurate.

For insurance, annuities, and 529 Plans, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Information for insurance, annuities, and 529 Plans that has been provided by a third party service may not reflect the quantity and market value as of the previous business day. When available, an "as of" date is included in the description.

Investors outside the U.S. are subject to securities and tax regulations within their applicable jurisdiction that are not addressed in this report. Nothing in this report shall be construed to be a solicitation to buy or offer to sell any security, product or service to any non-U.S. investor, nor shall any such security, product or service be solicited, offered or sold in any jurisdiction where such activity would be contrary to the securities laws or other local laws and regulations or would subject UBS to any registration requirement within such jurisdiction.

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TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Sherrie Le, Assistant City Mgr.
DATE: February 8, 2016
SUBJECT: Personnel Policy – Light Duty Policy



City of West St. Paul

BACKGROUND INFORMATION: The Light Duty Policy addresses circumstances where employees could work with restrictions when they are unable to perform their full duties. There are federal and state laws that need to be taken into consideration when determining approval for leaves of absences and light duty. The Assistant City Manager oversees light duty and leaves of absences to ensure compliance and consistency of application.

This policy was recently shared with the Labor-Management Committee to seek their thoughts and suggestions. The one change that was recommended was incorporated. Policy attached.

FISCAL IMPACT: No direct fiscal impact. Allowing employees to work light duty, when feasible, helps to maintain their connection to the workplace and allows the City's work to get done. In some cases, the employee would be paid even if they remained at home, so by allowing light duty, we can continue to accomplish work objectives. This policy is therefore fiscally prudent, in addition to complying with applicable state and federal laws.

STAFF RECOMMENDATION: Staff requests approval of the revised Light Duty Policy as part of the City of West St. Paul Personnel Policies.

LIGHT DUTY ASSIGNMENTS AND REASONABLE ACCOMMODATION

1.1 POLICY

The City may assign light duty to employees who are temporarily unable to perform all of the essential functions of their job classification due to an injury or illness, provided that the light duty assignment is available and consistent with the standards and procedures set forth in this policy.

1.2 PURPOSE

The purpose of this policy is to establish the standards and procedures for light duty assignments. This policy does not supersede the MN Worker's Compensation Law for work-related injuries or State or Federal Law related to pregnancy accommodation or disability accommodations under the ADAAA. The Assistant City Manager is responsible for working with and advising departments on compliance with employment related laws and any employee medical issues. As such, light duty accommodations will be managed by the Assistant City Manager.

1.3 STANDARDS AND PROCEDURES

This policy should not be construed or interpreted to mean a right to light duty assignment nor that the City is compelled to grant light duty assignment at any time upon request by the employee.

Light duty assignment will be granted on a case-by-case basis with consideration of availability of appropriate light duty work, work restrictions, the ability of the City to make accommodations and undue hardship to the City. The following guidelines are provided to assist managers in complying with this policy and provide information to employees on their rights and responsibilities.

1. The City reserves the right to alter or discontinue the light duty assignments.
2. Light duty assignments should not displace a regular position.
3. Light duty assignments are intended for a temporary medical restriction. It will be granted on the expectation that the work restriction is temporary in nature and that the employee will be able to return to full performance of its regular duties and responsibilities, subject to ADAAA requirements.
4. Light duty assignments are intended for a short-term period up to a maximum of six months. An extension may be granted if light duty is available and consistent with the standards and procedures stated in this policy.

5. Light duty assignments must not hinder the City's ability to provide services to its citizens. It must not impose an undue hardship and budgetary or economic constraints to the City. It must not jeopardize the health and safety of the employee, co-workers, and the public.
6. Light duty assignment must be consistent with relevant Federal and State laws such as the ADA, FMLA, GINA, Human Rights Act, Pregnancy Discrimination Act, Worker's Compensation and the City's Personnel Policy and Labor Agreements.
7. Providing a light duty assignment is not an admission on the part of the City that the employee has suffered a work-related injury or that the injury is compensable under the MN Worker's Compensation Law.
8. Light duty assignments are not normally mandatory for non-work-related injuries but each case will be determined on an individual basis and all State and Federal laws and regulations will be followed. It is mandatory for work-related injuries pursuant to the MN Worker's Compensation Law and for pregnancies where restrictions are established if light duty is available and can accommodate the employee's work restrictions.
9. While the City will consider light duty assignments for work-related and non-work-related injuries, work-related injuries and pregnancy accommodation will have priority over non-work-related injuries in assigning light duty.
10. It is the responsibility of the employee to notify the department director of a temporary work restriction and to initiate a request for light duty assignment. Should any supervisory representative have knowledge of a possible work restriction, it should be promptly reported to the Assistant City Manager.
11. To initiate the process, the employee must provide a physician's detailed Report of Workability to the Assistant City Manager containing the specific work restrictions, expected duration of restrictions, and expected time frame for return to regular duties. The City may waive this requirement for injuries of short duration. Periodic physician's reports will be required.
12. The City reserves the right to obtain an independent evaluation from a City designated physician.
13. If possible, every effort will be made to provide a light duty assignment that is comparable to the employee's regular position in nature and level of responsibility, pay rate; knowledge, skills, and abilities; and within the same department. If this is not possible, the light duty assignment may provide in another department and at the established pay rate for the assigned duties.

14. The employee must be able to demonstrate the knowledge, skills and abilities required for successful performance on the light duty assignment.
15. Light duty assignments will be evaluated monthly or more often as needed to determine if employee is able to perform the duties of the position and to determine employee's progress toward expected time frame for return to regular duties.
16. The employee must present a physician's report stating that employee is able to perform the essential functions of the job with or without restrictions that can be reasonably accommodated without causing significant difficulty or expense for the employer. If accommodations are needed to perform the essential functions under a situation where the ADAAA is applicable, the City will work with the employee to determine what accommodations are reasonable consistent with ADAAA requirements.
17. Failure to comply with requirements of this policy may result in the denial of or termination of any light duty assignment.

1.4 DISABILITY DISCRIMINATION, REASONABLE ACCOMMODATION & UNDUE HARDSHIP

A **reasonable accommodation** is a change in the way a job is performed, or to other parts of the job (like training or benefits) that allows a person with a disability to have equal employment opportunities.

In accordance with the American's with Disability Act, the City is not required to provide an accommodation if doing so would cause undue hardship to the City. Undue hardship means that the accommodation would be too difficult or too expensive to provide, in light of the City's size, financial resources, and the needs of the City. However, the City will not refuse to provide an accommodation just because it involves some cost. The City will discuss possible accommodations with the affected employee and will consider the request and other accommodations that may work. If more than one accommodation will work, the City will choose which one to provide.

1.5 HANDLING OF MEDICAL INFORMATION

Information relating to light duty assignment and medical information will be handled on a need-to-know basis only and in accordance with HIPAA and the MN Data Practices Act and will be coordinated through the Assistant City Manager.

For Employees who have a disability as defined under the ADAAA, the City will require a doctor's statement or medical exam to support an employee's request for an accommodation and in situations where the City believes that an employee is not able to perform a job successfully or safely because of a medical condition.

All medical information received by the City from an employee or employee's physician will be treated as confidential medical records and will be maintained by the Human Resource Department under the direction of the Assistant City Manager. All medical records will be filed separately from an employee's personnel file.

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Sherrie Le, Assistant City Mgr.
DATE: February 8, 2016
SUBJECT: Personnel Policy – Update Travel Policy



City of West St. Paul

BACKGROUND INFORMATION: Staff has been working for a long time to update the entire Personnel Policy Manual. This is one of a series of updated policies that will come before the City Council for their approval. We found that approval of travel time, meals and mileage reimbursement was not consistent across departments. This policy attempts to clarify the rules to ensure that consistency. This policy was recently shared with the Labor-Management Committee to seek their thoughts and suggestions. No changes were recommended.

From time to time employees are asked to attend conferences, seminars or to attend meetings away from their normal workplace. This policy is intended to clarify:

1. when travel time is compensable;
2. when and how much mileage reimbursement will be paid and under what circumstances, and;
3. how meals will be reimbursed and under what circumstances.

It is important to have a clear and specific policy covering these areas, so employees are treated equitably across all departments. This policy is consistent with the Fair Labor Standards Act & IRS Requirements. Full policy attached.

FISCAL IMPACT: None. Current policy is comparable. A few things that have been reimbursed in the past will not be reimbursed but overall the effect is neutral.

STAFF RECOMMENDATION: Staff requests approval of the revised Travel Policy as part of the City of West St. Paul Personnel Policies.

Travel Policy

From time to time employees are asked to attend conferences, seminars or to attend meetings away from their normal workplace. This policy is intended to clarify:

1. When travel time is compensable;
2. When and how much mileage reimbursement will be paid and under what circumstances, and;
3. Under what circumstances and how meals will be reimbursed.

It is important to have a clear and specific policy covering these areas, so employees are treated equitably across all departments. This policy is consistent with the Fair Labor Standards Act & IRS Requirements.

TRAVEL TIME & MILEAGE REIMBURSEMENT

Travel time and mileage to and from work is not compensable. This time is referred to as commute time. When an employee has a full day activity (meeting, training, etc.) that they are assigned to perform at a location other than their primary work location, they may be eligible to be compensated for part or all of the time and/or mileage it takes to travel and from the secondary location as described below.

Use of City Vehicle - If an employee comes to work and uses a City vehicle to go to the secondary location, they will be compensated for the time from work to the secondary location and back to work after they are finished at the secondary location. Use of City vehicles in individual situations must be approved by the supervisor prior to using the City vehicle.

Full Day/Shift at a Secondary Location

Shorter distance - If an employee is traveling to another location for the full shift, and it is a shorter distance to go directly to the secondary location from home versus coming to work first, they should normally go directly to the location. Since the time is actually shorter than their normal commute to and from work, the time is not compensable. Mileage, since it is a shorter distance than the normal commute is not eligible for reimbursement.

Longer Distance - If, in the same scenario, the distance is longer to the secondary location, the employees will be paid for the difference in the time it takes to get to the secondary location and back home. The employee will be reimbursed for mileage at the City approved rate for any excess miles the employee is required to drive their vehicle due to travel to the secondary location.

Partial Day/Shift at a Secondary Location – Shorter Distance

Beginning of Shift - If the meeting or training starts at the beginning of the shift and the distance from home to the secondary location is less than the normal distance and commute time to work, the employee should normally go directly to the secondary location. Because it takes less time and is a shorter distance than their normal commute, the time and mileage will not be compensated.

After the meeting/training is over, travel to work during their shift is compensable time and the miles driven back to work are eligible for mileage reimbursement.

End of Shift - The reverse is true if the meeting ends at the end of the shift. The drive time to the location occurs during regular work hours and is therefore compensable as is mileage to the meeting. The drive time home is not compensable and the mileage home is not reimbursable because it is closer to home than the normal commute from work to home.

Mid-Shift – If the meeting/training begins sometime after the beginning of the shift and ends before the end of the shift, all travel time to and from the secondary location is compensable and mileage reimbursable.

Partial Day/Shift at a Secondary Location – Longer Distance

Beginning of Shift - If the meeting or training starts at the beginning of the shift and the distance from home to the secondary location is more than the normal distance to work, the employee can go directly to the secondary location. The difference in time will be compensated, and the difference in mileage will be reimbursed, as it is more time and more miles than their normal commute. After the meeting/training is over, travel back to work is compensable time and mileage will be reimbursed.

End of Shift - The reverse is true if the meeting ends at the end of the shift. The drive time to the meeting occurs during regular work hours and is compensable and the miles will be reimbursed. The drive time home is partially compensable because it is further than the normal drive home from work. The difference in time is compensable and the difference in mileage (excess only) is reimbursable.

Mid-Shift – If the meeting/training begins sometime after the beginning of the shift and ends before the end of the shift, all travel time to and from the secondary location is compensable and mileage reimbursable.

MEAL REIMBURSEMENT FOR CONFERENCES AND TRAINING

Within the 7-County Metro Area - Meals during work-related activities while at a secondary location within the 7-County metro area are not eligible for reimbursement, as employees would have to eat anyway and have the option to bring their own lunch.

Outside the 7-County Metro Area - Employees are eligible for reimbursement for out of pocket expenses for meals that occur during a work-related event outside the 7-county metro area. The amount of reimbursement depends on the location. If overnight travel is not required, normally only a mid-shift meal is reimbursed. However, if travel time extends past a second meal time, that meal may be reimbursed. Employees are eligible only for times when meals are not provided as part of the event (seminar, conference, etc.). See per diem reimbursement below.

Overnight Lodging Required - If the seminar or conference is far enough away for overnight lodging, employees are eligible for reimbursement for meals not provided as part of the event. Of those, breakfast, lunch and/or dinner are eligible for a per diem amount in accordance with the chart in the link below. (Amount varies by location). Employees may not use a City credit card for any meals where per diem reimbursement applies. Per diem amounts are only for those meals in a day that are not provided.

<http://www.gsa.gov/portal/content/104877>

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Police Department
DATE: February 8, 2016
SUBJECT: City Business and Liquor Licenses



BACKGROUND INFORMATION:

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

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

2016 Liquor Licenses – Background Required

Application for a Temporary On-Sale Liquor License for Somerset Heights Elementary PTA. Event is to be held at Dodge Nature Center, 1701 Charlton Ave, on Monday, March 7, 2016.

FISCAL IMPACT:

Action	Fund	Department	Account	Amount
Liquor License Fee	101	30000	32110	25.00
Background Fee	101	30000	34208	100.00
			Total:	\$125.00

STAFF RECOMMENDATION:

In processing this application staff found no notable concerns or issues, nor does staff foresee any special or reasonable conditions. Council needs to consider the application for approval.

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Police Department
DATE: March 24, 2015
SUBJECT: West St. Paul Winter Fun Fest Events



BACKGROUND INFORMATION:

The South Robert Street Business Association is planning the 1st Annual West St. Paul Winter Fun Fest. South Robert Street Business Association has made the following requests to the City for this event. The event is scheduled for February 20, 2016, 4:00 p.m. – 8:00 p.m. at Marthaler Park.

- Allow Special Event Permit,
- Allow Alcohol Permit,
- Allow skating and sledding,
- Allow fireworks,
- Allow raffles,
- Allow a food truck,
- Waive any fees associated with the Special Event Permit (no fees have ever been calculated for this type of permit),
- Waive any fees associated with the On-Sale Temporary Outside Service application.

FISCAL IMPACT:

Note: These are the fees that are requested to be waived.

Special Event Permit	000.00
On-Sale Temporary Outside Service	125.00
TOTAL	\$125.00

STAFF RECOMMENDATION:

If the Council has no concerns, approval of these items will authorize staff to work with the South Robert Street Business Association to implement this event.

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Sherrie Le, Assistant City Mgr.
DATE: February 8, 2016
SUBJECT: Request for Funding Support for 2016 LOOP Operations



City of West St. Paul

BACKGROUND INFORMATION: The LOOP, West St. Paul's circulator bus, is a service developed out of the partnership between the City, Dakota County's Communities for a Lifetime Initiative and Living Longer and Stronger in West St. Paul. The service provides transportation for older adults in West St. Paul to Robert Street businesses and Thompson Park, where senior programming is held. This is the second year of service for the LOOP and our riders greatly appreciate the service. We continue to receive nothing but rave reviews.

In 2015, the City contributed \$12,000 toward the operational cost of the LOOP. That financial support was very much needed and appreciated. The funding went directly to operational expenses for the DARTS bus and drivers. The hours of service are between 10 am and 3 pm on the first four Wednesdays of each month. The cost for 2015, which was not a full year, was \$28,383. We started regular service on May 1, 2015 after a six week pilot. The hourly bus service charge was \$55.00 per hour per bus for the pilot. The charge for the regular service was \$77.00 per hour per bus.

DARTS has graciously agreed to keep the hourly rate the same in 2016. The cost per month for two buses running during those hours is \$770.00. In 2016, the buses will operate for 48 weeks. The cost for the DARTS contract comes to \$36,960. Neighbors Inc. is the fiscal agent for Living Longer and Stronger in West St. Paul and handles the income and expenses for the LOOP. We have a long way to go in 2016 to find adequate funding. To help fill the funding gap for 2016, staff is requesting the City contribute up to \$15,000.

Last year we also received donations and sponsorships from businesses, Communities for a Lifetime Initiative, the CDA and individuals of \$16,384. Businesses that sponsored the LOOP in 2015 include:

South Robert Street Business Association
Jerry's Foods
Xcel
Pace's Service Center
Carbone's

Anonymous Donor
Walmart Foundation
Anchor Bank
McDonalds

We commend them for their commitment to the Community. We are working hard on raising money for the LOOP for fiscal year 2016. Counting leftover funds from 2015, we have approximately \$5,000 for 2016 with additional commitments of \$1,000 from

Xcel and \$2,000 from Jerry's Foods, and \$5,000 from the South Robert Street Business Association totaling roughly \$13,000. Donors provide the money directly to Neighbors, Inc. or in some cases to the City.

FISCAL IMPACT: Staff recommends funding for this project from available fund balance in the General Fund but be coded to the Robert Street Improvement Project.

		Amount
Fund:	551	
Department:	43121	
Account:	41113	\$15,000

STAFF RECOMMENDATION: Staff requests approval of funding for the LOOP, payable to Neighbors Inc., the fiduciary agent for Living Longer and Stronger in West St. Paul.

TO: Mayor and City Council
THROUGH: City Manager
FROM: PW & Parks Dir./City Engineer
DATE: February 8, 2016
SUBJECT: Postponement of 2016 Street Improvements



City of West St. Paul

BACKGROUND INFORMATION:

As discussed at the January 25, 2016 OCWS there are financial and engineering reasons to postpone the 2016 Street Improvement Project. The streets that were scheduled for improvements were:

<u>Street</u>	<u>From / To</u>
Humboldt Ave.	from Wentworth Ave. south to Marie Ave.
Kraft Rd.	from Humboldt Ave. east to Livingston Ave.
Runge Lane	from Smith Ave. east to Charlton Ave.
Edith Drive	from Smith Ave. east to Charlton Ave.
Fox Ridge Rd.	from Livingston Ave. north to Livingston Ave. south
Fox Ridge Ct.	from Fox Ridge Rd. west to the cul-de-sac end
Edgewood Lane	from Charlton Ave. east to the cul-de-sac end

Based upon the Mn. 429 process the timeline to get this project to bid would have put it into May of 2016. Most contractors have their work lined up prior to May every year so the bidding environment would not have been as competitive and higher prices would have been reflected. The current timeline also puts construction beginning in late June or early July. Starting a project that late pushes timelines into fall. If the 2016 and 2017 Street Improvement Projects were combined and bid in winter 2017 there would be more competition and bid prices should be more favorable.

Some of the streets are adjacent to and parallel Robert Street. Clearly, traffic on Robert Street will be impacted in 2016 and the adjacent streets will see higher traffic volumes as a result. Having additional road construction on these adjacent streets would likely lead to higher driver frustration and impact the City's overall traffic operations on our local network adjacent to Robert Street.

It is critical that the private I/I work be completed on future reconstruction streets prior to paving a new coat of asphalt as some repairs require excavation of the roadway. Based on the current timeline it is not likely that all 2016 properties would have completed their inspections before construction started. Having contractors working on top of each other is costly in time and expense. By postponing the 2016 projects we can get the 2017 I/I properties scheduled for this summer so they are out of the way when we show up to reconstruct the roads.

St. Paul Regional Water (SPRWS) was not made aware of all of the potential 2016 streets so they didn't get to analyze their existing lines for potential replacement. The most cost effective time to replace watermain is when a street is torn up. We want to

continue to work closely with SPRWS to make sure their agency has time to evaluate and budget for replacement work or repairs on their system.

FISCAL IMPACT:

The CIP has \$2.5M budgeted for 2106 Street Improvements. This should be carried over to 2017 and combined to form a larger annual street improvement project.

STAFF RECOMMENDATION:

Staff is looking for the City Council to formerly postpone the 2016 Street Improvement Project to 2017.



City of West St. Paul

TO: Mayor and City Council
THROUGH: City Manager
FROM: PW & Parks Dir./City Engineer
DATE: February 8, 2016
SUBJECT: Cost Update for Wentworth Trail/Bellows Sidewalk-Project #14-6

BACKGROUND INFORMATION:

In early 2014 the City submitted a Safe Routes To School(SRTS) federal grant application for the installation of a trail along the north side of Wentworth Avenue, from Charlton Street to Bellows Street, and a sidewalk along the west side of Bellows Street, from Wentworth Avenue to Thompson Avenue. The City was notified in summer 2014 that we were successful in obtaining a SRTS grant of \$125,200 toward the project. Dakota County is partner on the project since Wentworth Avenue is a county road.

The City has hired WSB & Associates for the preliminary engineering work on the project. Preliminary engineering typically covers all work prior to construction beginning; this includes right-of-way acquisition.

At the January 25, 2016 City Council meeting it was requested that the City Attorney and Public Works Director be authorized to make offers on the property acquisition to keep this project on schedule. Estimated costs came in at \$132,000 for property acquisition or \$122,000 over the original estimate. Staff was instructed to make offers once construction costs were also refined and bring back the change in project cost.

The revised construction cost estimate is \$206,000 which is \$56,000 higher than the original construction cost estimate. Our funding partner, Dakota County has been notified of these cost increases and is willing to increase their participation amount of the project (they cost share on Wentworth Ave. only).

FISCAL IMPACT:

The City's CIP for 2016 shows a total project budget of \$290,000 for this project. The current total project estimate, with increases in property acquisition and construction costs, is \$435,000. Based on current funding splits, this would result in a \$45,140 increase in city cost participation. This additional funding is proposed to come out of 2016 LGA receipts.

		Amount
Fund:	551	
Department:	43121	
Account:	41146	\$45,140

STAFF RECOMMENDATION:

Staff is looking for reaffirmation from the City Council to move forward with the Wentworth Trail/Bellows Sidewalk-Project #14-6.

C: Chuck Price, Eng. Tech. III
John Powell, WSB & Associates

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Ross Beckwith, PW & Parks Dir./City Engineer
DATE: February 8, 2016
SUBJECT: Approving Change Order #3 Robert Street Landscape Project #11-3



City of West St. Paul

BACKGROUND INFORMATION:

As part of the City's Robert Street Landscape contract with L.S. Black Constructors, there is a bid item called out in the plans which does not have a corresponding pay item in the bid. Filter Topsoil Borrow is required to be installed at all of the bio- retention/planting areas to allow water to infiltrate. The estimated quantity of Filter Topsoil Borrow is 660 cubic yards. In 2015, staff negotiated a price of \$55.64/cubic yard with L.S. Black for Filter Topsoil Borrow.

FISCAL IMPACT:

A summary of the current contract changes for this project is below:

Change order #1 (previous)	\$	10,738.00
Change order #2 (under discussion)		
Proposed change order #3	\$	<u>36,722.40</u>
Total	\$	47,460.40

		Amount
Fund:	551	
Department:	43121	
Account:	41113	\$36,722.40

This change order is approximately 1% of the overall contract amount.

STAFF RECOMMENDATION:

Staff recommends that the City Council approve Change Order #3 in the amount of \$36,722.40 for the Robert Street Landscape Project #11-3.