



CITY OF WEST ST. PAUL

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

OPEN COUNCIL WORK SESSION

MUNICIPAL CENTER LOBBY CONFERENCE ROOM

JUNE 25, 2018

5:00 P.M.

1. Roll Call
2. Review and Approve the OCWS Agenda
3. Review the Regular Meeting Consent Agenda
4. Agenda Item(s)
 - A. Request for Adjustment of Licensing Requirements from Mailand Management

Documents:

[COUNCIL REPORT - REQUEST FROM MAILAND PROPERTIES LP 062518.PDF](#)
[MAILAND PROPERTIES CAPITAL PLAN 6-19-18 \(002\).PDF](#)
[MAILAND RENEWALS 2018 \(1\).PDF](#)
[MAILAND THOMPSON PROPERTIES CALLS SINCE PROBATION.PDF](#)
[RESOLUTION 18-15 PROV RENTAL LICENSE, 212 THOMPSON AVE \(SIGNED\).PDF](#)

- B. Robert Street Landscaping Maintenance

Documents:

[COUNCIL REPORT - ROBERT STREET LANDSCAPING MAINTENANCE.PDF](#)

- C. Outreach Initiative

Documents:

[COUNCIL REPORT - WSP OUTREACH INITIATIVE 062518.PDF](#)

5. 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**
From: **Ryan Schroeder, City Manager**
Date: **June 25, 2018**

Request from Mailand Properties LP Regarding Security Requirements

BACKGROUND INFORMATION:

Mailand Properties, LP owns and operates nine residential rental properties with 356 units in West St. Paul. These properties, listed by license renewal date are as follows:

1530 Bellows	June	66 Units
105 Carmel	August	60 Units
100 Thompson	August	50 Units
110 Thompson	August	30 Units
120 Thompson	August	30 Units
1492 Charlton	November	30 Units
212 Thompson	November	30 Units
232 Thompson	November	30 Units
1266 Gorman	December	30 Units

The Mailand Management portfolio also includes a couple dozen other properties in Roseville, White Bear Lake and St. Paul.

Each of the above properties currently hold licenses in good standing but for 1530 Bellows, which is currently in the renewal process, 212 and 232 Thompson, and 1266 Gorman, which have had provisional licenses since September 25, 2017. On January 8, 2018 Council continued provisional status for these three properties at their renewals upon staff recommendation given the “relatively short period of time that has passed since the mitigation plans were put in place,...” 105 Carmel had also been made provisional on September 25 but has been converted to regular status as of January, 2018.

For the three properties on Provisional Licenses there are adopted Mitigation Plans for each. One of these is enclosed as an attachment to this item. Each of the three have the same requirements. I am informed by a representative of the Police Department that these properties are in full compliance with items 3, 4, and 5 of the Mitigation Plans. Rental Licensing has submitted that these properties comply with the other provisions (1, 2, and 6) of the Mitigation Plans. Additionally, the owner has installed security cameras at these three properties (technically not specifically denoted in the Mitigation resolution).

Mailand Management is seeking relief from the requirement for on-site security (item #3 within the plans). Please see the enclosed correspondence regarding this request. The request is made in that the properties have not had any chargeable incidents since the last review period (see enclosure provided by

the Police Department). Further, the property owner has represented the cost of ongoing security at \$16,000/month and that with a Council waiver of this requirement the ownership has a plan to put property improvements within their West St Paul portfolio exceeding this amount.

In reviewing the Mailand Management proposal, I note the following. An immediate upgrade to half of the 30 units and common area at 1492 Charlton at an estimated cost of \$75,000 has been committed. Immediate exterior improvements to 212/232 Thompson at an estimated cost of \$70,000 is offered as well. They note that an elevator upgrade at 110 Thompson at a \$96,000 cost estimate will also occur near term. Mailand Management also informs us that over \$700,000 has been spent recently on their various WSP properties in other elevator upgrades and new roofing and that additional property upgrades will be budgeted over the next 24 months in addition to these noted above.

The contract for security services has a 45-day termination clause so even with Council waiver of the requirement it is anticipated that security would be on-site for a period. Further, Mailand Management understands that should the City see the need to reinstate security at these properties that requirement likely will be considered in the future as a licensing requirement.

FISCAL IMPACT:

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION:

Provide direction regarding the Mailand Management request to amend 212/232 Thompson and 1266 Gorman Mitigation Plans.

DATE: June 19, 2018

TO: Ryan Shroeder, City Manager

FROM: Mailand Properties Limited Partnership ("Property")

CC: Greg Mailand, Cindy Beckmann, Claudia Mitchell ("Owners")
Mailand Management Corporation ("Manager")

SUBJECT: Capital Improvement Plan ("Plan")

The Property Owners are committed to implementing a Plan for our buildings located in West St. Paul (1492 Charlton, 100/110/120/212/232 W. Thompson, 1530 Bellows, 105 Carmel, and 1266 Gorman).

The necessary funding for this Plan will be derived from savings achieved through the discontinuation of Security Service expenses currently required at 212/232 W. Thompson and 1266 Gorman (cost of \$16,000 per month) and the re-marketing of vacated apartments at 1492 Charlton (rent loss of \$10,000 per month). We respectfully request the West St. Paul City Council to amend the current Provisional License requirements for Security Services so we can move forward with this Plan.

The Manager will execute the Plan with the oversight of the Owners.

We anticipate a minimum investment of \$150,000 - \$200,000 over the next 24 months in the following areas:

1. Apartment Upgrades: including new carpeting, new vinyl flooring, replacing appliances, updating light fixtures, updating plumbing fixtures, updating blinds, replacing countertops, replacing kitchen and bathroom cabinets, and painting (all as needed to achieve an upgraded, consistent minimum standard).
 - Immediately for the current 15 vacant units at 1492 Charlton (anticipated average of \$5000 each)
 - Continuing with similar upgrades as apartments turnover

2. Interior Building Common Area Upgrades: including new carpeting in hallways and stairs, new tile flooring in entryways, new vinyl flooring in laundry rooms, update hallway and entryway lights, painting of walls and doors (all as needed to achieve an upgraded, consistent minimum standard).
 - Immediately at 1492 Charlton
 - Continuing with similar upgrades at all other buildings

3. Exterior Building Common Area Upgrades: including updates to entryway areas and railings, update entryway and coach lights, driveway and parking lot repairs, painting of windows/doors and garage trim, power washing of aluminum overhangs, landscaping such as tree/bush trimming, weeding and mulch, installing chases for satellite/cable wiring, and diligent enforcement of tenant balcony rules (all as needed to achieve an upgraded, consistent minimum standard)
 - Immediate repair of 212 W. Thompson front entry stoop
 - Immediate painting of 212/232 W. Thompson exterior
 - Immediate driveway repair at 212/232 W. Thompson (\$70,000 estimate)
 - Continuing with similar upgrades at all other building

The Owners have also planned to replace and modernize the elevator at 110 W. Thompson for an additional \$96,000 investment. This will bring the total new capital investment from the Owners to nearly \$300,000. This is in addition to \$550,000 to replace and modernize the elevators in other applicable buildings in West St. Paul and \$158,000 for new roofing at 1530 Bellows already spent.

It is our desire to develop a cooperative, mutually beneficial new relationship with the City, in the spirit of partnership and with improved communication. With these goals in mind and this proposed Plan, it is our intention to demonstrate and regain good standing with the City as a responsible landlord in the community.



Mailand Renewals – 2018

June Renewals

1530 Bellows Street

Renewal Items Needed

- Application
- Crime Free Training Completion Certificate
- Interior Inspection
 - Units - 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 301, 302, 303, 304, 305, 306
 - *Corrections Issued*
- Inflow and Infiltration Inspection
 - Inspected on 06/08/2017 – Found to be Compliant
- Payment of Fees

August Renewals

105 Carmel Avenue

Renewal Items Needed

- Application
- Crime Free Training Completion Certificate
- Interior Inspection
 - Units - 212, 213, 214, 215, 216, 217, 218, 219, 220, 301, 302, 303, 304, 305, 306
- Inflow and Infiltration Inspection
 - Inspected on 07/20/2017 – Found to be Compliant
- Payment of Fees

100 Thompson Avenue

Renewal Items Needed

- Application
- Crime Free Training Completion Certificate
- Interior Inspection
 - Units - 210, 211, 212, 213, 214, 215, 216, 217, 301, 302, 303, 304, 305
- Inflow and Infiltration Inspection
 - Inspected 12/20/2016 – Found to be Compliant
- Payment of Fees

110 Thompson Avenue West

Renewal Items Needed

- Application
- Crime Free Training Completion Certificate
- Interior Inspection
 - Units - 207, 208, 209, 210, 301, 302, 303, 304
- Inflow and Infiltration Inspection
 - Inspected on 12/20/2016 – Found to be Compliant
- Payment of Fees



120 Thompson Avenue West

Renewal Items Needed

- Application
- Crime Free Training Completion Certificate
- Interior Inspection
 - Units - 206, 207, 208, 209, 210, 301, 302, 303
- Inflow and Infiltration Inspection
 - Inspected on 07/20/2017 – Found to be Compliant
- Payment of Fees

November Renewals

1492 Charlton Street

Renewal Items Needed

- Application
- Crime Free Training Completion Certificate
- Interior Inspection
 - Units - 109, 110, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 301, 302, 303
- Inflow and Infiltration Inspection
 - Has not yet been inspected – Compliance due by July 1, 2018
- Payment of Fees

212 Thompson Avenue West

Renewal Items Needed

- Application
- Crime Free Training Completion Certificate
- Interior Inspection
 - Units - 206, 207, 208, 209, 210, 301, 302, 303
- Inflow and Infiltration Inspection
 - Inspected on 10/24/2017 – Found to be Non-Compliant – Compliance Due by July 1, 2018
- Payment of Fees

232 Thompson Avenue West

Renewal Items Needed

- Application
- Crime Free Training Completion Certificate
- Interior Inspection
 - Units - 206, 207, 208, 209, 210, 301, 302, 303
- Inflow and Infiltration Inspection
 - Inspected on 11/16/2017 - Found to be Compliant
- Payment of Fees

December Renewal

1266 Gorman Avenue

Renewal Items Needed

- Application
- Crime Free Training Completion Certificate
- Interior Inspection
 - Units - 206, 207, 208, 209, 210, 301, 302, 303
- Inflow and Infiltration Inspection
 - Inspected on 10/24/2017 – Found to be Compliant
- Payment of Fees

	A	B	C	D	E	F	G	H
1	DATE	TIME	TYPE CALL	APARTMENT	SYNOPSIS	Disposition	Case Number	PN?
56	9/20/2017	13:38	Medical	103	Caller reported slowly dying	Report	17003080	N
57	9/23/2017	22:49	Follow Up	208	No Officer comments	Clear		N
58	10/27/2017	4:55	Premise Check	N/A	Officer reports no sign of security	Clear		N
59	10/28/2017	3:49	Premise Check	N/A	Officer reports speaking with Sgt. Abdul of Interstate Security	Clear		N
60	10/29/2017	14:39	Theft	204	Theft from Vehicle	Report	17003498	N
61	10/31/2017	6:04	Premise Check	N/A	2638, 2601, and 2630 checked 1266 Gorman, 212 and 232 Thompson at the same time to locate security assigned to the buildings. Officers walked all floors of all buildings and did not locate any security in or around the premises.	Advised		N
62	10/31/2017	22:31	Premise Check	N/A	2630, 2641, 2644, 2636, and 2638 all checked same addresses listed above for security officers and located no security in or around the premises. The parking lot of 1492 Charlton was also checked without success.	Advised		N
63	11/5/2017	1:35	Premise Check	N/A	2624 did not spot security guard	Advised		N
64	11/7/2017	10:31	Premise Check	N/A	2645, 2633, and 2648 checked 1266 Gorman, 212 and 232 Thompson simultaneously and made no contact with any security guard on the premises or in the buildings	Advised		N
65	11/12/2017	1:25	Premise Check	N/A	2630 and 2638 checked all three buildings and contacted security dispatch. Dispatch advised that the security guard "should be there" guard pulled up in a vehicle with a 21 day temp tag and said he was coming from Roseville and they were "short guards and had to patrol other sites"	Advised		N
66	11/12/2017	17:41	Premise Check	N/A	2642 called security company and dispatch could not raise the guard on the phone, no contact was made	Advised		N
67	11/14/2017	0:34	Premise Check	N/A	26S7 found security guard patrolling the grounds on foot	Advised		N
68	11/15/2017	2:40	Premise Check	N/A	2636 unable to locate any security on site	Advised		N
69	11/18/2017	2:31	Premise Check	N/A	232, 212, and 1266 checked at the same time. 232 smelled faintly of MJ and air freshener. Security dispatch was contacted and advised that the guard would be coming from a different building, 30 minutes later the guard arrived.	Advised		N
70	12/5/2017	12:49	Drug Activity	208	Officer checking for security cameras located the distinct odor of MJ coming from 208. Management was notified and tenant was given a notice to vacate by management	Advised		N
71	12/22/2017	12:13	Miscellaneous	201	Caller thought an unauthorized tenant was in apartment, was a short term guest of the tenant.	Advised		N
72	12/22/2017	15:48	Check Welfare	104	Dakota County Crisis requested a welfare check on the tenant, no answer at the door, management has heard from her recently	Advised		N
73	1/2/2018	14:45	Civil Assist	101	Property dispute between exes	Advised		N
74	1/14/2018	20:08	Found Property	201	Found a cell phone in the hallway	Advised		N
75	1/19/2018	16:17	Drug Activity	N/A	Group of JV in a vehicle smoking MJ, officer located vehicle which smelled of MJ, none of the JV were residents of the building	Advised		N
76	1/23/2018	12:18	Parking Violation	N/A	Snowbird Parking	Report		N
77	1/25/2018	16:44	Civil Assist	101	Officer stoodby while persons exchanged property	Clear		N
78	2/16/2018	13:52	Disturbance	103	Caller claimed that she was punched in the chest by an 85 year old resident, officers found that caller was the aggressor and has a hx of mental health issues, transported to hospital	Advised	18000595	N
79	3/28/2018	10:58	Crisis/Mental Health	103	Dakota County Crisis requested a welfare check on the tenant, she was making strange phone calls and claiming she was going on a trip	Report	18001021	N
80	3/28/2018	16:02	Crisis/Mental Health	103	Officers sent caller to hospital for a mental health crisis	Advised		N
81	3/29/2018	12:58	Suspicion	306	Car broken into in the parking lot, related to the mental health call earlier	Advised		N
82	4/16/2018	23:34	Fire Call	103	Smell of Natural Gas	Advised		N
83	6/14/2018	9:56	Suicide Attempt	308	Male jumped out a third story window and was hospitalized	Report	18001852	N

	A	B	C	D	E	F	G	H
84	6/15/2018	21:56	Suspicion	N/A	Security calling in a possible gun shot, no evidence of a gun shot but found that entry door had been damaged by a BB	Report	18001871	N
85	6/17/2018	3:23	Civil Assist	306	Property dispute between exes	Advised		N

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

RESOLUTION NO. 18-15

**RESOLUTION RENEWING THE RENTAL LICENSE
AT 212 THOMPSON AVENUE, WEST ST. PAUL
AS A PROVISIONAL LICENSE**

WHEREAS, Mailand Properties Limited Partnership is the property owner and Mailand Management Corporation is the Rental License holder (collectively, the "Owner") of a 30-unit apartment building located at 212 Thompson Avenue, West St. Paul (the "Property"); and

WHEREAS, due to excessive police calls and nuisance activity on or about the Property, as well as serious criminal activity by Owner's tenants involving controlled substance violations, noise and other nuisance complaints, on September 25, 2017, the Council held a hearing during which the City presented its evidence and the Owner's representative was given an opportunity to be heard;

WHEREAS, following the testimony and evidence presented, the Council moved to convert the Rental License for the Property to a provisional license; and

WHEREAS, based on the renewal deadline for the Property, on January 8, 2018, the Council held a meeting to discuss the renewal of the Property's Rental License and the status of provisional license; and

WHEREAS, following the testimony and evidence presented, the Council moved to approve the Rental License for the Property as a provisional license; and

WHEREAS, the Council hereby makes the following Findings of Fact to support its motion on the license:

FINDINGS OF FACT

1. The Council hereby incorporates the memo from City Staff and the supporting documentation into these findings of fact.
2. At the January 8, 2018 meeting, the Owner was given the opportunity to present evidence and testimony for the Owner's position.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West St. Paul that the Council adopts the following mitigation plan:

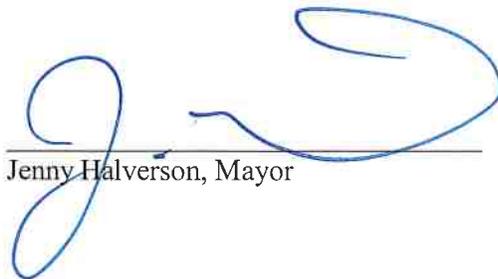
1. The Owner must conduct criminal history background checks on all tenants and any regular occupants through a 3rd-party vendor and articulate the criteria for denying a rental license application.

2. The Owner shall require all tenants and regular occupants to sign the lease and the Crime-Free Lease Addendum.
3. The Owner shall provide 24-hour on-site security staff from a reputable 3rd-party contractor.
4. The Owner shall provide the Police Department with access to any security recordings upon request.
5. The Owner shall issue trespass notices to all individuals who the Owner knows or reasonably should know to be associated with or involved in criminal activities at the Property and provide the a copy of such trespass notice to the Community Development Department and the Police Department.
6. The Owner will replace the entryway vinyl and stairwell carpets and clean all the hallway carpets within 3 months (by April 9, 2018).

Adopted by the City Council of the City of West St. Paul, Minnesota, this 8th day of January 2018.

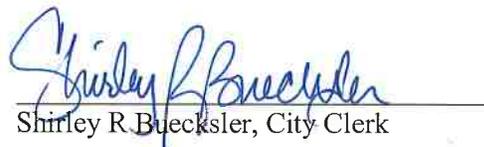
Ayes: 6

Nays: 0



Jenny Halverson, Mayor

Attest:



Shirley R. Bueckler, City Clerk

To: **Mayor and City Council**
 Through: **Ryan Schroeder, City Manager**
 From: **Ross Beckwith, Public Works & Parks Director/City Engineer**
 Date: **June 25, 2018**

Robert Street Landscaping Maintenance

BACKGROUND INFORMATION:

With the significant investment made on Robert Street in landscaping both in the medians and behind the sidewalk comes significant maintenance. Mulching, weeding, irrigation repair/maintenance, tree trimming and plant/tree replacement. The harsh salt environment each winter on the roadway creates a challenge for plants to survive. We have been looking at which species seem to be more tolerant and have made some adjustments already while under warranty. For example, the Little Bluestems are showing high numbers of winter kill unlike the Daylilies which are surviving quite well.

Staff will go out for formal quotes on a maintenance contract once all the criteria are decided. The basic duties covered will be weeding, plant replacement, irrigation maintenance, watering the non-irrigated beds (bus stops) and cutting the perennials and grasses back in the fall and spring. Right now per contract the weeds are pulled twice per month during the growing season.

FISCAL IMPACT:

Maintenance of all the planting beds (medians, bus stops, behind curb) is estimated at \$24,000 per year for the current level of service. The level of service desired will clearly impact the cost.

Replacement plants for 2018 were estimated at \$12,000 (638 plants) in the medians and at the bus stops and \$16,000 (854 plants) for everything behind the sidewalk. Once some of the less hardy plant species are replaced and plants get established along the corridor this amount should decrease.

Annual irrigation repairs and winter blow out is estimated at \$3,000.

The estimated total cost per year of landscaping maintenance is \$55,000.

		Amount
Fund:	101	\$55,000
Department:	43100	
Account:	40399	

STAFF RECOMMENDATION:

Staff is looking for discussion/recommendation from City Council as to the level of service desired for Robert Street landscaping maintenance and any funding strategies to help finance it.

To: **Mayor and City Council**
From: **Ryan Schroeder, City Manager**
Date: **June 25, 2018**

Check-In on Outreach Initiative

BACKGROUND INFORMATION:

The Outreach Initiative has been placed on various OCWS agendas over the past months and due to time constraints has not received Council of the whole input. Narrative updates have been provided, including the following. At this time, we are requesting any input as may exist, absent which we would intend to carry on as denoted in the meeting notes below.

During spring 2017 through a Strategic Planning process Council confirmed the existing Mission of the City, suggested a few changes to the Council Vision and created seven Strategic Initiatives. Staff followed with creation of internal committees to work plan each of the seven Council Initiatives.

Out of these efforts, specifically the Council Vision Statement which included: “We are recognized for fostering community engagement, encouraging citizen involvement...” and one of the Initiatives which is: “Broadly focus on sustainability, partnerships, and collaboratives” grew an Outreach Initiative. A further impetus for this conversation became apparent from a February 1 meeting with a Census Official regarding their “Complete Count” initiative for the 2020 Census.

Staff began creation of this initiative on March 6 and continued development of a proposed work plan at a second meeting on March 29. From this meeting a “brainstorming” of the group Mission occurred on April 25. Resulting Mission is “To empower our diverse community by building an atmosphere of trust and fostering relationships through awareness and involvement.” Additional disparate goal suggestions and work plan ideas as well as initial work toward a resource list were also products of this meeting.

The above culminated in a May 23 meeting intended to cull the various and random individual thoughts from the group into something a bit more cogent. Instead, participants on May 23 opined that further work on the resource list (community contacts) is the higher and first priority task rather than a developed work plan. My notes, absent any summation, from this May 23 meeting are enclosed. However, from meeting participant input the group is soliciting from Council, staff, and from whatever other sources are identified, additional community contacts. Once this contact list is more fully developed, the next effort likely will be outreach to these folks such that listening sessions regarding the mission can commence.

WSP Outreach Initiative
Meeting Notes/May 23, 2018

Meeting Attendees

Mayor Jenny Halverson
Councilmember Anthony Fernandez
Councilmember Dave Napier
Sherrie Le
Dan Nowicki
Laura Vaughan
Ben Ellringer
Jose Marrero
Andrea Graham
Diane Erickson
Ryan Schroeder
Cheryl Prentice

Meeting commenced at 4:35 PM

Review of Minutes from last meeting, Mission Document and Agenda

- Suggestion that Park and Recreation would be a good contributor to the effort
- Question: to what extent does City employment reflect the diversity of the community; explanation on recruitment efforts followed
- Suggestion that the group build on the contact list
- Suggestion that we need to invite knowledgeable people in to tell us how to proceed with this effort as opposed to us dictating
- Suggestion that we need to invite people in to talk to us and we just listen
- Observation that WSP does not display its various cultures in any way; need to brand ourselves in a diverse way
- Suggestion that we need the community members to do the branding
- Suggestion that next steps might be to invite our contacts in
- Suggestion that we do not need to reinvent the wheel, use social media, take notes from conversations
- Suggestion that we need to follow patterns that have worked such as with the MAVA outreach
- Suggestion that we need to involve the School District; Garlough, maybe Moreland, be prepared to have interpreters at community conversations. The District are experts in this; connect with the principal at Garlough
- Suggestion that each of the 3 Wards has a different cultural feel and ward council people need to be aware and asked to be involved
- Question about older adult services
- The Cinco de Mayo Parade attendance was revisited and supported by the group
- Henry Crosby and Katie Lowe from the YMCA should be invited in
- Suggestion that we pursue a Sister City
- Rob Hanson from Almas was suggested as a contact; need more community people and less Administrative feel

- Suggestion that this group could identify the challenges and work with the community to find solutions
 - Suggestion to tap the resource from Garcia Media
 - Note that we need to ask the community “what can we do for you” and listen to the response
 - Suggestion that with any community meeting we need to get out of City Hall and into the neighborhoods
 - It was noted that not every effort or conversation is going to feel productive but that is just part of the process; we don’t need to rush it; we need to let the process grow organically
 - Suggestion that if we attend the Cinco de Mayo parade again we need to reach out to the community to ask who wants to go with us
 - Suggestion that we add the President of the West side boosters to the contact list; also that we disseminate the list and put a “referred by” column on the list
 - Suggestion that we invite Mendota Heights and the District to be partners
 - Suggestion that communication needs to be improved; discussion about who might be participants in future small group and large group conversations
 - Suggestion that staff provide an update to Council at the next OCWS
- Next steps would be to build the contact list ahead of scheduling future meetings of the work group

FISCAL IMPACT:

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION:

Receive Council input/direction