



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

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**OPEN COUNCIL WORK SESSION**  
**April 11, 2016**  
**5:00 p.m.**  
**MUNICIPAL CENTER**  
**ADMINISTRATION CONFERENCE ROOM**

1. Roll Call
2. Approve Agenda
3. Review The Regular Meeting Consent Agenda
4. Agenda Item(S)
  - 4.A. Closed Session To Discuss Robert Street Property Easement Acquisitions  
Estimated time required: 15 minutes
  - 4.B. Discussion Of Modifications To I/I Program.  
Estimated time required: 60 minutes  
Documents: [COUNCIL REPORT-I AND I RECOMMENDATIONS.PDF](#)
5. Adjourn

**Parking Lot of Upcoming Topics - Anticipated OCWS, Expected Time**

- Trash Enclosure Ord Amendment - April 25, 10 min.
- POD Ordinance - April 25, 10 min.
- Net Ministries - April 25, 15 min.

**Future Topics for Discussion & Consideration**

- North Gateway Development
- Organic Recycling Program – Dakota County
- Sidewalk/Trail Assessment Policy (30 min.)
- Solid Waste Management Discussion (90 min.)

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*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](http://www.wspmn.gov) EOE/AA*

**TO:** Mayor and City Council  
**FROM:** Matt Fulton, City Manager  
**DATE:** April  
**SUBJECT:**

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**BACKGROUND INFORMATION :** The purpose of this memo is to propose a new approach for dealing with Inflow and Infiltration (I/I). The intent behind these changes is to handle I/I responsibly and consistent with Metropolitan Council expectations to remove I/I from the public and private sanitary sewer collection systems in the community. The changes should also result in a less onerous and financially burdensome project for those property owners who need to correct I/I areas of non-compliance.

**DISCUSSION :** Met Council staff has recognized the challenges that WSP is currently experiencing in attempting to correct all I/I issues over a relative short timeframe of several years. The age of much of the community's housing stock and the historical building methods used in handling clear water has resulted in a very challenging, and cumbersome project. In addition, many corrective measures required excavation into the community's already aging street infrastructure, creating, in many cases, an even worse driving surface.

And of course, dealing with I/I is a new topic for most households, which can make it a very confusing and challenging problem to deal with, especially when the financial costs for any repair work is added into the equation.

Because of the cumulative nature of the issues confronted during the past year, staff is recommending, and has Met Council staff support, in modifying the program as follows:

- Change the I/I program to be something that is required to be dealt with at the time of selling the property. An I/I compliance inspection would need to occur prior to the sale of the property. This inspection would continue to be provided at no expense, provided an access point is made available and service line roots do not impede the ability to inspect the line. If areas of non-compliance are identified, the owner/buyer can negotiate who pays for it and, if it is the buyer, ensure that an acceptable financing plan is in place for bringing the property into compliance within 12 months of closing on the property.
- During the City's annual street repair program, inspections would be completed on properties adjacent to the construction work so that any problems at the sanitary sewer main can be identified and planned for. Impacted property owners will be encouraged, but not required, to address I/I issues during the street improvement project and to work collaboratively as a neighborhood, to take advantage of the road being opened which possibly could save property owners money.
- Bringing rental properties into compliance would become a requirement for receiving a rental license to operate in the City. Rental properties would be required to bring the licensed facility into compliance within 24 months of receiving their next annual rental license. Rental properties would be responsible for identifying and correcting all internal I/I issues. The City would only inspect the service line(s) connecting to the sanitary main.
- Commercial properties and Homeowner Associations would be required to become compliant within 24 months of the ordinance being approved. The City would only inspect the service line(s) connecting to the sanitary main.
- Street excavation for correcting I/I non-compliance issues would be prohibited, except under unique circumstances as approved by the City Engineer. Any required I/I repairs within the

right of way area would need to be done from outside of the right of way and not come any closer than two feet from the Sanitary Sewer main.

- The City would address any needed sanitary service line connection repairs at the time of undertaking sanitary sewermain improvements. Any repairs to the service line connection during such a project would be paid for by the City.
- Current penalties for not correcting I/I non-compliance areas within the allowed timeframes would be implemented and enforced.
- Staff would recommend the I/I program be brought in house and managed through the City's Public Works Department. The City Council has already approved the hiring of an I/I liaison, who would now also be the person undertaking the inspections as well. This approach will save the City significant resources and help ensure accountability, customer friendliness, and quality of the program, including helping residents and businesses get through the process. Inspections would be scheduled through the City.
- The City would continue its current process of reimbursing 15% of all I/I repair costs for an individual property up to \$5,000 as well as provide the opportunity to have remaining I/I repair costs special assessed to the property and paid for over a ten year period at a very low interest rate. Given the "point of sale" nature of the program, the number of special assessments used for correcting I/I should be fewer as property equity is used to cover repair costs. Deferred assessments for income qualifying seniors would also continue to be provided.
- Staff would also propose a significant community educational campaign to help property owners understand the changes to the program and importance of correcting I/I issues.

The program, as proposed, would result in around 400-500 annual inspections. The Met Council is aware, and is comfortable with a longer time frame for eliminating I/I, provide the City continues to make concerted progress.

Should the City Council endorse this suggested approach, the following steps would be immediately taken:

- The first reading the revised ordinance would be scheduled for the City Council's April 25<sup>th</sup> regular meeting with public hearing and final passage taking place on May 9.
- A letter would be sent out immediately notifying all property owners currently in the process of dealing with I/I compliance repairs of the City Council's intent to modify the program as described above. Property owners will be told it will be their option whether to proceed at this time or hold off until the sale of their property to address the I/I compliance issue.
- Staff will work with the Met Council staff to develop a Memorandum of Understanding ensuring the acceptability of this approach without worry of subsequent surcharges until the City is substantively completed with I/I repairs.
- Staff will arrange opportunities, including the upcoming City Open House, West St Paul Days, and ROMA meetings, and utilize social media for informing and educating the community about the program changes and I/I generally.
- A communication strategy will be developed for informing the real estate community about this additional requirement as well as the County so that this new requirement is included with property transactions.
- Staff will work out a transition plan with SEH, allowing for current inspections to be completed and work transitioned to the City, as the new I/I Liaison joins the City organization and gets comfortable in his/her new role.
- Staff would proceed in acquiring the capital equipment necessary for undertaking the inspections. The most significant component of this will be the purchase of two cameras, which cost generally \$10,000 ea.
- Staff would continue in its recruitment efforts for a qualified individual for performing the inspection, liaison, and administrative activities involved with the program.

**FISCAL IMPACT**

SEH was paid \$211,467 in 2015 for its work on conducting I/I inspections. The expected cost for an in-house inspection program would be approximately \$68,800 including salary/benefits and initial office setup expenses. Capital expenses relating to the purchase of two cameras would be approx. \$20,000.

First year annual savings would be approximately \$123,000.

**STAFF REQUEST FOR CONSIDERATION**

Council discussion and direction