CITY COUNCIL MEETING

MUNICIPAL CENTER COUNCIL CHAMBERS

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

VIRTUAL MEETING - Cable Channel 21 - www.townsquare.tv/webstreaming

TUESDAY, MAY 26, 2020

6:30 P.M.

Due to the Spread of COVID-19, City of West St. Paul public meetings will be held virtually until further notice. Members of the public may monitor meetings by tuning in to Cable Channel 21 or online at www.townsquare.tv/webstreaming during the posted meeting times. Meetings can be viewed on-demand starting the day following the original airing at www.wspmn.gov/agendacenter. Items requesting public input will do so via telephone call-in during live broadcasts only. Please view meetings during their original posted times to participate.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Adopt the Agenda**

5. **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.

6. **Council Comments**

7. **Proclamations, Presentations and Recognitions**

   A. Proclamation Recognizing Taylor Gonsalez, Recipient of the 2020 Comcast Leaders and Achievers Scholarship

      Documents:

      05-26-20 - RECOGNIZING TAYLOR GONSALEZ.PDF

   B. Proclamation Honoring June 2020 as LGBTQIA Pride Month

      Documents:

      05-26-20 LGBTQIA PRIDE MONTH PROCLAMATION.PDF

   C. Acceptance of Donations

      Documents:

      COUNCIL REPORT - DONATIONS TO THE CITY.PDF
      RESOLUTION - DONATIONS TO THE CITY.PDF

8. **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. March Financial Update

Documents:

MARCH FINANCIAL REPORT.PDF
MARCH BANK RECONCILLIATION SUMMARY.PDF
MARCH 2020 GENERAL FUND BUDGET TO ACTUAL.PDF
UBS MARCH.PDF

B. List of Claims for May 26, 2020

Documents:

COUNCIL REPORT 5.26.20 LIST OF CLAIMS.PDF

C. Grant Acceptance

Documents:

COUNCIL REPORT - GRANT ACCEPTANCE.PDF
RESOLUTION - GRANT ACCEPTANCE.PDF

D. Police Department/City Hall Change Order #3

Documents:

COUNCIL REPORT - CITY HALL CHANGE ORDER 3 052620.PDF
5.20.20 LETTER TO RYAN SCHROEDER.PDF
G701-2017 - CHANGE ORDER THREE (3).PDF
WEST ST. PAUL ESTIMATE_5.20.2020.PDF

E. City Licensing

Documents:

COUNCIL REPORT - CITY LICENSING.PDF

F. Rental Licensing

Documents:

COUNCIL REPORT - RENTAL LICENSING.PDF

G. Driver Diversion Program Agreement Extension

Documents:

COUNCIL REPORT - RENEW DRIVER DIVERSON PROGRAM AGREEMENT.PDF
WEST ST PAUL DDP CONTRACT 2020 5-16-20 REV (CLEAN).PDF
RESOLUTION - DRIVER DIVERSION PROGRAM AGREEMENT RENEWAL.PDF

H. Consultant Contract for Lift Station and Forcemain 2 Replacement, City Project 20-10

Documents:

COUNCIL REPORT - CONSULTANT CONTRACT FOR LIFT STATION AND FORCEMAIN 2 CP 20-10.PDF

I. Revised Consultant Contract for Marie/Oakdale Trail Project CP 18-4

Documents:

COUNCIL REPORT - REVISED CONSULTANT CONTRACT CP 18-4.PDF

9. **Public Hearing**

A. Site Plan, Preliminary and Final Plat Review to Allow a Climate Controlled Storage Building at 1665 Oakdale Avenue – More Space LLC

Documents:

COUNCIL REPORT - SELF STORAGE AT 1665 OAKDALE AVE.PDF
ATTACHMENT - SELF STORAGE AT 1665 OAKDALE AVE.PDF
RESOLUTION - SITE PLAN FOR SELF STORAGE WITH PC ADDITIONS, 1665 OAKDALE AVE.PDF
RESOLUTION - SITE PLAN FOR SELF STORAGE WITHOUT PC ADDITIONS, 1665 OAKDALE AVE.PDF
RESOLUTION - PRELIMINARY AND FINAL PLAT FOR SELF STORAGE, 1665 OAKDALE AVE.PDF

B. Final Reading of Ordinance No. 20-007, Vacation of Unbuilt Right-of-Way South of Crusader and West of Stryker

Documents:

COUNCIL REPORT - FINAL READING - VACATING UNBUILT ROW.PDF
ATTACHMENT - FINAL READING - VACATING UNBUILT ROW.PDF
ORDINANCE 20-007 - APPROVING THE SALE OF PROPERTY TO NET MINISTRIES, INC..PDF

10. **New Business**

A. Temporary Outdoor Service Areas

Documents:

COUNCIL REPORT - OUTDOOR BUSINESS PANDEMIC EXPANSION 052620.PDF
RESOLUTION - APPROVING TEMP WAIVER TO PROMOTE BUSINESS ACTIVITIES DURING COVID-19.PDF

11. **Old Business**

12. **Adjourn**

CITY OF
WEST ST. PAUL

PROCLAMATION HONORING
HENRY SIBLEY HIGH SCHOOL SENIOR
TAYLOR GONSALEZ
MAY 26, 2020

WHEREAS, to help build the leaders of tomorrow, Comcast NBCUniversal provides scholarships each year to high school seniors through the Comcast Leaders and Achievers Scholarship Program; and

WHEREAS, Comcast Leaders and Achievers are students who have been selected for their outstanding community service, academic performance, and leadership skills. The award, funded by the Comcast NBCUniversal Foundation, is a $2,500.00 scholarship to be used toward undergraduate education-related expenses; and

WHEREAS, Applicants to the Comcast Leaders and Achievers Scholarship Program must have a demonstrated commitment to community service and outstanding qualities in character, integrity and leadership; and

WHEREAS, Applicants must plan to enroll in full-time undergraduate study at an accredited two or four year college or university in the United States for the entire academic year; and

WHEREAS, Applicants must have a minimum GPA of 3.0 on a 4.0 scale (or its equivalent), be enrolled as a high school senior, and demonstrate financial need.

NOW, THEREFORE, BE IT RESOLVED, that the Comcast Leaders and Achievers Scholarship Recipient from the West St. Paul community is:

TAYLOR GONSALEZ
HENRY SIBLEY HIGH SCHOOL
COLLEGE: UNIVERSITY OF PENNSYLVANIA

BE IT FURTHER RESOLVED, that I, Mayor David J. Napier, and members of the City Council of the City of West St. Paul recognize Taylor Gonsalez for their outstanding community service, academic achievements, and leadership skills. We congratulate Taylor on being the recipient of the Comcast Leaders and Achievers Scholarship and extend our best wishes for continued success at the University of Pennsylvania.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of West St Paul, Minnesota, to be affixed on this 26th day of May 2020.

_____
David J. Napier, Mayor

CITY OF
WEST ST. PAUL

PROCLAMATION HONORING
LGBTQIA PRIDE MONTH
JUNE 1 - 30, 2020

WHEREAS, June 2020 is Pride Month; and

WHEREAS, Pride Month is the positive stance against discrimination and violence toward individuals who identify as lesbian, gay, bisexual, transgender, queer, intersex and asexual (LGBTQIA) and to promote their self-affirmation, dignity, equal rights, increase their visibility as a social group, build community, and celebrate sexual identity diversity and gender variance; and

WHEREAS, the West St. Paul City Council includes diversity and inclusion as one of its strategic initiatives; and

WHEREAS, the month of June was chosen for LGBTQIA Pride Month to commemorate the Stonewall riots, which occurred 50 years ago at the end of June 1969 and became a catalyst for the gay rights movement that spread worldwide; and

WHEREAS, LGBTQIA people have made, and continue to make, great and lasting contributions that continue to strengthen the fabric of American society; and

WHEREAS, the LGBTQIA rights movement has achieved great progress, but there is more work to be done. Youth should feel safe to learn without the fear of harassment, and families and seniors should be allowed to live their lives with dignity and respect; and

WHEREAS, during LGBTQIA Pride Month, the City of West St. Paul calls upon the community to work together to promote equal rights for all, regardless of sexual orientation or gender identity.

NOW, THEREFORE, BE IT RESOLVED, that the Honorable Mayor David Napier and members of the City Council of the City of West St. Paul do recognize and hereby proclaim June 2020 as LGBTQIA Pride Month and call upon the people of West St. Paul to turn back discrimination and prejudice everywhere it exists.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 26th day of May 2020.

_____

David J. Napier, Mayor

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **City Staff**

Date: **May 26, 2020**

Donations to the City

BACKGROUND INFORMATION:

The below described individuals and/or organizations have donated to the City:

The following two Minnesota Distilleries started to make hand sanitizer to help the spread of COVID -19 and has donated their product to First Responders in our city:

11 Wells Distilleries – Hand sanitizer for our First Responders.

J Carver Distilleries – Hand sanitizer for our First Responders.

Splash Products - Bleach which will be used as a sanitizer and cleaning option. We received a pallet of this product which will be used by city staff. We will also be reaching out to our congregate care facilities to provide them with this product as needed.

Cub Foods Pharmacy – 24 N95 respirator masks for use by the Police Department.

We have been provided no dollar value with the above listed donations, but they are greater than $10,000.00 when compared to normal market value of similar products.

Anonymous – An anonymous West St Paul resident donated 25 gift cards worth five dollars each, to the Police Department to be given to the homeless in our city. This person requested to remain anonymous.

FISCAL IMPACT:

		Amount
Fund:	101	$125.00
Department:		
Account:	30000-36230	

STAFF RECOMMENDATION:

Publically thank the above listed individuals and organizations and accept their generous donations by adopting the attached resolution.

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION ACCEPTING DONATIONS TO THE CITY

WHEREAS, the below listed individuals/organizations have donated funds to the City:

11 Wells Distilleries – Hand sanitizer for our First Responders.

J Carver Distilleries – Hand sanitizer for our First Responders.

Splash Products - This product is used as a sanitizer option. We received a pallet of this product which will be used by City Staff.

Cub Foods Pharmacy – 24 N95 respirator masks for use by the Police Department.

Anonymous – An anonymous West St. Paul resident donated 25 gift cards, worth five dollars each, to the Police Department to be given to the homeless in our city.

WHEREAS, the donors may indicate a particular use for their funds; and

WHEREAS, the Mayor and City Council acknowledge the generosity of these individuals/organizations and extend their appreciation to them for their consideration and generous donations.

NOW, THEREFORE, BE IT RESOLVED that the West St. Paul Mayor and City Council accept these donations on behalf of the City and authorize City Staff to expend these funds in the manner described therein.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 26th day of May 2020.

Attest:

_____ _____

David J. Napier, Mayor Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Charlene Stark, Finance Director**

Date: **May 26, 2020**

Financial Information-March

BACKGROUND INFORMATION:

Attached for Council review the March financial reports:

Bank statement reconciliation
Investment statement
General Fund-Budget to Actual report for March 2020

FISCAL IMPACT:

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION:

Accept the March financial reports as presented.

CITY OF WEST ST. PAUL
BANK RECONCILIATION
March 31, 2020

Old National BANK BALANCE:			
Ending Balance - Checking Account	**167,495.63**		
Deposits in Transit			
Outstanding Disbursements & Checks	(91,212.20)		
EFT to clear	(200.00)		
Petty Cash	1,850.00		
RECONCILED BALANCE	**77,933.43**	**BANK & TREASURER**	**BANK & ACCOUNT**
		(0.00)	**(0.00)**
			(0.00)

CITY TREASURER'S BALANCE:	
Previous Month's **Reconciled** Balance	**420,789.12**
Daily Receipts Posted	$479,793.02
Disbursement Checks Issued	($1,385,754.15)
Payroll Direct Deposits	($330,517.00)
Cash Journal Entries (net)	$892,503.93
Reverse Prior Months	(712.89)
Bank Payments to record in GL	1,831.40
RECONCILED BALANCE	**77,933.43**

CASH ACCOUNT BALANCE:	**74,252.03**
Petty Cash	1,850.00
Adjustments:	
	1,831.40
	-
RECONCILED BALANCE	**77,933.43**

General Fund Income Statement

Through 3/31/20
Summary Listing

Organization	Organization Description	Adopted Budget Amount	March Actual Amount	2020-YTD Actual Amount	Remaining YTD Actual	% of Budget-Spent	
	REVENUE						
30000	Revenues	15,083,361.00	217,686.03	1,734,355.46	13,349,005.54	11%	
	REVENUE TOTALS	$15,083,361.00	$217,686.03	$1,734,355.46	$13,349,005.54	11%	
	EXPENSE						
41110	Mayor and Council	152,054.00	6,497.21	34,296.88	117,757.12	23%	
41120	Charter Commission	1,500.00	392.00	392.00	1,108.00	26%	
41320	City Manager / City Clerk	705,932.00	48,999.00	171,913.84	534,018.16	24%	
41350	Marketing and Communications	159,927.00	7,450.55	24,304.17	135,622.83	15%	
41410	Elections	60,348.00	14,356.81	16,236.35	44,111.65	27%	
41520	Finance	374,936.00	23,944.19	88,391.35	286,544.65	24%	
41610	Legal	362,000.00	25,376.79	53,941.79	308,058.21	15%	
41910	Planning & Community Development	437,560.00	19,863.19	81,671.57	355,888.43	19%	
41915	Recycling Dept.	67,701.00	4,234.77	22,391.12	45,309.88	33%	
41920	Information Technology	474,124.00	33,380.25	145,684.63	328,439.37	31%	Maintenance agreements are higher then budgeted
41940	City Hall Building	229,910.00	7,697.28	26,158.51	203,751.49	11%	Position unfilled
41945	PW Facility	73,745.00	6,349.14	20,348.34	53,396.66	28%	
42100	Police	6,068,118.00	453,485.48	1,565,685.08	4,502,432.92	26%	
42200	Fire	2,582,003.00	.00	783,778.85	1,798,224.15	30%	
42401	Building Inspections	397,525.00	29,915.53	101,343.39	296,181.61	25%	
42500	Civil Defense	18,580.00	6,409.91	6,439.14	12,140.86	35%	Annual payments
43000	Engineering	196,089.00	11,657.47	47,617.27	148,471.73	24%	
43100	Streets	1,397,597.00	103,330.82	372,853.85	1,024,743.15	27%	
43160	Street Lighting	143,125.00	9,902.85	20,840.93	122,284.07	15%	
44140	Human Resources	137,003.00	2,106.04	4,429.23	132,573.77	3%	
45000	Parks and Recreation	1,043,584.00	65,064.09	210,857.98	832,726.02	20%	
49200	Unallocated	.00	.00	.00	.00	0%	
49999	Disaster Plan/Recovery	.00	8,396.71	8,396.71	(8,396.71)		
	EXPENSE TOTALS	$15,083,361.00	$888,810.08	$3,807,972.98	$11,275,388.02	25%	
	Fund **101 - General Fund** Totals						
	REVENUE TOTALS	15,083,361.00	217,686.03	1,734,355.46	13,349,005.54	11%	
	EXPENSE TOTALS	15,083,361.00	888,810.08	3,807,972.98	11,275,388.02	25%	
	Fund **101 - General Fund** Net Gain (Loss)	$0.00	($671,124.05)	($2,073,617.52)	$2,073,617.52		

UBS

UBS Financial Services Inc.
681 Lake Street E.
Suite 354
Wayzata MN 55391-1758

CNQ7004704101 0320 X14 RP 0

Business Services Account

March 2020

CITY OF WEST SAINT PAUL
CUSTODY ACCOUNT
ATTN: CHARLENE STARK
1616 HUMBOLDT AVE
WEST SAINT PAUL MN 55118-3905

Account name: CITY OF WEST SAINT PAUL CUSTODY ACCOUNT

Friendly account name: Custody Acct

Account number: RP 34592 SH

Your Financial Advisor:
HARNETT/SORLEY
Phone: 952-475-9440/800-627-2463

Questions about your statement?
Call your Financial Advisor or the ResourceLine at 800-762-1000, account 712034592.

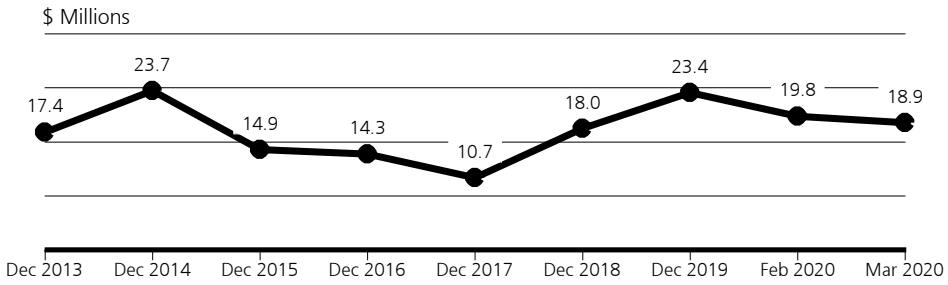
Visit our website:
www.ubs.com/financialservices

Value of your account

	on February 28 ($)	on March 31 ($)
Your assets	19,819,117.56	18,928,342.98
Your liabilities	0.00	0.00
Value of your account	**$19,819,117.56**	**$18,928,342.98**
Accrued interest in value above	$86,589.10	$94,178.38

As a service to you, your portfolio value of $18,928,342.98 includes accrued interest.

Tracking the value of your account



Sources of your account growth during 2020

Value of your account at year end 2019	$23,380,918.65
Net deposits and withdrawals	-$4,800,000.00
Your investment return:	
Dividend and interest income	$58,080.50
Change in value of accrued interest	$40,033.74
Change in market value	$249,310.09
Value of your account on Mar 31, 2020	**$18,928,342.98**

Your account balance sheet

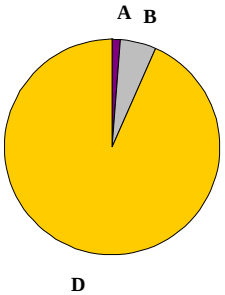
The value of your account includes assets held at UBS and certain assets held away from UBS. See page 1 for more information.

Summary of your assets

		Value on March 31 ($)	Percentage of your account
A	Cash and money balances	245,441.67	1.30%
B	Cash alternatives	1,015,033.45	5.36%
C	Equities	0.00	0.00%
D	Fixed income	17,667,867.87	93.34%
E	Non-traditional	0.00	0.00%
F	Commodities	0.00	0.00%
G	Other	0.00	0.00%
Total assets		**$18,928,342.98**	**100.00%**

Value of your account **$18,928,342.98**

Your current asset allocation



- *Cash and money balances* may include available cash balances, UBS Bank USA deposit account, UBS FDIC Insured Deposit Program Bank accounts, UBS AG Stamford Branch deposit account balances and money market mutual fund sweep balances. See the *Important information about your statement* on the last two pages of this statement for details about those balances.

Eye on the markets

Index	Percentage change March 2020	Percentage change Year to date
S&P 500	-12.35%	-19.60%
Russell 3000	-13.75%	-20.90%
MSCI - Europe, Australia & Far East	-13.25%	-22.72%
Barclays Capital U.S. Aggregate Bond Index	-0.59%	3.15%

Interest rates on March 31, 2020

3-month Treasury bills: 0.10%

One-month LIBOR: 0.99%

Change in the value of your account

	March 2020 ($)	Year to date ($)
Opening account value	**$19,819,117.56**	**$23,380,918.65**
Withdrawals and fees, including investments transferred out	-900,000.00	-4,800,000.00
Dividend and interest income	25,295.37	58,080.50
Change in value of accrued interest	7,589.28	40,033.74
Change in market value	-23,659.23	249,310.09
Closing account value	**$18,928,342.98**	**$18,928,342.98**

Dividend and interest income earned

For purposes of this statement, taxability of interest and dividend income has been determined from a US tax reporting perspective. Based upon the residence of the account holder, account type, or product type, some interest and/or dividend payments may not be subject to United States (US) and/or Puerto Rico (PR) income taxes. The client monthly statement is not intended to be used and cannot be relied upon for tax purposes. Clients should refer to the applicable tax reporting forms they receive from UBS annually, such as the Forms 1099 and the Forms 480, for tax reporting information. It is the practice of UBS to file the applicable tax reporting forms with the US Internal Revenue Service and PR Treasury Department, and in such forms accurately classify dividends and/or interest as tax exempt or taxable income. Please consult your individual tax preparer.

	March 2020 ($)	Year to date ($)
Taxable dividends	691.91	5,718.73
Taxable interest	32,607.28	63,339.61
Taxable accrued interest paid	-695.82	-3,706.24
Tax-exempt accrued interest paid	-7,308.00	-7,308.00
Total current year	**$25,295.37**	**$58,044.10**
Prior year adjustment	0.00	36.40
Total dividend & interest	**$25,295.37**	**$58,080.50**

Summary of gains and losses

Values reported below exclude products for which gains and losses are not classified.

	Realized gains and losses		Unrealized
	March 2020 ($)	Year to date ($)	gains and losses ($)
Short term	10,348.00	17,768.00	126,529.27
Long term	0.00	36,000.00	272,688.59
Total	**$10,348.00**	**$53,768.00**	**$399,217.86**

Cash activity summary

See *Account activity this month* for details. Balances in your Sweep Options are included in the opening and closing balances value. FDIC insurance applies to deposits at UBS Bank USA and all banks participating in the UBS FDIC Insured Deposit Program. It does not apply to deposits at UBS AG, Stamford Branch. SIPC protection applies to money market sweep fund holdings but not bank deposits. See *Important information about your statement* on the last two pages of this document for details.

	March 2020 ($)	Year to date ($)
Opening balances	**$11,899.95**	**$302,480.34**
Additions		
Dividend and interest income	25,295.37	58,080.50
Proceeds from investment transactions	4,101,829.27	9,175,046.57
Total additions	**$4,127,124.64**	**$9,233,127.07**
Subtractions		
Other funds debited	-900,000.00	-4,800,000.00
Funds withdrawn for investments bought	-2,993,582.92	-4,490,165.74
Total subtractions	**-$3,893,582.92**	**-$9,290,165.74**
Net cash flow	**$233,541.72**	**-$57,038.67**
Closing balances	**$245,441.67**	**$245,441.67**

UBS Bank USA Deposit Account APY

Interest period Feb 7 - Mar 5

Opening UBS Bank USA Deposit balance Feb 7	$6,882.54
Closing UBS Bank USA Deposit balance Mar 5	$0.05
Number of days in interest period	28
Average daily balance	$8,244.45
Interest earned	$0.26
Annual percentage yield earned	0.04%

Your investment objectives:

You have identified the following investment objectives for this account. If you have questions about these objectives, disagree with them, or wish to change them, please contact your Financial Advisor or Branch Manager. You can find a full description of the alternative investment objectives in *Important information about your statement* at the end of this document.

Your return objective:
Current income
Your risk profile:
Primary - Conservative
Investment eligibility consideration - None selected

Your account instructions

- Your account cost basis default closing method is FIFO, First In, First Out.

Your assets

Some prices, income and current values shown may be approximate. As a result, gains and losses may not be accurately reflected. See *Important information about your statement* at the end of this document for more information.

Cash

Cash and money balances

Cash and money balances may include available cash balances, UBS Bank USA deposit account balances, UBS FDIC Insured Program Bank Balances, UBS AG Stamford Branch deposit account balances and money market mutual fund sweep balances.

See the *Important information about your statement* at the end of this document for details about those balances.

UBS Bank USA and all UBS FDIC Insured Program Bank deposit account balances are insured by the FDIC within applicable limits, but are not protected by SIPC. UBS AG Stamford Branch deposit account balances are not insured by FDIC and are not protected by SIPC. Money market sweep balances are protected by SIPC but are not insured by the FDIC.

Holding	Opening balance on Mar 1 ($)	Closing balance on Mar 31 ($)	Price per share on Mar 31 ($)	Average rate	Dividend/Interest period	Days in period	Cap amount ($)
Cash	11,899.95	81.55					
UBS BANK USA DEP ACCT	0.00	245,360.12					250,000.00
Total	**$11,899.95**	**$245,441.67**					

Cash alternatives

Money market funds

Money market funds are neither insured nor guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Institutional prime and institutional municipal funds must float their net asset values (NAV) per share to the nearest 1/100th of a cent (e.g., $1.0000). Government and retail money market funds will continue to transact at a stable $1.00 net asset value. Although money market funds seek to preserve the value of your investment at $1.00 per share, it is possible to lose money by investing in these funds.

Total reinvested is the total of all reinvested dividends. It does not include any cash dividends. It is not a tax lot for the purposes of determining holding periods or cost basis. The shares you receive each time you reinvest dividends become a separate tax lot.

Cost basis is the total purchase cost of the security, including reinvested dividends. The cost basis may need to be adjusted for return of capital payments in order to determine the adjusted cost basis for tax reporting purposes.

Unrealized (tax) gain or loss is the difference between the current value and the cost basis and would generally be your taxable gain or loss if the security was sold on this date. The unrealized (tax) gain or loss may need to be adjusted for return of capital payments in order to determine the realized gain or loss for tax reporting purposes.

Investment return is the current value minus the amount you invested. It does not include shares that are not reflected on your statement, including shares that have been realized as either a gain or a loss. It also does not include cash dividends that were not reinvested.

Holding	Number of shares	Purchase price/ Average price per share ($)	Client investment ($)	Cost basis ($)	Price per share on Mar 31 ($)	Value on Mar 31 ($)	Unrealized gain or loss ($)	Investment return ($)	Holding period
UBS SELECT PRIME INSTITUTIONAL FUND	1,015,338.055				0.9997	1,015,033.45			
EAI: $11,676 Current yield: 1.15%									

Your assets (continued)

Fixed income

Certificates of deposit and share certificates

Cost basis has been adjusted for accreted original issue discount (OID) on long-term (more than 1 year) CDs and share certificates. Cost basis has been adjusted automatically for amortization of premium using the constant yield method on long-term (more than 1 year) CDs and share certificates.

CDs are FDIC insured up to $250,000 in principal and accrued interest per depositor and per depository institution, in accordance with FDIC rules. Share certificates are NCUA insured up to $250,000 in principal and accrued interest per qualifying account and per credit union, in accordance with NCUA rules.

Holding	Trade date	Total face value at maturity ($)	Purchase price ($)	Adjusted cost basis ($)	Price on Mar 31 ($)	Value on Mar 31 ($)	Unrealized gain or loss ($)	Holding period
WEBBANK UT US RATE 01.8500% MAT 06/29/2020 FIXED RATE CD CALLABLE 04/28/2020 @ 100.0000 ACCRUED INTEREST $37.26 CUSIP 947547JP1 EAI: $1,133 Current yield: 1.85%	Jun 19, 17	245,000.000	100.000	245,000.00	100.067	245,164.15	164.15	LT
FLAGSTAR BK FSB MI US RATE 01.7500% MAT 07/21/2020 FIXED RATE CD ACCRUED INTEREST $822.26 CUSIP 33847EY76 EAI: $2,144 Current yield: 1.75%	Jul 11, 17	245,000.000	100.000	245,000.00	100.228	245,558.60	558.60	LT
WORLD'S FOREMOST B NE US RATE 02.3000% MAT 08/06/2020 FIXED RATE JUMBO CD ACCRUED INTEREST $315.06 CUSIP 9159919E5 EAI: $1,917 Current yield: 2.29%	Jul 28, 15	200,000.000	100.000	200,000.00	100.277	200,554.00	554.00	LT
CAPITAL ONE NA VA US RATE 02.0500% MAT 12/29/2020 FIXED RATE CD ACCRUED INTEREST $1,279.70 CUSIP 14042RFE6 EAI: $5,023 Current yield: 2.04%	Dec 22, 16	245,000.000	100.000	245,000.00	100.704	246,724.80	1,724.80	LT
CAPITAL ONE BANK N VA US RATE 02.0500% MAT 12/29/2020 FIXED RATE CD ACCRUED INTEREST $1,279.70 CUSIP 140420S43 EAI: $5,023 Current yield: 2.04%	Dec 22, 16	245,000.000	100.000	245,000.00	100.704	246,724.80	1,724.80	LT

continued next page

Your assets › **Fixed income** › **Certificates of deposit and share certificates** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price ($)	Adjusted cost basis ($)	Price on Mar 31 ($)	Value on Mar 31 ($)	Unrealized gain or loss ($)	Holding period
SYNCHRONY BK UT US RATE 02.1000% MAT 12/09/2021 FIXED RATE CD ACCRUED INTEREST $1,592.84 CUSIP 87164XPB6 EAI: $5,145 Current yield: 2.07%	Dec 06, 16	245,000.000	100.000	245,000.00	101.303	248,192.35	3,192.35	LT
SALLIE MAE BK UT US RATE 02.3500% MAT 03/22/2022 FIXED RATE CD ACCRUED INTEREST $139.08 CUSIP 795450ZW8 EAI: $5,640 Current yield: 2.30%	Mar 15, 17	240,000.000	100.000	240,000.00	101.958	244,699.20	4,699.20	LT
PRIVATEBANK & TR IL US RATE 02.0000% MAT 05/05/2022 FIXED RATE CD ACCRUED INTEREST $1,973.42 CUSIP 74267GVX2 EAI: $4,900 Current yield: 1.97%	Dec 10, 18	245,000.000	96.000	235,200.00	101.319	248,231.55	13,031.55	LT
COMENITY BANK DE US RATE 02.4000% MAT 06/21/2022 FIXED RATE JUMBO CD ACCRUED INTEREST $368.22 CUSIP 981996RH6 EAI: $4,800 Current yield: 2.37%	Jun 16, 17	200,000.000	100.000	200,000.00	101.188	202,376.00	2,376.00	LT
BARCLAYS BK DE US RATE 02.2000% MAT 07/19/2022 FIXED RATE CD ACCRUED INTEREST $1,063.22 CUSIP 06740KKJ5 EAI: $5,390 Current yield: 2.16%	Jul 11, 17	245,000.000	100.000	245,000.00	101.853	249,539.85	4,539.85	LT
ALLY BK SANDY UT US RATE 01.8500% MAT 08/29/2022 FIXED RATE CD ACCRUED INTEREST $384.94 CUSIP 02007GLJ0 EAI: $4,533 Current yield: 1.83%	Aug 27, 19	245,000.000	100.000	245,000.00	101.089	247,668.05	2,668.05	ST

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Your assets ‣ **Fixed income** ‣ **Certificates of deposit and share certificates** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price ($)	Adjusted cost basis ($)	Price on Mar 31 ($)	Value on Mar 31 ($)	Unrealized gain or loss ($)	Holding period
BMW BK OF NA NA UT US RATE 01.8000% MAT 11/22/2022 FIXED RATE CD ACCRUED INTEREST $1,570.69 CUSIP 05580ATC8 EAI: $4,410 Current yield: 1.78%	Nov 19, 19	245,000.000	100.000	245,000.00	100.996	247,440.20	2,440.20	ST
WELLS FARGO NATL B NV US RATE 01.8000% MAT 12/13/2022 FIXED RATE CD ACCRUED INTEREST $217.48 CUSIP 949495AA3 EAI: $4,410 Current yield: 1.78%		245,000.000	---This information was unavailable---		101.006	247,464.70		
MERCANTIL COMM BAN NJ US RATE 02.3000% MAT 12/16/2022 FIXED RATE CD ACCRUED INTEREST $1,636.47 CUSIP 58733ADQ9 EAI: $5,635 Current yield: 2.25%	Dec 06, 16	245,000.000	100.000	245,000.00	102.330	250,708.50	5,708.50	LT
MEDALLION BK UT US RATE 03.3000% MAT 12/19/2022 FIXED RATE CD ACCRUED INTEREST $287.94 CUSIP 58404DCZ2 EAI: $8,085 Current yield: 3.14%	Dec 04, 18	245,000.000	100.000	245,000.00	105.007	257,267.15	12,267.15	LT
MERRICK BK UT US RATE 03.4000% MAT 01/20/2023 FIXED RATE CD ACCRUED INTEREST $251.05 CUSIP 59013J4X4 EAI: $8,330 Current yield: 3.23%	Nov 15, 18	245,000.000	100.000	245,000.00	105.412	258,259.40	13,259.40	LT
DISCOVER BANK DE US RATE 03.3000% MAT 10/03/2023 FIXED RATE CD ACCRUED INTEREST $3,987.13 CUSIP 254673UL8 EAI: $8,085 Current yield: 3.11%	Sep 25, 18	245,000.000	100.000	245,000.00	106.216	260,229.20	15,229.20	LT

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Your assets › **Fixed income** › **Certificates of deposit and share certificates** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price ($)	Adjusted cost basis ($)	Price on Mar 31 ($)	Value on Mar 31 ($)	Unrealized gain or loss ($)	Holding period
GOLDMAN SACHS BANK NY US RATE 03.5500% MAT 11/21/2023 FIXED RATE CD ACCRUED INTEREST $3,121.56 CUSIP 38148P2H9 EAI: $8,698 Current yield: 3.31%	Nov 15, 18	245,000.000	100.000	245,000.00	107.303	262,892.35	17,892.35	LT
CITIBANK, NA DE US RATE 03.5500% MAT 11/24/2023 FIXED RATE CD ACCRUED INTEREST $3,073.91 CUSIP 17312QW47 EAI: $8,698 Current yield: 3.31%	Nov 15, 18	245,000.000	100.000	245,000.00	107.318	262,929.10	17,929.10	LT
MORGAN STANLEY PRV NY US RATE 03.5500% MAT 11/24/2023 FIXED RATE CD ACCRUED INTEREST $3,073.91 CUSIP 61760ASL4 EAI: $8,698 Current yield: 3.31%	Nov 15, 18	245,000.000	100.000	245,000.00	107.318	262,929.10	17,929.10	LT
MORGAN STANLEY BK UT US RATE 03.5500% MAT 11/24/2023 FIXED RATE CD ACCRUED INTEREST $3,073.91 CUSIP 61690UBN9 EAI: $8,698 Current yield: 3.31%	Nov 15, 18	245,000.000	100.000	245,000.00	107.318	262,929.10	17,929.10	LT
AMER EXPRESS NATL UT US RATE 03.5500% MAT 12/04/2023 FIXED RATE CD ACCRUED INTEREST $2,811.79 CUSIP 02589AA28 EAI: $8,698 Current yield: 3.31%	Nov 26, 18	245,000.000	100.000	245,000.00	107.372	263,061.40	18,061.40	LT
WELLS FARGO BK NA SD US RATE 03.5500% MAT 12/14/2023 FIXED RATE CD ACCRUED INTEREST $405.08 CUSIP 949763VU7 EAI: $8,698 Current yield: 3.32%	Dec 04, 18	245,000.000	100.000	245,000.00	106.780	261,611.00	16,611.00	LT

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Your assets ‣ **Fixed income** ‣ **Certificates of deposit and share certificates** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price ($)	Adjusted cost basis ($)	Price on Mar 31 ($)	Value on Mar 31 ($)	Unrealized gain or loss ($)	Holding period
JPMORGAN CHASE BK OH US RATE 02.5500% MAT 06/28/2024 FIXED RATE CD CALLABLE 06/28/2020 @ 100.0000 ACCRUED INTEREST $1,608.93 CUSIP 48128HG77 EAI: $6,248 Current yield: 2.54%	Jun 17, 19	245,000.000	100.000	245,000.00	100.359	245,879.55	879.55	ST
JONESBORO ST BK LA US RATE 02.0500% MAT 09/16/2024 FIXED RATE CD CALLABLE 04/16/2020 @ 100.0000 ACCRUED INTEREST $206.41 CUSIP 48040PFB6 EAI: $5,023 Current yield: 2.05%	Aug 29, 19	245,000.000	100.000	245,000.00	100.045	245,110.25	110.25	ST
HSBC BANK USA NA VA US RATE 02.0000% MAT 09/23/2024 FIXED RATE CD CALLABLE 09/23/2020 @ 100.0000 ACCRUED INTEREST $107.40 CUSIP 44329MAX1 EAI: $4,900 Current yield: 1.99%	Sep 16, 19	245,000.000	100.000	245,000.00	100.447	246,095.15	1,095.15	ST
ENERBANK UT US RATE 02.0000% MAT 09/27/2024 FIXED RATE CD ACCRUED INTEREST $53.70 CUSIP 29278TLX6 EAI: $4,900 Current yield: 1.96%	Sep 17, 19	245,000.000	100.000	245,000.00	102.063	250,054.35	5,054.35	ST
STATE BK INDIA NY US RATE 02.0500% MAT 11/27/2024 FIXED RATE CD ACCRUED INTEREST $1,720.02 CUSIP 856285RS2 EAI: $5,023 Current yield: 2.00%	Nov 12, 19	245,000.000	100.000	245,000.00	102.315	250,671.75	5,671.75	ST

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Your assets ‣ **Fixed income** ‣ **Certificates of deposit and share certificates** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price ($)	Adjusted cost basis ($)	Price on Mar 31 ($)	Value on Mar 31 ($)	Unrealized gain or loss ($)	Holding period
BMO HARRIS BK NA IL US								
RATE 01.9000% MAT 02/28/2025								
FIXED RATE CD								
CALLABLE 08/28/2020 @ 100.0000								
ACCRUED INTEREST $408.12								
CUSIP 05581W5Q4								
EAI: $4,655 Current yield: 1.89%	Feb 19, 20	245,000.000	100.000	245,000.00	100.351	245,859.95	859.95	ST
Total		**$7,010,000.000**		**$6,755,200.00**		**$7,206,825.55**	**$204,160.85**	

Total accrued interest: $36,871.20

Total estimated annual income: $167,540

Asset backed securities

Prices are obtained from independent quotation bureaus that use computerized valuation formulas to calculate current values. Actual market values may vary and thus gains/losses may not be accurately reflected. The cost basis for asset backed securities has been adjusted automatically for return of principal payments, and if issued at a discount, accreted original issue discount (OID).

Holding	Trade date	Quantity	Purchase price($)	Adjusted cost basis ($)	Price on Mar 31 ($)	Value on Mar 31 ($)	Unrealized gain or loss ($)	Holding period
GNMA PL MA6445M								
RATE 02.5000% MATURES 02/20/35								
CURRENT PAR VALUE 497,372								
CUSIP 36179VES5	Mar 05, 20	500,000.000	104.419	519,354.07	103.815	516,346.74	-3,007.33	ST

Municipal securities

Prices are obtained from independent quotation bureaus that use computerized valuation formulas to calculate current values. Actual market values may vary and thus gains/losses may not be accurately reflected. Cost basis has been automatically adjusted for mandatory amortization of bond premium on coupon tax-exempt municipal securities using the constant yield method and for accreted original issue discount for securities issued at a discount. When original cost basis is displayed, amortization has been done using the constant yield method, otherwise amortization has been done using the straight line method.

Holding	Trade date	Total face value at maturity ($)	Purchase price($)	Adjusted cost basis ($)	Price on Mar 31 ($)	Value on Mar 31 ($)	Unrealized gain or loss ($)	Holding period
BERKELEY CNTY SC SCH								
TAX SR C BE/R/								
RATE 02.350% MATURES 03/01/23								
ACCRUED INTEREST $469.99								
CUSIP 084203WV6								
Moody: Aa1 S&P: AA								
EAI: $5,640 Current yield: 2.28%								
Original cost basis: $242,767.20	Oct 02, 17	240,000.000	100.637	241,529.76	103.178	247,627.20	6,097.44	LT

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Your assets ‣ **Fixed income** ‣ **Municipal securities** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price($)	Adjusted cost basis ($)	Price on Mar 31 ($)	Value on Mar 31 ($)	Unrealized gain or loss ($)	Holding period
NEW YORK NY CITY TRANSI TAX A-2 RV BE/R/ RATE 01.850% MATURES 05/01/23 ACCRUED INTEREST $3,854.15 CUSIP 64971WJ43 Moody: Aa1 S&P: AAA EAI: $9,250 Current yield: 1.83%	Jun 16, 17	500,000.000	97.814	489,070.00	100.923	504,615.00	15,545.00	LT
NYS MTGE AGY HOMEOWNER AMT RV BE/R/ RATE 02.800% MATURES 04/01/24 ACCRUED INTEREST $7,560.00 CUSIP 6498833S2 Moody: Aa1 EAI: $15,120 Current yield: 2.70%	Mar 23, 20	540,000.000	99.281	536,117.40	103.857	560,827.80	24,710.40	ST
UNIV KY GEN RCPTS RV TAX SR B OID99.123 BE/R/ RATE 02.500% MATURES 04/01/24 ACCRUED INTEREST $5,000.00 CUSIP 914378KW3 Moody: Aa2 S&P: AA EAI: $10,000 Current yield: 2.40%	Feb 23, 17	400,000.000	99.505	398,020.00	103.972	415,888.00	17,868.00	LT
LEXINGTON-FAYETTE URBAN TAX SR B BE/R/ RATE 02.500% MATURES 06/01/25 ACCRUED INTEREST $1,999.99 CUSIP 52908EM83 Moody: Aa2 S&P: AA EAI: $6,000 Current yield: 2.38% Original cost basis: $241,231.20	Sep 21, 17	240,000.000	100.355	240,853.15	105.128	252,307.20	11,454.05	LT
NEW YORK NY CITY TRANSI TAX B-2 RV BE/R/ RATE 02.400% MATURES 08/01/25 ACCRUED INTEREST $1,700.00 CUSIP 64971WP61 Moody: Aa1 S&P: AAA EAI: $10,200 Current yield: 2.35% Original cost basis: $432,097.50	Nov 04, 19	425,000.000	101.557	431,618.86	102.021	433,589.25	1,970.39	ST

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Your assets ‣ **Fixed income** ‣ **Municipal securities** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price($)	Adjusted cost basis ($)	Price on Mar 31 ($)	Value on Mar 31 ($)	Unrealized gain or loss ($)	Holding period
NEW YORK NY GO BDS TAX BE/R/ RATE 01.890% MATURES 10/01/25 DATED DATE 10/22/19 ACCRUED INTEREST $3,213.78 CUSIP 64966QEH9 Moody: Aa1 S&P: AA EAI: $7,277 Current yield: 1.92%	Nov 04, 19	385,000.000	99.260	382,151.00	98.188	378,023.80	-4,127.20	ST
PHILADELPHIA PA AUTH FOR ASSUR TAX RV BE/R/ RATE 00.000% MATURES 04/15/26 DATED DATE 02/03/99 CUSIP 71781LBU2 Moody: A2 S&P: AA Original cost basis: $431,885.00	Jan 07, 20	500,000.000	86.787	433,935.54	88.567	442,835.00	8,899.46	ST
WISC ST GEN FD APP 2003 TAX SR A RV BE/R/ RATE 02.383% MATURES 05/01/26 ACCRUED INTEREST $5,461.06 CUSIP 977100DC7 Moody: Aa2 S&P: AA- EAI: $13,107 Current yield: 2.32%	Aug 17, 17	550,000.000	97.600	536,800.00	102.845	565,647.50	28,847.50	LT
CALIFORNIA ST FOR PREVIO TAX BE/R/ RATE 02.375% MATURES 10/01/26 DATED DATE 10/24/19 ACCRUED INTEREST $5,178.80 CUSIP 13063DRD2 Moody: Aa2 S&P: AA- EAI: $11,875 Current yield: 2.30% Original cost basis: $512,625.00	Jan 22, 20	500,000.000	102.456	512,284.96	103.046	515,230.00	2,945.04	ST

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Your assets ‣ **Fixed income** ‣ **Municipal securities** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price($)	Adjusted cost basis ($)	Price on Mar 31 ($)	Value on Mar 31 ($)	Unrealized gain or loss ($)	Holding period
PEMBROKE RESOURCES CORP TAX RV BE/R/ RATE 02.500% MATURES 07/01/27 ACCRUED INTEREST $1,875.00 CUSIP 70643QHA9 S&P: AA EAI: $7,500 Current yield: 2.42% Original cost basis: $302,046.00	Dec 31, 19	300,000.000	100.660	301,982.67	103.238	309,714.00	7,731.33	ST
NEW YORK N Y TAX B-2 BE/R/ RATE 02.090% MATURES 10/01/27 DATED DATE 10/22/19 ACCRUED INTEREST $2,307.70 CUSIP 64966QEK2 Moody: Aa1 S&P: AA EAI: $5,225 Current yield: 2.10%	Nov 04, 19	250,000.000	98.846	247,115.00	99.488	248,720.00	1,605.00	ST
TEXAS A&M UNIV PERM FD TAX RV BE/R/ RATE 02.260% MATURES 07/01/28 DATED DATE 12/17/19 ACCRUED INTEREST $3,264.45 CUSIP 8821176F6 Moody: Aaa S&P: AAA EAI: $11,300 Current yield: 2.17%	Dec 18, 19	500,000.000	99.691	498,455.00	103.934	519,670.00	21,215.00	ST
LYNWOOD CA UNI SCH ST BUILD TAX OID99.119BE/R/ RATE 01.750% MATURES 08/01/28 DATED DATE 03/17/20 ACCRUED INTEREST $507.04 CUSIP 551800JG1 S&P: AA EAI: $13,038 Current yield: 1.81%	Mar 18, 20	745,000.000	94.189	701,708.05	96.892	721,845.40	20,137.35	ST

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Your assets ‣ **Fixed income** ‣ **Municipal securities** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price($)	Adjusted cost basis ($)	Price on Mar 31 ($)	Value on Mar 31 ($)	Unrealized gain or loss ($)	Holding period
UNIV OF AL AT BIR MINGHA TAX SR D RV BE/R/ RATE 02.350% MATURES 10/01/28 DATED DATE 11/06/19 ACCRUED INTEREST $5,679.18 CUSIP 914745GC2 Moody: Aa2 S&P: AA EAI: $14,100 Current yield: 2.31% Original cost basis: $602,382.00	Dec 11, 19	600,000.000	100.384	602,306.97	101.649	609,894.00	7,587.03	ST
NEWPORT MESA CAL UNI SCH CAV6.16 BE/R/ RATE 00.000% MATURES 08/01/29 DATED DATE 06/08/11 CUSIP 652113WF4 Moody: Aaa S&P: AA+ Original cost basis: $250,365.15	Mar 25, 20	315,000.000	79.508	250,451.30	84.797	267,110.55	16,659.25	ST
Total		**$6,990,000.000**		**$6,804,399.66**		**$6,993,544.70**	**$189,145.04**	

Total accrued interest: $48,071.14

Total estimated annual income: $139,632

Government securities

Prices are obtained from independent quotation bureaus that use computerized valuation formulas to calculate current values. Actual market values may vary and thus gains/losses may not be accurately reflected. Cost basis has been adjusted for accreted original issue discount (OID). Cost basis has been automatically adjusted for amortization of bond premium using the constant yield method. If you have made a tax election to deduct the premium amortization on taxable debt securities, you may request that UBS adjust cost basis for the bond premium amortization.

Holding	Trade date	Quantity	Purchase price ($)	Adjusted cost basis ($)	Price on Mar 31 ($)	Value on Mar 31 ($)	Unrealized gain or loss ($)	Holding period
FNMA NTS STEP-UP RATE 1.6250% MATURES 07/27/21 ACCRUED INTEREST $1,444.45 CUSIP 3136G3XT7 EAI: $8,125 Current yield: 1.62%	Jul 27, 16	500,000.000	100.000	500,000.00	100.068	500,340.00	340.00	LT

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Your assets ‣ **Fixed income** ‣ **Government securities** (continued)

Holding	Trade date	Quantity	Purchase price ($)	Adjusted cost basis ($)	Price on Mar 31 ($)	Value on Mar 31 ($)	Unrealized gain or loss ($)	Holding period
FHLB BOND STEP-UP RATE 1.5000% MATURES 11/23/21 ACCRUED INTEREST $2,666.65 CUSIP 3130A9Z95 EAI: $7,500 Current yield: 1.50% Original cost basis: $495,760.00	Jun 19, 17	500,000.000	98.652	493,260.00	100.083	500,415.00	7,155.00	LT
FFCB BOND RATE 2.0500% MATURES 12/26/24 INTEREST EARNED FROM 12/26/19 1ST INTEREST PAYMENT 06/26/20 ACCRUED INTEREST $4,598.24 CUSIP 3133ELFB5 EAI: $17,425 Current yield: 2.05%		850,000.000	---This information was unavailable---		100.015	850,127.50		
FFCB BOND RATE 2.3700% MATURES 09/23/26 ACCRUED INTEREST $526.70 CUSIP 3133EKR24 EAI: $23,700 Current yield: 2.36% Original cost basis: $1,005,000.00	Sep 30, 19	1,000,000.000	100.466	1,004,665.70	100.609	1,006,090.00	1,424.30	ST
Total		**2,850,000.000**		**$1,997,925.70**		**$2,856,972.50**	**$8,919.30**	

Total accrued interest: $9,236.04

Total estimated annual income: $56,750

Your total assets

		Value on Mar 31 ($)	Percentage of your account	Cost basis ($)	Estimated annual income ($)	Unrealized gain or loss ($)
Cash	**Cash and money balances**	**245,441.67**	**1.30%**	**245,441.67**		
Cash alternatives	* **Money market funds**	**1,015,033.45**	**5.36%**		**11,676.00**	
Fixed income	* Certificates of deposits and share certificates	7,206,825.55		6,755,200.00	167,540.00	204,160.85
	Asset backed securities	516,346.74		519,354.07		-3,007.33
	Municipal securities	6,993,544.70		6,804,399.66	139,632.00	189,145.04
	* Government securities	2,856,972.50		1,997,925.70	56,750.00	8,919.30
	Total accrued interest	94,178.38				

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Your assets ‣ **Your total assets** (continued)

	Value on Mar 31 ($)	Percentage of your account	Cost basis ($)	Estimated annual income ($)	Unrealized gain or loss ($)
Total fixed income	**17,667,867.87**	**93.34%**	**16,076,879.43**	**363,922.00**	**399,217.86**
Total	**$18,928,342.99**	**100.00%**	**$16,322,321.10**	**$375,598.00**	**$399,217.86**

* Missing cost basis information.

Account activity this month

	Date	Activity	Description	Amount ($)
Dividend and interest income				
Taxable dividends	Mar 31	Dividend	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	691.91
	Total taxable dividends			**$691.91**
Taxable interest	Mar 2	Interest	FIRST UTD BK & TR NY US RT 02.3500% MAT 08/31/26FIXED RATE CD PAID ON 245000 AS OF 02/29/20 CUSIP: 33742CAP2	473.22
	Mar 2	Interest	ALLY BK SANDY UT US RT 01.8500% MAT 08/29/22FIXED RATE CD PAID ON 245000 AS OF 02/29/20 CUSIP: 02007GLJ0	2,284.88
	Mar 2	Interest	BERKELEY CNTY SC SCH TAX SR C BE/R/2.350 030123 DTD 051717 PAID ON 240000 AS OF 03/01/20 CUSIP: 084203WV6	2,820.00
	Mar 3	Interest	FIRST NATL BK TX US RT 01.9500% MAT 08/29/24FIXED RATE CD PAID ON 245000 AS OF 02/29/20 CUSIP: 32112UDB4	405.76
	Mar 3	Interest	COMENITY BANK DE US RT 02.4000% MAT 06/21/22FIXED RATE JUMBO CD PAID ON 200000 CUSIP: 981996RH6	381.37
	Mar 6	Interest	UBS BANK USA DEPOSIT ACCOUNT AS OF 03/05/20	0.05
	Mar 13	Interest	WELLS FARGO NATL B NV US RT 01.8000% MAT 12/13/22FIXED RATE CD PAID ON 245000 CUSIP: 949495AA3	350.38
	Mar 16	Interest	WELLS FARGO BK NA SD US RT 03.5500% MAT 12/14/23FIXED RATE CD PAID ON 245000 AS OF 03/14/20 CUSIP: 949763VU7	691.03

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Account activity this month (continued)

	Date	Activity	Description	Amount ($)
Dividend and interest income (continued)				
Taxable interest (continued)	Mar 16	Interest	JONESBORO ST BK LA US RT 02.0500% MAT 09/16/24FIXED RATE CD PAID ON 245000 CUSIP: 48040PFB6	399.05
	Mar 17	Interest	WORLD'S FOREMOST B NE US RT 02.3000% MAT 08/06/20FIXED RATE JUMBO CD PAID ON 200000AS OF 03/06/20 CUSIP: 9159919E5	365.48
	Mar 18	Interest	MEDALLION BK UT US RT 03.3000% MAT 12/19/22FIXED RATE CD PAID ON 245000 CUSIP: 58404DCZ2	642.37
	Mar 18	Interest	SANTANDER BK NA DE US RT 01.8000% MAT 03/18/20FIXED RATE CD PAID ON 245000 CUSIP: 80280JSR3	2,198.96
	Mar 19	Interest	WYOMING BK & TR WY US RT 01.9000% MAT 09/18/24FIXED RATE CD PAID ON 245000AS OF 03/18/20 CUSIP: 98321PAF7	369.85
	Mar 20	Interest	UBS BANK USA MMF YIELD ACCOUNT	6.26
	Mar 20	Interest	UBS BANK USA DEPOSIT ACCOUNT	0.07
	Mar 20	Interest	MERRICK BK UT US RT 03.4000% MAT 01/20/23FIXED RATE CD PAID ON 245000 CUSIP: 59013J4X4	661.84
	Mar 23	Interest	FFCB BOND 02.370 % DUE 092326DTD 092319 FC 03232020PAID ON 1000000 CUSIP: 3133EKR24	11,850.00
	Mar 23	Interest	SALLIE MAE BK UT US RT 02.3500% MAT 03/22/22FIXED RATE CD PAID ON 240000 AS OF 03/22/20 CUSIP: 795450ZW8	2,812.27
	Mar 23	Interest	HSBC BANK USA NA VA US RT 02.0000% MAT 09/23/24FIXED RATE CD PAID ON 245000 CUSIP: 44329MAX1	2,443.29
	Mar 26	Interest	NEEDHAM CO-OPERATI MA US RT 01.8500% MAT 03/26/20FIXED RATE CD PAID ON 245000 CUSIP: 63983RBH1	2,260.04
	Mar 27	Interest	ENERBANK UT US RT 02.0000% MAT 09/27/24FIXED RATE CD PAID ON 245000 CUSIP: 29278TLX6	389.32

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Account activity this month (continued)

	Date	Activity	Description	Amount ($)
Dividend and interest income (continued)				
Taxable interest (continued)	Mar 30	Interest	WEBBANK UT US RT 01.8500% MAT 06/29/20FIXED RATE CD PAID ON 245000 AS OF 03/28/20 CUSIP: 947547JP1	360.12
	Mar 31	Interest	FIRST UTD BK & TR NY US RT 02.3500% MAT 08/31/26FIXED RATE CD PAID ON 245000 AS OF 03/28/20 CUSIP: 33742CAP2	441.67
	Total accrued interest paid			**-$695.82**
	Total taxable interest			**$31,911.46**
Tax-exempt interest	**Total accrued interest paid**			**-$7,308.00**
	Total dividend and interest income			**$25,295.37**

	Date	Activity	Description	Amount ($)
Other funds debited	Mar 16	Withdrawal	FEDERAL FUNDS TO City of West Saint Paul AT OLD NATIONAL BANK	-150,000.00
	Mar 25	Withdrawal	FEDERAL FUNDS TO City of West Saint Paul AT OLD NATIONAL BANK	-750,000.00
	Total other funds debited			**-$900,000.00**

Investment transactions

For more information about the price/value shown for restricted securities, see *Important information about your statement* at the end of this document.

Date	Activity	Description	Quantity	Value ($)	Price ($)	Proceeds from investment transactions ($)	Funds withdrawn for investments bought ($)	Accrued interest ($)
Mar 5	Bought	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	18,252.403				-18,265.18	
Mar 16	Sold	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	-149,985.001			150,000.00		
Mar 18	Bought	GNMA PL MA6445M 02.5000 DUE 02/20/35 FACTOR 0.994743410000 PRINCIPAL PURCHASE EY 1.609 WAL 5.426 PSA 17 6 CUSIP: 36179VES5	500,000.000		104.4375000		-519,442.57	-587.17
Mar 18	Call Redemption	WYOMING BK & TR WY US RT 01.9000% MAT 09/18/24 FIXED RATE CD CUSIP: 98321PAF7	-245,000.000			245,000.00		
Mar 18	Sold	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	-521,128.128			520,971.79		

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Account activity this month (continued)

Investment transactions (continued)

Date	Activity	Description	Quantity	Value ($)	Price ($)	Proceeds from investment transactions ($)	Funds withdrawn for investments bought ($)	Accrued interest ($)
Mar 18	Call Redemption	SANTANDER BK NA DE US RT 01.8000% MAT 03/18/20 FIXED RATE CD CUSIP: 80280JSR3	-245,000.000			245,000.00		
Mar 20	Sold	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	-205,981.069			205,857.48		
Mar 20	Bought	LYNWOOD CA UNI SCH ST BUILD TAX OID99.119BE/R/ 1.750 080128 DTD 031720 2.525% YIELD TO MATURITY CUSIP: 551800JG1	745,000.000		94.1890000		-701,708.05	-108.65
Mar 23	Call Redemption	BANCO SANTANDER SA/NY DUE 03/23/20 CUSIP: 05971RCP7	-2,000,000.000			2,000,000.00		
Mar 25	Bought	NYS MTGE AGY HOMEOWNER AMT RV BE/R/ 2.8 040124 DTD 031518 2.991% YIELD TO MATURITY CUSIP: 6498833S2	540,000.000		99.2810000		-536,117.40	-7,308.00
Mar 26	Bought	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	474,172.849				-473,983.18	
Mar 26	Call Redemption	NEEDHAM CO-OPERATI MA US RT 01.8500% MAT 03/26/20 FIXED RATE CD CUSIP: 63983RBH1	-245,000.000			245,000.00		
Mar 27	Bought	NEWPORT MESA CAL UNI SCH CAV6.16 BE/R/ DUE 080129 DTD 060811 FC 080129 2.473% YIELD TO MATURITY CUSIP: 652113WF4	315,000.000		79.4810000		-250,365.15	
Mar 30	Call Redemption	FIRST UTD BK & TR NY US RT 02.3500% MAT 08/31/26 FIXED RATE CD AS OF 03/28/20 CUSIP: 33742CAP2	-245,000.000			245,000.00		
Mar 30	Bought	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	247,723.677				-247,649.36	
Mar 31	Call Redemption	FIRST NATL BK TX US RT 01.9500% MAT 08/29/24 FIXED RATE CD AS OF 03/29/20 CUSIP: 32112UDB4	-245,000.000			245,000.00		

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Account activity this month (continued)

Investment transactions (continued)

Date	Activity	Description	Quantity	Value ($)	Price ($)	Proceeds from investment transactions ($)	Funds withdrawn for investments bought ($)	Accrued interest ($)
Mar 31	Reinvestment	UBS SELECT PRIME INSTITUTIONAL FUND DIVIDEND REINVESTED AT 0.99 NAV ON 03/31/20 SYMBOL: SELXX	692.118				-691.91	
Mar 31	Bought	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	245,433.750				-245,360.12	
Total						**$4,101,829.27**	**-$2,993,582.92**	**-$8,003.82**

	Date	Activity	Description	Amount ($)
Money balance activities	**Feb 28**	**Balance forward**		**$0.00**
	Mar 2	Deposit	UBS BANK USA DEPOSIT ACCOUNT	11,899.95
	Mar 3	Deposit	UBS BANK USA DEPOSIT ACCOUNT	5,578.10
	Mar 4	Deposit	UBS BANK USA DEPOSIT ACCOUNT	787.13
	Mar 6	Withdrawal	UBS BANK USA DEPOSIT ACCOUNT AS OF 03/05/20	-18,265.18
	Mar 6	Deposit	UBS BANK USA DEPOSIT ACCOUNT AS OF 03/05/20	0.05
	Mar 16	Deposit	UBS BANK USA DEPOSIT ACCOUNT	350.38
	Mar 17	Deposit	UBS BANK USA DEPOSIT ACCOUNT	1,090.08
	Mar 18	Withdrawal	UBS BANK USA DEPOSIT ACCOUNT	-1,440.51
	Mar 19	Deposit	UBS BANK USA DEPOSIT ACCOUNT	250,000.00
	Mar 20	Withdrawal	UBS BANK USA DEPOSIT ACCOUNT	-250,000.00
	Mar 23	Deposit	UBS BANK USA DEPOSIT ACCOUNT	668.17
	Mar 24	Deposit	UBS BANK USA DEPOSIT ACCOUNT	249,331.83
	Mar 27	Withdrawal	UBS BANK USA DEPOSIT ACCOUNT	-2,739.96
	Mar 30	Deposit	UBS BANK USA DEPOSIT ACCOUNT	389.32
	Mar 31	Withdrawal	UBS BANK USA DEPOSIT ACCOUNT AS OF 03/30/20	-2,289.24
	Mar 31	**Closing UBS Bank USA Deposit Account**		**$245,360.12**
	Feb 28	**Balance forward**		**$0.00**
	Mar 19	Deposit	UBS BANK USA MMF YIELD ACCOUNT	245,589.37
	Mar 20	Withdrawal	UBS BANK USA MMF YIELD ACCOUNT	-245,589.37
	Mar 24	Deposit	UBS BANK USA MMF YIELD ACCOUNT	1,767,773.73
	Mar 25	Withdrawal	UBS BANK USA MMF YIELD ACCOUNT	-543,425.40

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Account activity this month (continued)

	Date	Activity	Description	Amount ($)
Money balance activities (continued)	Mar 26	Withdrawal	UBS BANK USA MMF YIELD ACCOUNT AS OF 03/25/20	-750,000.00
	Mar 27	Withdrawal	UBS BANK USA MMF YIELD ACCOUNT AS OF 03/26/20	-226,723.14
	Mar 27	Withdrawal	UBS BANK USA MMF YIELD ACCOUNT	-247,625.19
	Mar 31	**Closing UBS Bank USA MMF Yield Account**		**$0.00**

Realized gains and losses

The estimated realized gains and losses shown below are not for tax purposes. Please note that gain or loss recognized on the sale or redemption of certain Structured Products, like Contingent Debt Securities, may be ordinary, and not capital, gain or loss. Please check with your tax advisor. To calculate gains and losses, we liquidate the oldest security lot first. This is known as the first-in, first-out or FIFO accounting method. We use this method unless you specified which tax lot to close when you placed your order. This is known as a versus purchases or VSP order. See *Important information about your statement* at the end of this document for more information. We may not adjust gains and losses for all capital changes. We automatically adjust cost basis for tax-exempt and AMT coupon municipal securities for estimated amortization of bond premiums and for accreted OID for securities issued at a discount. If you requested that UBS adjust cost basis for the bond premium amortization on taxable debt securities then cost basis reflected for these securities has been adjusted. Estimates in the *Unclassified* section can not be classified as short term or long term because information is missing, or the product is one in which the gain/loss calculation is not provided.

Short-term capital gains and losses

Security description	Method	Quantity or face value	Purchase date	Sale date	Sale amount ($)	Cost basis ($)	Wash sale cost basis adjustment($)	Loss ($)	Gain ($)
BANCO SANTANDER SA/NY DUE 03/23/20	FIFO	2,000,000.000	Dec 10, 19	Mar 23, 20	2,000,000.00	1,989,652.00			10,348.00
FIRST NATL BK TX US RT 01.9500% MAT 08/29/24 FIXED RATE CD	FIFO	245,000.000	Aug 21, 19	Mar 29, 20	245,000.00	245,000.00			
FIRST UTD BK & TR NY US RT 02.3500% MAT 08/31/26 FIXED RATE CD	FIFO	245,000.000	Aug 16, 19	Mar 28, 20	245,000.00	245,000.00			
WYOMING BK & TR WY US RT 01.9000% MAT 09/18/24 FIXED RATE CD	FIFO	245,000.000	Aug 28, 19	Mar 18, 20	245,000.00	245,000.00			
Total					**$2,735,000.00**	**$2,724,652.00**			**$10,348.00**
Net short-term capital gains and losses									**$10,348.00**
Net capital gains/losses:									**$10,348.00**

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Realized gains and losses (continued)

Gains and losses not calculated

Security description	Method	Quantity or face value	Purchase date	Sale date	Sale amount ($)	Cost basis ($)	Wash sale cost basis adjustment($)	Loss ($)	Gain ($)
NEEDHAM CO-OPERATI MA US RT 01.8500% MAT 03/26/20 FIXED RATE CD	FIFO	245,000.000		Mar 26, 20	245,000.00	0.00		---This information was unavailable---	
SANTANDER BK NA DE US RT 01.8000% MAT 03/18/20 FIXED RATE CD	FIFO	245,000.000		Mar 18, 20	245,000.00	0.00		---This information was unavailable---	
Total					**$490,000.00**				

Prior month or year activity adjustments

Gain and loss details presented here reflect changes to previously reported gains and losses, resulting from a trade cancellation, wash sale transaction or an update to cost basis. If the adjustment is a result of a wash sale transaction, the amount of the disallowed loss has been added to the cost basis of the securities of the same issuer that you held subsequent to the wash sale.

Short-term capital gains and losses

Security description	Method	Quantity or face value	Purchase date	Sale date	Sale amount ($)	Cost basis ($)	Wash sale cost basis adjustment($)	Loss ($)	Gain ($)
SILVERGATE BANK CA US RT 02.3000% MAT 07/31/24 FIXED RATE CD	Adjustment	245,000.000	Jul 03, 19	Feb 29, 20	245,000.00	245,000.00			

UBS

Your notes

Important information about your statement

UBS Financial Services Inc. (the Firm or UBS Financial Services), is a member of all principal security, commodity and options exchanges. UBS Financial Services and UBS Bank USA are indirect subsidiaries of UBS AG and affiliates of UBS Securities LLC. The Firm's financial statement is available upon request. The Firm's executive offices are at:

UBS Financial Services Inc.
1200 Harbor Boulevard
Weehawken, NJ 07086

This statement represents the only official record of your UBS Financial Services account. Other records, except official tax documents, containing conflicting data should not be relied upon. If you believe there is an error or omission, please report it immediately in writing to the Branch Manager of the office serving your account.

Although all figures shown are intended to be accurate, statement data should not be used for tax purposes. Rely solely on year-end tax forms, (i.e., Form 1099, 5498, 1042S, etc.) when preparing your tax return. The Firm is required by law to report to the IRS all taxable dividends, reportable non-taxable dividends and taxable interest earned on securities held in your account, net proceeds on sale transactions, and cost basis on certain covered securities.

Communications with the Firm

- Please re-confirm any oral communications in writing to further protect your rights, including your rights under the Securities Investor Protection Act (SIPA).
- If the financial institution on the top left of the front of this statement is not UBS Financial Services, UBS Financial Services carries your account as clearing broker by arrangement with the indicated institution. We informed you of this relationship when you opened this account. In this case, your funds and securities are located at UBS Financial Services and not the introducing broker, and you must make a report of any error or omission to **both** firms.
- As described in the account agreements, you must notify us of any errors or fraud involving checks reflected on your statement within 30 days after it was mailed or made available.
- Please direct customer complaints or inquiries to the Firm's Client Relations Department at 201-352-1699 or toll-free at 800-354-9103, 8:00 A.M. to 6:00 P.M. ET Monday through Friday, or in writing to UBS Financial Services Inc., Client Relations Department, P.O. Box 766 Union City, NJ 07087.
- All statements shall be deemed complete and accurate if not objected to in writing within 60 days.
- For TTY services: Call 844-612-0986 or from outside the U.S.: Call 201-352-1495
- In case of errors or questions about an electronic funds transfer (EFT), bill payment or UBS Visa® debit card transactions, call 800-762-1000, or write to UBS Financial Services Inc., 1000 Harbor Blvd., 6th floor, Weehawken, NJ 07086, Attn: RMA/BSA Services.

  Call or write as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. The Firm or Card Issuer (as applicable) must hear from you no later than 60 days after the Firm sent you the first statement on which the error or problem appeared.
  - Provide your name and account number (if any).
  - Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
  - Provide the dollar amount of the suspected error.

The Firm or Card Issuer will investigate your complaint and will correct any error promptly. For alleged errors involving UBS Visa® debit card transactions, if we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

Please make all checks payable to the Firm or the financial institution indicated on the front of this statement. In addition to regular account fees, accounts may be subject to maintenance fees, charges for late payment for securities purchases and charges for unpaid amounts in cash accounts. Accounts that are transferred to other institutions may be subject to a transfer fee.

UBS Sweep Options

UBS offers options for sweeping cash balances to bank deposit accounts at non-affiliated banks and affiliated banks and money market mutual funds (Money Funds). Deposit accounts at UBS Bank USA and non-affiliated banks participating in the UBS FDIC-Insured Deposit Program are FDIC-insured in accordance with FDIC rules. For more information, please visit www.fdic.gov. Deposit accounts at UBS AG Stamford Branch and shares of Money Funds are not insured by the FDIC.

Bank deposits are not protected by SIPC. Money Fund shares are protected by SIPC. See "UBS Financial Services Account Protection" below.

Upon your request, balances in the bank deposits may be withdrawn, and shares of a Money Fund may be liquidated, and the proceeds returned to you or your securities account.

Further information about available sweep options, including current interest rates and yields, is available at www.ubs.com/sweepyields, from your Financial Advisor or by calling 800-762-1000.

UBS Financial Services account protection

The Firm is a member of the Securities Investor Protection Corporation (SIPC), which protects securities customers of its members up to $500,000 (including $250,000 for claims for cash). Explanatory brochure available upon request or at *www.sipc.org*. The SIPC asset protection limits apply to all accounts that you hold in a particular capacity.

The Firm, together with certain affiliates, has also purchased supplemental insurance. The maximum amount payable to all eligible clients, collectively under this protection is $500 million as of December 10, 2019. Subject to the policy conditions and limitations, cash at the Firm is further protected for up to $1.9 million in the aggregate for all your accounts held in a particular capacity. A full copy of the policy wording is available upon request.

Neither the SIPC protection nor the supplemental protection apply to:

- Certain financial assets controlled by (and included in your account value) but held away from UBS Financial Services. For example certain (i) insurance products, including variable annuities, and (ii) shares of mutual funds registered in the name of the account holder on the books of the issuer or transfer agent);
- Investment contracts or investment interests (e.g., limited partnerships and private placements) that are not registered under the Securities Act of 1933;
- Commodities contracts (e.g., foreign exchange and precious metal contracts), including futures contracts and commodity option contracts;
- Securities on loan to UBS Financial Services; and
- Deposit accounts (except certificates of deposit) at UBS Bank USA, UBS AG U.S. branches and banks in the FDIC Insured Deposit Program.

The SIPC protection and the supplemental protection do not apply to these assets even if they otherwise appear on your statements. The SIPC protection and the supplemental protection do not protect against changes in the market value of your investments (whether as a result of market movement, issuer bankruptcy or otherwise).

Dividend Reinvestment Program (DRIP)

The price reflected is an average price. You may obtain the actual price from your Financial Advisor. Only whole shares are purchased under DRIP; partial shares will be sold and the cash will be deposited in your account. The dividend reinvestment price supplied by the issuer may differ from the market price at which the partial shares are sold.

Cash-in-lieu

Only whole units may be held in your account. If you are entitled to a partial unit as a result of a dividend payment or otherwise, the Firm will either sell partial units at market price or accept an amount determined by a registered clearing agency, and credit your account.

Investment objectives

The investment objectives and risk profile are specific to each account and may vary between your accounts. Please advise the Firm promptly in writing of any significant change in your financial situation or investment objectives. For each account held, you choose one of the following investment objectives:

- *Produce Current Income*: Investments seeking the generation of income only.
- *Achieve Capital Appreciation*: Investments seeking growth of principal rather than the generation of income.
- *Produce Combination of Income and Capital Appreciation*: Investments seeking both the generation of income and growth of principal.

Overall risk profiles

- *Conservative*: Seeks to maintain initial principal, with low risk and volatility to the account overall, even if that means the account does not generate significant income or returns and may not keep pace with inflation.
- *Moderate*: Willing to accept some risk to principal and tolerate some volatility to seek higher returns.
- *Aggressive*: Willing to accept high risk to principal and high volatility to seek high returns over time.
- *Investment Eligibility Consideration*: If selected, a portion of the portfolio for that account may include complex strategies, limited liquidity and greater volatility.

Statement "householding"

We may consolidate all related account statements with the same address in the same envelope, e.g. because they have owners who also maintain joint account relationships with other clients at the same address. If you prefer to receive individual statements mailed in separate envelopes, you may decline householding by calling your Financial Advisor.

Friendly account name

The Friendly account name is a customizable "nickname" chosen by you to assist you with your recordkeeping. It has no legal effect on your account, is not intended to reflect any strategy, product, recommendation, investment objective or risk profile associated with your accounts, and is not a promise or guarantee that wealth, or any financial results, can or will be achieved. All investments involve the risk of loss, including the risk of loss of the entire investment. You can change your Friendly account names through Online Services or by contacting your Financial Advisor.

Account overview

- *Value of your account/portfolio.* Net of assets and liabilities.
- *Assets.* Includes available cash balances, values for restricted security (est.), and Global Time Deposits, unrealized marks to market, and certain assets not held by the Firm. Does not include unpriced securities/assets at the end of the prior and current statement periods, or private investments, unvested stock options and exercisable stock options.
- *Liabilities.* Includes debit balances, outstanding margin loans, credit line, short account balances.
- *Cash/money balances.* Total of uninvested available cash balances, plus deposit balances at affiliated and non-affiliated banks, and money market mutual fund sweep balances, at the close of the statement period. Non-commodity free credit balances in your account are not segregated from other balances and the Firm may use any of these funds in the ordinary course of its business. These funds are payable upon your demand. This total is included in the current period closing value.

Lending information

For detailed information on the Firm's lending practices and disclosures, refer to your Client Relationship Agreement or Account Agreement and the General Terms and Conditions. UBS Statement of Credit Practices available in *Agreements and Disclosures* at *www.ubs.com/accountdisclosures*.

Your assets
Your statement itemizes securities and other assets held in the account at the end of the statement period. You may ask for delivery of fully paid securities at any time. You may receive securities used as loan collateral after paying any balance due on them. Any securities transferred to the Firm during the statement period are listed at market value as of the end of the statement period.

- **Cost basis.** In determining the cost basis of the securities included in this statement, where indicated with the number "1," UBS Financial Services has relied on information obtained from sources other than UBS Financial Services, including information from another firm or that you may have provided to your Financial Advisor. The Firm does not independently verify or guarantee the accuracy or validity of any information provided by sources other than UBS Financial Services. In addition, although UBS Financial Services generally updates this information as it is received, the Firm does not provide any assurances that the information under "Cost basis" and "Unrealized gain/loss" is accurate as of the date of this statement. As such, please do not rely on this information to make purchase or sale decisions, for tax purposes or otherwise. Accounts transferred to the Firm may reflect gain/loss information only for the period of time they are held at the Firm. More historical information can be added by your Financial Advisor.
- **Unrealized gains/losses**. When data is available, estimated unrealized gains/losses are calculated for individual security lots. The transaction data for individual lots may or may not reflect commissions, charges and/or security reorganization events. Dividend and other reinvestment lots and systematic purchase lots are each combined to display one averaged lot. The "Trade date" column presents the original transaction trade date.
- **Callable securities**. Bonds and preferred stock that the issuer calls for early redemption will be selected impartially by lot from among all securities of that issue held in our name or in nominee name for our clients. Call feature information is obtained from third parties and its accuracy is not guaranteed. Other call features may exist which could affect yield; complete information will be provided upon request.
- **Price/value**. Prices displayed for securities and other products may be higher or lower than the price that you would actually receive in the market. Prices are obtained from various third party sources which we believe to be reliable, but we do not guarantee their accuracy.
  - We generally use the closing price when available or the mean of the bid and ask prices for listed securities and options or only bid prices for OTC securities.
  - Less actively traded securities may be priced using a valuation model or the most recent price we obtained and may not reflect an actual market price or value.
  - Certain positions may appear without a price and will show as "price was not available" if we are unable to obtain a price for a security.
  - Deposits or securities denominated in currencies other than U.S. dollars are reflected at the exchange rate as of the statement date.
  - For certain securities trading in non-conforming denominations, price and quantity (face value) may have been adjusted to facilitate proper valuation.

  To obtain current quotations, when available, contact your Financial Advisor.

- **Private investments and structured products.** Private investment securities (including direct participation program and real estate investment trust securities) and structured products are generally highly illiquid. Certain structured products have not been registered with the Securities and Exchange Commission or under any state securities laws. We provide estimated values for private investment securities and structured products for informational purposes only. Accuracy is not guaranteed.
  - These values may differ substantially from prices, if any, at which a private investment security or structured product may be bought or sold and do not necessarily represent the value you may receive upon liquidation.
  - Third party estimates of value are as of a certain date and are supplied to UBS Financial Services on a regular basis by an independent valuation firm.
  - Issuer, general partner or sponsor estimated values, if any, are supplied to the Firm by the issuer, general partner or sponsor and may be calculated based on different information from that used by third parties to derive their estimated values.
  - You can obtain additional information regarding the methodology used to determine the estimate of value and the date of the information that is the basis for the estimate by contacting your Financial Advisor.
  - Third party estimated values may be reflected as "Not priced" in several situations: when an independent valuation firm has not supplied or is unable to assign a value, when we become aware that a material event has occurred that may call a previously reported value into question, or when a value would be highly speculative due to the nature of the security.
  - When neither an issuer, general partner or sponsor estimated value nor a third-party estimated value is provided, the value of the security will be different from its purchase price.
  - "Distributions to date" may include return of capital, income or both.
  - "Original unit size" represents the initial offering price per unit and may not reflect your cost basis.
  - DPP and unlisted REIT securities are not listed on a national securities exchange, and are generally illiquid and even if they can be sold, the price received may be less than the per share estimated value provided in the account statement.

- **Restricted securities**. Restricted securities generally are not currently eligible for public sale. UBS Financial Services uses the market price of the unrestricted stock of the same issuer as an imputed value for the restricted stock *for purposes of this statement only*. To the extent that restricted securities are eligible for sale, the value received may be substantially less than the imputed value shown.

- **Est. (estimated) income, current yields and rates.** An estimate of annual income is based on current dividend and interest rates, assuming the securities will be held for one year from statement date or until maturity. This estimate is only a guideline; accuracy and continued income are not guaranteed.
  - Estimated annual income and current yield for certain types of securities could include a return of principal or capital gains in which case the est. income (and current yield) would be overstated.
  - Estimated annual income and current yield and the actual income and yield might be lower or higher than the estimated amounts.
  - An estimate of annualized income (dividend and/or interest) divided by the current market value/average balance is based on the last dividend or interest payment made by the issuer and assumes the securities/deposits will be held for one year from the statement date or until maturity. Accuracy and continued yield are not guaranteed.

- **Assets not held by UBS Financial Services.** Certain assets are not held by the Firm and not within the Firm's possession or control. These assets are displayed on your statement for informational purposes only. Positions and values presented are provided by the issuing firm. UBS Financial Services is not responsible for this information and does not guarantee its accuracy. These assets are not protected by SIPC or the Firm's supplemental SIPC coverage.

- **Revenue sharing and additional compensation.**
  - In addition to commissions on sales and 12b-1 fees received in connection with the distribution of mutual funds to our clients we and/or our affiliate receive revenue sharing payments from distributors and/or advisors of the mutual funds that we sell. These amounts are based on two different components: (i) the amount of sales by UBS of a particular mutual fund family to our clients; and (ii) the asset value of a particular mutual fund family's shares held at the firm.
  - We and our affiliate also receive networking and omnibus processing fees in consideration for transfer agent services that we provide to the mutual funds. These fees generally are paid from investor assets in the mutual fund and are a fixed dollar amount based on the number of accounts at the broker-dealer holding mutual funds of that fund family.
  - In addition to commissions received in connection with the sale or distribution of annuity contracts and unit investment trust units to our clients, we and/or our affiliate receive revenue sharing compensation from many of the insurance companies underwriting the annuity contracts, affiliates of the insurance companies or sponsors of the unit investment trusts we distribute.
  - In addition to commissions received from the purchase and sale of NextShares funds, we and/or our affiliate receive an asset-based revenue sharing payment from NextShares distributors, as well as funding for technology development, training and education.
  - Our affiliates also receive trading commissions and other compensation from mutual funds and insurance companies whose products we distribute.
  - We receive compensation from UBS Bank USA, UBS AG Stamford Branch and non-affiliated banks through our cash sweep programs. This compensation may be a monthly per account fee or may be a percentage of average daily deposit balances.

Activity
Information regarding commissions and other charges incurred in connection with the execution of trades, including option transactions has been included on confirmations previously furnished to you, and will be provided to you promptly on request.

Short selling
If you are engaged in short selling a security, you may incur a charge due to certain borrowing costs for that particular security.

Open orders
Regarding open or "good-till-cancelled" orders that were not executed by the statement date, open buy and sell stop orders are reduced by the amount of dividends or rights on an ex-dividends or ex-rights date unless instructed otherwise by you. You are responsible for orders that are executed due to your failure to cancel existing open orders.

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- Investment, insurance, and annuity products:
- Not FDIC insured • No bank guarantee• May lose value
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UBS Financial Services Inc. Rev. 202002

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Char Stark, Finance Director**

Date: May 26, 2020

List of Claims

BACKGROUND INFORMATION:

Invoices to be paid

FISCAL IMPACT:

$912,570.44

STAFF RECOMMENDATION:

Approve payment of the attached

CITY OF WEST ST PAUL

Summary of List of Claims

Council Meeting of May 26, 2020

PAYROLL CHECK REGISTER:

Payroll Period	5/4/20 - 5/17/20	
Date Paid	5/22/2020	
Direct Deposit		$165,616.32
Payroll Period		
Date Paid		
Direct Deposit		
TOTAL NET PAYROLL		$165,616.32

DISBURSEMENT CHECK REGISTER:

Checks	132357 - 132449	$638,374.48
EFTS	858 - 861	$108,579.64
TOTAL DISBURSEMENT CHECKS		$746,954.12

TOTAL PAYROLL, DISBURSEMENTS, ACH AND WIRE TRANSFERS $912,570.44

CITY OF W.S.P

Payment Register

From Payment Date: 5/12/2020 - To Payment Date: 5/26/2020

Number	Date	Payee Name	Transaction Amount
AP-1 - Accounts Payable			
Check			
132357	05/20/2020	INSIDE THE TAPE	$250.00
132358	05/20/2020	PERFORMANCE PLUS	$45.00
132359	05/20/2020	SUN LIFE FINANCIAL	$2,775.04
132360	05/26/2020	A R I MECHANICAL	$372.72
132361	05/26/2020	ABLE FENCE	$1,350.00
132362	05/26/2020	ADVANTAGE SIGNS & GRAPHICS	$390.50
132363	05/26/2020	ARMOR SECURITY	$967.00
132364	05/26/2020	ARROW MOWER	$612.00
132365	05/26/2020	BATTERIES PLUS BULBS	$771.80
132366	05/26/2020	BOLTON & MENK INC	$403.00
132367	05/26/2020	CAPRA'S UTILITIES	$6,796.00
132368	05/26/2020	CAR WASH PARTNERS, INC	$78.45
132369	05/26/2020	CARGILL INCORPORATED	$6,704.33
132370	05/26/2020	CARLIN SALES CORPORATION	$5,367.67
132371	05/26/2020	CENTURYLINK	$395.00
132372	05/26/2020	CINTAS CORPORATION	$94.91
132373	05/26/2020	COMCAST	$235.68
132374	05/26/2020	CORNWELL TOOLS	$89.99
132375	05/26/2020	CORPORATE MARK INC	$70.00
132376	05/26/2020	CRYSTEEL DISTRIBUTING	$3,073.49
132377	05/26/2020	CUMMINS SALES & SERVICE	$239.51
132378	05/26/2020	DAKOTA COUNTY FINANCIAL SERV	$4,202.54
132379	05/26/2020	DIAMOND VOGEL PAINT	$653.50
132380	05/26/2020	EHLERS & ASSOCIATES	$6,537.50
132381	05/26/2020	FLAGSHIP RECREATION	$1,960.00
132382	05/26/2020	FURY CHRYSLER/PLYMOUTH	$456.44
132383	05/26/2020	GALLS INC	$270.91
132384	05/26/2020	GARTNER REFRIGERATION	$914.00
132385	05/26/2020	GENERAL SECURITY SERVICES	$1,684.60
132386	05/26/2020	GERTENS GREENHOUSE	$702.33
132387	05/26/2020	GIRL SCOUTS INDIAN HEIGHTS	$134.63
132388	05/26/2020	GOODIN COMPANY	$198.15
132389	05/26/2020	GOODPOINT TECHNOLOGY	$2,787.50
132390	05/26/2020	GOPHER SPORTS	$111.09
132391	05/26/2020	GRAINGER INC	$94.22
132392	05/26/2020	GUARDIAN SUPPLY LLC	$378.92
132393	05/26/2020	HARDWOOD CREEK LUMBER,INC	$102.60
132394	05/26/2020	HOSE/CONVEYORS	$286.32
132395	05/26/2020	I STATE TRUCK CENTER	$11.00
132396	05/26/2020	INVER GROVE FORD	$172.07
132397	05/26/2020	KENNEDY & GRAVEN	$3,361.00
132398	05/26/2020	KIWANIS CLUB OF WEST ST PAUL	$50.00

132399	05/26/2020	LAWSON PRODUCTS INC	$1,128.39
132400	05/26/2020	LEVANDER, GILLEN & MILLER	$30,221.20
132401	05/26/2020	LOGIS	$5,351.70
132402	05/26/2020	M & L DISTRIBUTING, INC	$55.25
132403	05/26/2020	M P C A	$276.49
132404	05/26/2020	M T I DISTRIBUTING	$22.62
132405	05/26/2020	MADISON ENERGY INVESTMENTS I LLC	$10,635.83
132406	05/26/2020	MARCO TECHNOLOGIES LLC- LEASE PAYMENT	$755.18
132407	05/26/2020	MEHR, ANDREW	$846.00
132408	05/26/2020	MENARDS	$1,343.35
132409	05/26/2020	METROPOLITAN COUNCIL	$181,986.26
132410	05/26/2020	MINNESOTA/WISCONSIN PLAYGROUND	$4,575.00
132411	05/26/2020	MN GLOVE	$69.95
132412	05/26/2020	MN LOCKS	$175.00
132413	05/26/2020	MOLINE CONCRETE PRODUCTS	$11,000.00
132414	05/26/2020	NAPA AUTO PARTS	$121.69
132415	05/26/2020	NATURE CALLS	$415.50
132416	05/26/2020	NEXTERA ENERGY	$1,290.01
132417	05/26/2020	NUSS TRUCK & EQUPMENT	$52.45
132418	05/26/2020	O'REILLY AUTOMOTIVE, INC	$871.29
132419	05/26/2020	OFFICE OF MNIT SERIVICES	$520.37
132420	05/26/2020	ORKIN COMMERCIAL SERVICES	$65.00
132421	05/26/2020	PARKOS CONSTRUCTION CO INC	$12,594.39
132422	05/26/2020	PIONEER SECURESHRED	$58.00
132423	05/26/2020	REAL ESTATE EQUITIES FINANCIAL	$50.00
132424	05/26/2020	ROAD EQUIPMENT PARTS CENTER	$254.13
132425	05/26/2020	RUPPERT APPRAISAL & CONSULTATION INC	$1,339.20
132426	05/26/2020	SAMPAIR, PETER J	$1,280.45
132427	05/26/2020	SHERWIN WILLIAMS	$105.16
132428	05/26/2020	SHORT ELLIOTT HENDRICKSON, INC	$7,491.09
132429	05/26/2020	SKB ENVIRONMENTAL	$5,687.95
132430	05/26/2020	SOUTH METRO FIRE DEPT	$45,913.00
132431	05/26/2020	SPRWS	$1,265.47
132432	05/26/2020	ST PAUL/CITY OF	$2,407.15
132433	05/26/2020	STAPLES ADVANTAGE	$2.94
132434	05/26/2020	STREICHER'S	$2,949.46
132435	05/26/2020	SYLVA CORPORATION, INC	$2,924.50
132436	05/26/2020	TAURINSKAS, BRIAN, JAMES	$1,233.06
132437	05/26/2020	TKDA	$1,529.03
132438	05/26/2020	TOWMASTER	$102,337.11
132439	05/26/2020	TRI STATE BOBCAT INC	$21.84
132440	05/26/2020	TWIN CITY JANITOR SUPPLY	$495.06
132441	05/26/2020	ULINE SHIPPING SUPPLIES	$238.47
132442	05/26/2020	UTILITY LOGIC	$859.46
132443	05/26/2020	VANGUARD CLEANING SYSTEMS	$860.00
132444	05/26/2020	VISU-SEWER , INC	$115,865.00

CITY OF W.S.P

Payment Register

From Payment Date: 5/12/2020 - To Payment Date: 5/26/2020

132445	05/26/2020	VITALS AWARE SERVICES	$3,118.13
132446	05/26/2020	WENCK ASSOCIATES, INC	$382.78
132447	05/26/2020	XCEL ENERGY	$18,749.11
132448	05/26/2020	ZEP MANUFACTURING COMPANY	$159.32
132449	05/26/2020	ZIEGLER INC	$273.28
Type Check Totals:			$638,374.48
EFT			
858	05/19/2020	DEARBORN NATIONAL	$761.86
859	05/19/2020	FURTHER	$208.34
860	05/26/2020	BLUECROSS BLUESHIELD	$106,409.44
861	05/26/2020	FURTHER	$1,200.00
Type EFT Totals:			$108,579.64

TOTAL CHECKS & EFTS $746,954.12

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Brian Sturgeon, Chief of Police**

Date: **May 26, 2020**

Acceptance of Wal-Mart Local Community Grant

BACKGROUND INFORMATION:

Mobile fingerprint identification systems are used by law enforcement entities to assist in the identification of suspects and/or individuals in the field without having to bring them to a facility with a more permanent fingerprint identification solution. This saves officers considerable time in the identification phase of any criminal investigation.

The Police Department obtained one of these systems under a State of Minnesota Grant about 15 years ago. The device ceased to operate properly a few years ago and the ability to fix the product was unattainable as support for the system long expired.

Recently, the State of Minnesota, Bureau of Criminal Apprehension, has authorized a new product to be implemented and used by law enforcement in Minnesota. This product is from a local company in Bloomington with support just a phone call or short drive away. The company is called DataWorks and has several contracts with the State of Minnesota. We have worked with them in the past with very positive results.

The Police Department applied for, and was awarded a grant from the Wal-Mart Local Community Grant Program in the amount of $3,000 for the purchase of the new product. We did apply for $3,300.00 which would cover the entire cost, but unfortunately the total request was not awarded. The remaining $300.00 can be covered either by forfeiture funds or out of our general operational budget.

Below is what this new device looks like:

FISCAL IMPACT:

		Amount
Fund:	**101**	**$300.00**
Department:	**42100**	
Account:	**TBD**	

STAFF RECOMMENDATION:

Through resolution, authorize the acceptance of the Wal-Mart Local Community Grant in the amount of $3,000.00 to be used to purchase a mobile fingerprint identification system.

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION ACCEPTING A GRANT FROM THE WAL-MART LOCAL COMMUNITY GRANT FUND

WHEREAS, the City of West Saint Paul and the Police Department are committed to the use of technology to enhance services and create efficiencies; and

WHEREAS, the Police Department's mobile fingerprint identification system no longer is operational; and

WHEREAS, the Police Department applied for and received a grant in the amount of $3,000.00 from the Wal-Mart Local Community Grant to purchase a new mobile fingerprint identification system; and

WHEREAS, the Mayor and City Council acknowledge the generosity of Wal-Mart and extend their appreciation to them for their grant award.

NOW, THEREFORE, BE IT RESOLVED by the West St. Paul City Council accept the grant funds on behalf of the City of West Saint Paul and authorize the funds be used to purchase a mobile fingerprint identification system.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 26th day of May 2020

.

:

Attest:

_____ _____

David J. Napier, Mayor Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

From: **Ryan Schroeder, City Manager**

Date: **May 26, 2020**

Approve City Hall/Police Department Change Order #3

BACKGROUND INFORMATION:

Enclosed please find materials provided from WOLD Architects recommending positive consideration for the City Hall/Police Department project of Change Order #3 for $14,953.09. Upon approval, the project budget is projected at $1,090,748 including construction and furniture contingencies of $36,296. Also expensed within this budget is a $10,871 cost for Council Chambers carpet replacement, which is being purchased outside of the WOLD and Parkos contracts but included within the project budget.

The WOLD memorandum explains the change order line items but, essentially, the adds are additional floor prep which could not have been known in advance and replacement of a wall that had experienced water intrusion damage at some point in the past.

FISCAL IMPACT:

City Hall/ PD project budget

		Amount
Fund:		**$14,953.09**
Department:		
Account:		

STAFF RECOMMENDATION:

By motion, authorize City Hall/Police Department project change order #3 for $14,953.09.

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May 20, 2020

Ryan Schroeder
City Administrator
City of West St. Paul
1616 Humboldt Avenue
West St. Paul, Minnesota 55118

Re: City of West St. Paul
Police Renovation
Commission No. 192110

Dear Ryan:

We have concluded our review of various contract changes for the renovation of the West St. Paul Police Facility and the following recommendations represents a fair value for the work. This change order includes the following items:

GCPR 16 **COST REFLECTED IN PR #7**
It was requested by the Owner install a new wall and door in the southwest corner of the Council Chambers. This cost includes an existing door frame, door, hardware, and painting.

GCPR 19 **ADD** **$6,448.00**
This cost reflects the floor prep required for proper installation of carpet and LVT in Phase l.

GCPR 21R **COST REFLECTED IN PR #7**
Per Owner's request, LVT in rooms A010, A011 and A013 were removed from the contracted scope with the exception of vinyl base.

GCPR 22 **ADD** **$5,411.00**
This cost reflects the floor prep required for proper installation of tile in the lower level toilet rooms.

GCPR 23 **DEDUCT** **($561.00)**
This cost reflects the removal of LVT in the end of Corridor A008.

GCPR 24 **ADD** **$4,200.09**
There were unforeseen conditions during demolition of Phase II that are included in the added cost. These include but are not limited to mold on existing gypsum board, backing reinforcement for the Work Room casework and floor prepping in the Reception/Secretary area.

GCPR 25 **DEDUCT** **($361.00)**
This cost reflects the removal of vinyl base on the existing north and east wall. Vinyl base will only be installed on new walls.

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

PLANNERS
ARCHITECTS
ENGINEERS

PR 7 **DEDUCT ($184.00)**
This set of revisions includes the cost for GCPR 16 and GCPR 21R. Additionally, this reflects new hardware for the new Council Chamber door, removal of the existing Council Chamber door, bulkhead removal in Corridor A134 and card reader scope of work.

Total Change Order No. 03 **ADD** **$14,953.09**

Once approved by the City Council, please have this Change Order signed and returned to my attention. If you have any questions, please do not hesitate to call.

Sincerely,

Wold Architects and Engineers

Melissa Stein
Associate

cc: Nou Xiong, Wold

MF/CI_WestStPaul/192110/crsp/may20

AIA® Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
City of West St. Paul Police Renovation
(Commission No. 192110)
1616 Humboldt Avenue
West St. Paul, Minnesota 55118

CONTRACT INFORMATION:
Contract For: General Construction

Date: November 20, 2019

CHANGE ORDER INFORMATION:
Change Order Number: Three (3)

Date: May 20, 2020

OWNER: *(Name and address)*
City of West St. Paul
1616 Humboldt Avenue
West St. Paul, Minnesota 55118

ARCHITECT: *(Name and address)*
Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, Minnesota 55101

CONTRACTOR: *(Name and address)*
Parkos Construction
1010 South Robert Street
West St. Paul, Minnesota 55118

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

GCPR 16 – *COST IS REFLECTED IN PR #7 TOTAL*
GCPR 19 – *Add $6,448.00*
GCPR 21R – *COST IS REFLECTED IN PR #7 TOTAL*
GCPR 22 – *Add $5,411.00*
GCPR 23 – *Deduct ($561.00)*
GCPR 24 – *Add $4,200.09*
GCPR 25 – *Deduct ($361.00)*
PR 7 – *Deduct ($184.00)*

TOTAL CHANGE ORDER NO. 3 ADD $14,953.09

The original Contract Sum was	$	752,600.00
The net change by previously authorized Change Orders	$	106,168.29
The Contract Sum prior to this Change Order was	$	858,768.29
The Contract Sum will be increased by this Change Order in the amount of	$	14,953.09
The new Contract Sum including this Change Order will be	$	873,721.38

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be June 1, 2020

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Wold Architects and Engineers	Parkos Construction	City of West St. Paul
ARCHITECT *(Firm name)*	**CONTRACTOR** *(Firm name)*	**OWNER** *(Firm name)*
Melissa Stein		
SIGNATURE	**SIGNATURE**	**SIGNATURE**
Melissa Stein		
PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**	**PRINTED NAME AND TITLE**
May 20, 2020		
DATE	**DATE**	**DATE**

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User Notes: (3B9ADA52)

City of West St. Paul
Police Renovation Project
6-May-20

PROJECT BUDGET

	Design Development 11.4.19	Bid Results 11.27.19	Constrcution 05.06.2020
CONSTRUCTION COSTS			
Architectural/ Structural	$ 539,000	$ -	
Mechanical	$ 160,000	$ -	
Electrical	$ 50,000	$ -	
Subtotal Construction Costs	**$ 749,000**	**$ 695,400**	**$ 695,400**
Alternate #1 (High Density Storage)		$ 23,100	$ 23,100
Alternate #2 (Acoustic spray in range)		$ 6,300	$ 6,300
Alternate #3 (Flooring replacement)		$ 27,800	$ 27,800
Awarded Contract		**$ 752,600**	**$ 752,600**
Construction Changes			
Change Order 1			$ 42,665
Change Order 2			$ 63,503
Change Order 3			$ 14,953
Pending Items**			$ (124)
Construction Cost (Removed from Contingency)			**$ 120,997**
Construction Total Cost		**$ 752,600**	**$ 873,597**
FEES, TESTING			
Architectural Fees	$ 55,000	$ 55,000	$ 55,000
Reimbursable Expenses	$ 5,000	$ 5,000	$ 5,000
Metropolitan Council / City SAC ($2,485/SAC unit)	$ -	$ -	$ -
Abatement & Testing	$ 8,000	$ -	$ -
Scoping of Underground	$ 5,000	$ 5,000	$ 5,000
800Hz repeater and boosters	$ 20,000	0*	0*
City Plan Review/Inspection Fee	$ -	$ -	$ -
Bid Advertisement/Printing	$ 3,000	$ 3,000	$ 3,000
Special Structural Inspections	$ 5,000	$ 5,000	$ 5,000
Testing and Balancing	$ 5,000	$ 5,000	$ 5,000
Broadcasting Cabeling	$ 5,000	$ 1,148	$ 1,148
Moving Costs	$ 9,000	$ -	$ -
Council Chambers carpet replacement			$ 10,871
Contingency Remaining***	$ 70,000	$ 111,471	$ 29,132
SUBTOTAL	**$ 190,000**	**$ 190,619**	**$ 119,151**
FURNITURE & EQUIPMENT / TECHNOLOGY			
Furniture & Equipment Allowance	$ 142,000	$ 139,529	$ 82,836
Fees	$ -	$ 8,000	$ 8,000
Contingency	$ 10,000	$ -	$ 7,164
SUBTOTAL (FF&E)	**$ 152,000**	**$ 147,529**	**$ 98,000**
TOTAL PROJECT COST	**$ 1,091,000**	**$ 1,090,748**	**$ 1,090,748**

* 800Hz is incorpoated into Pending Items for construction

** These items are still being verified for fair value

*** This budget does not include the $21,236 credit for the high density storage, so it is assuming we are approving this cost.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Police Department**

Date: **May 26, 2020**

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.

2020 Business Licenses – Background Required
Jody Jackson, Simply Grounded Therapeutic Massage, 33 Wentworth Avenue East. Application for Personal Massage License.

Farmers Registration for St. Paul Growers' Association to sell produce at Signal Hills Mall lot from May 29 – November 27, 2020.

FISCAL IMPACT:

Action	Fund	Department	Account	Amount
Other License Fee	101	30000	32199	190.00
Background Fee	101	30000	34208	150.00
			Total:	$340.00

STAFF RECOMMENDATION:

In processing this application, Staff found no notable concerns or issues. Staff does not foresee any special or reasonable conditions and recommends that Council consider the application for approval.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Melissa Sonnek, City Planner**

Date: **May 26, 2020**

Rental Licensing

BACKGROUND INFORMATION:

2020 rental licenses – background required

According to the rental dwelling ordinance, the city requires a background investigation for each new rental property owner/applicant. In addition, the Police Department and Code Enforcement reviews calls for service to the properties to help identify potential problem properties.

The Community Development Department reviewed the application, inspection report, rental density, and code compliance requirements.

The background investigation, inspection report, and code compliance review on the properties listed below did not identify any incidents that would result in a denial of the rental license.

APPLICATIONS FOR APPROVAL:

962/964 Smith Avenue (Duplex – Renewal)
172 Kathleen Drive (Single Family – Renewal)

FISCAL IMPACT:

		Amount
Fund:	**101**	
Department:	**30000**	
Account:	**32170**	**$ 95**

STAFF RECOMMENDATION:

Staff recommends City Council approve the rental license applications.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Brian Sturgeon, Chief of Police**

Date: **May 26, 2020**

Driving Diversion Program (DDP) Agreement Renewal

BACKGROUND INFORMATION:

On July 1, 2009, the Minnesota Legislature created a pilot program called License Reinstatement Diversion Program (DDP) in which a few cities, West St. Paul included, were able to participate. The program was in response to the growing number of drivers falling into a financial abyss for one reason or another after receiving some sort of traffic violation, but continued to drive to attend work, school, get groceries, etc. These drivers often received subsequent violations and soon their fines accumulated to more than they could reasonably pay. Even if these revoked or suspended drivers wanted to obtain a valid driver's license again, they often could not pay their excessive fines before applying for their reinstated license, a requirement of the State

The DDP program is privately operated by Diversion Solutions, LLC and incorporates several components to assist revoked and suspended drivers in becoming lawful drivers once again, including a fine payment program whereby drivers would make installment payments on their traffic and court fines; an educational component to prevent future license and driving violations and assistance in obtaining proper vehicle insurance. There are certain violations such as a DWI conviction that would exclude a driver from being in the program.

As previously stated, the City has been involved in this program since 2009 with signed agreements with Diversion Solutions, LLC. The current agreement is set to expire at the end of June as we would like to extend this program as authorized by Minnesota Statutes.

The agreement is very similar to previous agreements except for the elimination of a statutory exhibit which is now permanent. In addition, instead of an expiration date, this agreement is in effect until Diversion Solutions, LLC, or the City requests a termination which can be made by either party with a 30 day notice. Since we have had an agreement in place since 2009, I do not see this as an issue.

The City Attorney has reviewed this agreement as presented and has no issues.

There should be no fiscal impact as the fees paid by the participants are split between the program sponsor, Diversions Solutions, LLC, to offset program costs, prosecution fees and the City.

STAFF RECOMMENDATION:

Renew the agreement by authorizing the City Manager to sign the agreement by adopting the attached resolution.

DRIVING DIVERSION PROGRAM
SERVICES AGREEMENT
FOR THE
CITY OF WEST ST. PAUL

1. ***Contractual Agreement*** - This Agreement is made and entered into this ____ day of June 2020, by and between the City of West St. Paul, 1616 Humboldt Avenue, West St. Paul, Minnesota 55118 ("City") and Diversion Solutions, LLC, 415 Main Street, Red Wing, Minnesota 55066 ("Diversion Solutions").

2. ***Purpose*:** The purpose of this Agreement shall be to implement the License Reinstatement Program authorized under Minn. Stat. §171.2405, License Reinstatement Diversion Program.

3. ***Contract Terms*:** This Agreement shall be in force until either party exercises the termination clause provided in Section 11.

4. ***Definitions*:**

   A. ***Participant*** – the individual who has enrolled in the Driving Diversion Program voluntarily as part of the City Diversion Program or has otherwise been ordered by the Court or prosecutor to complete the program.

   B. ***Restitution Recovery*** – Fines, reinstatement fees, and diversion fees payable by a Participant.

5. ***City Duties*:** The following is needed for the implementation of the Program:

   A. City will assign a designee who will conduct, as needed, authorization of applicants, meet with key Diversion Solutions staff to offer procedural guidance, evaluate program performance, and provide support and direction as needed.

6. ***Diversion Solutions Duties*:** Diversion Solutions will provide the following services to the City in a timely and efficient manner:

   A. Operation and management of the driver's license diversion program for participants who would otherwise be involved in the court legal system.
   B. Perform daily operations and management of all clerical and accounting functions related to individual participant files.
   C. Manage the collection and disbursement of Restitution Recovery Fees, participant fees and other fees as appropriate.
   D. Provide necessary responses, correspondence, and follow-up of telephone inquiries to address issues or questions of Participants.
   E. Properly maintain all physical files, financial records, documentation, reports, computer files, etc. as required by law or requested by the City.
   F. Conduct classes designed to teach and provide meaningful information and lessons to

Participants on licensure, criminal consequences, and other appropriate topics.

G. Schedule and conduct all classes necessary for the program, which shall include but not be limited to development of curriculum, provision of appropriate materials, and provision of appropriate space/locations for the classes.

7. ***Reports***: Maintain and provide records to the City as defined in Minn. Stat. §171.2405.

8. ***Program Operational Fees/Revenue*:**

Participant Fees

A. Program fees based on money owed on citations:

$250 or less owed	$140.00
$251 - $500	$210.00
$501 or more	$350.00

B. Failure to attend class $30 reschedule fee

C. Reentry if FMR 90 $35 (accepted but did not start program)

D. Reentry if FMR 2 $150 (post-class citation, failure to make payment attorney/judge reentry)

E. CC processing fee $7 per transaction

For each $350 program fee paid in full, $100.00 of the fee will be paid to the City and $250.00 will be retained by Diversion Solutions. The City will not receive a portion of the participation fee in which a participant falls under the discounted program fee.

9. ***Non-Compete*:** During the term of this Agreement, the City shall not establish a competing program or any other similar program that addresses driver's license diversions.

10. ***City has no Financial Liability*:** It is understood and agreed by and between the parties that Diversion Solutions will bear all financial liability for all aspects of its operations under this Agreement.

11. ***Termination of this Agreement*:**

A. This Agreement may be terminated at any time, without cause, by either party upon 30 days written notice to the authorized agent of the City or Diversion Solutions.

B. This Agreement may be immediately terminated by the City at any time if the City determines that Diversion Solutions is acting, or has acted at any time during the term of this Agreement, in violation of state or federal law.

12. ***Amendments or Material Modifications*:** All amendments or modifications to this Agreement must be in writing and approved by both parties.

13. ***No City Obligation*:** Diversion Solutions and Participant(s) who participate in this program fully understand that the program is a public service, and the City is held harmless and has no liability to make recovery or obligation to take criminal action against Participant(s).

14. ***Criminal Action*:** Diversion Solutions acknowledges and will advise all Participants that the City Attorney's Office may reinstate prosecution, file a probation violation, or otherwise pursue prosecution of the citation which brought the Participant(s) to the program if the Participant fails to participate, complete the program, fails to attend court appearances, fails to remain law abiding, or the prosecutor exercises discretion and revokes the offer for diversion.

15. ***Hold Harmless and Indemnification*:** Diversion Solutions shall save and protect, hold harmless, indemnify and defend the City, its officers and employees against any and all claims, causes of action, suits, liabilities, losses, charges, damages or costs and expenses arising from, or allegedly arising from, or resulting directly or indirectly from any professional errors and omissions and/or negligent or willful acts or omissions of Diversion Solutions and its employees and agents, in the performance of this Agreement.

16. ***Independent Contractor*:**

    A. Nothing contained in this Agreement is intended to or shall be construed in any manner as creating or establishing the relationship of employer/employee between the parties. Diversion Solutions shall at all times remain an independent contractor with respect to the services to be provided under this Agreement.

    B. The City shall be exempt from payment of all unemployment insurance, FICA, retirement, life and medical insurance, and workers' compensation insurance for any and all of Diversion Solutions employees and agents. Payment of insurance premiums, tax withholding, and all other benefits are strictly Diversion Solutions' responsibility.

17. ***Subcontractor*:** Diversion Solutions shall not subcontract any portion of the work to be performed under this Agreement without prior written approval of City. Diversion Solutions reserves the right to assign this Agreement with written City approval.

18. ***Data Practice*:** Diversion Solutions agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. Diversion Solutions will immediately report to the Police Chief any request from a third party for information relating to this Agreement. The City agrees to promptly respond to inquiries from Diversion Solutions concerning data request. Diversion Solutions agrees to hold the City, its officers and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws.

19. ***Compliance with the Law*:** Diversion Solutions agrees to abide by the requirements and regulations of The Americans with Disabilities Act of 1990 (ADA), the Minnesota Human Rights Act (Minn. Stat. C.363), the City Civil Rights Ordinance (Ch. 139), and Title VII of the Civil Rights Act of 1964. These laws deal with discrimination based on race, gender,

disabilities, religion, and with sexual harassment. Violation of any of the above can lead to the termination of this Agreement.

20. ***Entire Agreement*:** This entire Agreement supersedes any and all other Agreements, either oral or written, between the parties hereto with respect to the subject matter hereof, and contains all of the Agreements between the parties with respect to said matter. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by either party which are not embodied herein, and that no other agreements, statements, or promises not contained within this Agreement shall be valid or binding. All provisions contained within this Agreement shall be valid or binding. The laws of Minnesota and the United States of America shall govern all provisions within this Agreement.

21. ***Audits and Inspections*:** The City Attorney's office or designated representative or other governmental agency exercising regulatory function over the City's business activities, while exercising reasonable, non-disruptive procedures, may inspect Diversion Solutions records at any time at City expense.

22. ***Notice*:** Any notice to be given hereafter by either party to the other, shall be in writing and may be affected by personal delivery, or by registered mail, return receipt requested, addressed to the proper party, to each of the parties' respective address.

23. ***Insurance*:** Diversion Solutions and or its subcontractors agree to provide and maintain, at its own cost and at all times during its performance under this contract until completion of the work, such liability insurance coverage as is set forth below, and to otherwise comply with the provisions that follow:

    A. **Workers' Compensation:** Workers' Compensation insurance in compliance with all applicable statutes.

    B. **Auto Insurance:** Owned and unowned

    C. **General Liability:** "Commercial General Liability Insurance" (Insurance Service Office policy form title), or equivalent policy form, providing coverage on an "occurrence," rather than on a claims made basis, the policy for which shall include, but not limited to, coverage for bodily injury, property damage, personal injury, contractual liability (applying to this contract), Independent Contractors, and Products-Completed Operations Liability. Coverage for explosions, collapse and underground hazards shall **not** be included.

    Such a policy shall name the City as an additional insured thereunder, and shall apply on a primary basis with respect to any similar insurance maintained by the City, which other insurance of the City, if any, shall apply in excess of Diversion Solutions insurance and not contributed therewith. Diversion Solutions agrees to maintain Products-Complete Operations coverage on a continuing basis for a period of at least two years after date of completion

Such Commercial General Liability insurance policy shall provide a combined single limit in the amount of at least $2,000,000 (two million) Each Occurrence, applying to liability for bodily injury and property damage, and a combined single limit of at least the same amount applying to liability for Personal Injury and Advertising Injury. Such minimum limits may be satisfied by the limit afforded under Firm's Commercial General Liability Insurance Policy, or by such Policy in combination with limits afforded by an Umbrella or Excess Liability Policy (or policies), provided that the coverage afforded under any such Umbrella or Excess Policy is at least in all material respects as broad as that afforded by the underlying Commercial Liability Policy, and further that the City is included as an additional insured thereunder.

Such Commercial General Liability Policy and Umbrella or Excess Liability Policy (or policies) may provide aggregate limits for some or all of the coverage afforded thereunder, so long as such aggregated limits are not at any time during which such coverage is required to be maintained hereunder reduced to less than the required Each Occurrence limit stated above, and further, that the Umbrella or Excess Liability provides from the point that such aggregate limits in the underlying Commercial General Liability Policy become reduced or exhausted. An Umbrella or Excess Liability Policy which "drops down" to respond immediately over reduced underlying limits, or in place of exhausted underlying limits, but subject to a deductible or "retention" amount, shall be acceptable in this regard so long as such deductible or retention amount does not cause the firm total deductibles or retention for Each Occurrence to exceed $10,000.

D. **Professional Liability:** Liability Insurance in the amount of at least $1,000,000 Each Occurrence (or "Wrongful Act" or equivalent) and if applicable, Aggregate, covering Diversion Solutions Liability for negligent acts, errors, or omissions in the performance of professional services in connection with this Agreement. Diversion Solutions Professional Liability Insurance may afford coverage on an occurrence basis or on a claim's basis. It is, however, acknowledged and agreed by Diversion Solutions, that under claims-made coverage, changes in insurers or in insurance policy forms could result in the impairment of the liability insurance protection intended for the City hereunder. Diversion Solutions therefore agrees that it will not seek or voluntarily accept any such change in its Professional Liability Insurance coverage if such impairment of the protection for the City could result; and further, that it will exercise its right under any Extended Reporting Period ("tail coverage") or similar claims-made policy option if necessary or appropriate to avoiding impairment of such protection.

Diversion Solutions further agrees that it will, keep required coverage and for an additional period of two (2) years following cancellation of this Agreement, immediately: (a) advise the City of any intended or pending change in Professional Liability insurance or in policy forms, and provide the City with all pertinent information that the City may reasonably request to determine compliance with this paragraph; and (b) advise the City

of any claims or threat of claims that might reasonably be expected to reduce the amount of such insurance remaining available for the protection of the City.

[Remainder of this page has been intentionally left blank]

IN WITNESS WHEREOF, the parties have executed the Agreement as of the date first written above

Diversion Solutions, LLC

By: _____
Scott Adkisson – CEO

City of West St. Paul

By: _____
David J. Napier, Mayor

By: _____
Ryan Schroeder, City Manager

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

BE IT RESOLVED, the City of West St. Paul ("City") will enter into a cooperative agreement with the State of Minnesota and Diversion Solutions, LLC.

WHEREAS, the City has a desire to assist revoked drivers in offering a program to help revoked drivers reinstate their driving privileges; and

WHEREAS, on July 1, 2009, the Minnesota Legislators established a pilot program entitled the License Reinstatement Diversion Program to provide a path to assist revoked drivers in reinstating their driving privileges while complying with their legal obligations in paying fines and operating a vehicle on Minnesota's roadways; and

WHEREAS, the City has participated in this pilot program since July 1, 2009; and

WHEREAS, the City's agreement with Diversion Solutions, LLC will expire on June 30, 2020.

NOW, THEREFORE, BE IT RESOLVED, the Parties hereby agree to continue to provide assistance to each other upon the terms and conditions set forth in the attached agreement.

City Manager Ryan Schroeder is hereby authorized to execute such agreements and amendments, as are necessary to implement the project on behalf of the City of West St. Paul.

Adopted by the City Council of the City of West St. Paul, Minnesota, on this 26th day of May 2020.

Attest:

_____ _____

David J. Napier, Mayor Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Ross Beckwith, Public Works & Parks Director/City Engineer**

Date: **May 26, 2020**

Consultant Contract for Lift Station and Forcemain 2 Replacement, City Project 20-10

BACKGROUND INFORMATION:

Due to the COVID-19 pandemic and the economic outfall that it's creating, there is speculation of a stimulus package coming out later this year that would fund 'shovel ready' infrastructure construction projects. West St. Paul is already in a good position to submit for such funding with the Lift Station 1 and Forcemain 4 projects. However, looking at the remainder of our fragile sanitary sewer infrastructure staff would like to move forward immediately with the design of lift station and forcemain 2 and get it shovel ready. The Lift Station and Forcemain 2 Replacement Project is in the City's five-year Capital Improvements Program, so these plans will not idle long if a stimulus package does not come out.

Sanitary sewer lift station 2 is located between Hwy 52 and Christensen Avenue near Westview Drive. The lift station and forcemain were constructed in 1966. The 6-inch cast iron forcemain (pipe) runs down Westview Drive and ties into a manhole at Oakdale Avenue. There are multiple patches on that pipe from breaks over the past 54 years.

Lift station and forcemain 2 was chosen as it's less complex of a design than the other remaining lift stations and forcemains. In discussions with Bolton & Menk, who designed lift station and forcemain 1, it is clear that the City will benefit from the previous work they just completed in their preparation of plans and specifications for lift station and forcemain 2.

FISCAL IMPACT:

Last week staff negotiated with Bolton & Menk and settled on a cost of $64,300 (including a geotechnical sub-consultant) to perform a thorough design of Lift Station and Forcemain 2, and do it as quickly as possible. Funding for this design would come from the Sanitary Sewer Fund.

STAFF RECOMMENDATION:

Staff recommends that City Council approve a contract with Bolton & Menk, Inc. for engineering services for the Lift Station and Forcemain 2 Replacement Project, City Project 20-10, for an hourly not-to-exceed amount of $64,300.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Ross Beckwith, Public Works & Parks Director / City Engineer**

Date: **May 26, 2020**

Revised Consultant Contract for Marie/Oakdale Trail Project CP 18-4

BACKGROUND INFORMATION:

At the July 10, 2017 City Council meeting a contract was approved for Kimley-Horn & Associates, Inc. to perform design and construction administration of the Marie/Oakdale Trail Project. The majority of construction occurred in 2019. However, there were significant delays with the relocation of private utilities forcing the contractors work to extend into 2020.

City staff and Kimley-Horn worked tirelessly on coordinating private utility relocation last year along Oakdale Avenue. When the private utilities were finally relocated, it was fall, and the contractor did not have enough time to complete the project prior to freeze up. That forced the contract to be extended to 2020, which was not in the original contract with either Kimley-Horn or the contractor. Extending the contract of a federal aid project is a change order in itself. Additional time was needed in 2020 for construction inspection and administration. Dragging the project out also required Kimley-Horn to put together almost twice the number of pay estimates as originally planned. Not only did they have to put estimates together for the contractor, this being a federal aid project there were submittals required to the federal aid office as well with each pay request.

Without private utility delays, the construction itself would have been completed in August and Kimley-Horn would likely be under budget as the contractor was very efficient.

FISCAL IMPACT:

The additional work that Kimley-Horn staff has put forward in construction administration and oversight is estimated at or below $19,665. The project was substantially completed last fall as was the original plan, but it took an extensive amount of effort to get there and to finish everything up this year. The engineering/construction administration on this project is funded by both City and County funds. The Marie portion of the project is funded 100% by the City and the Oakdale portion is funded 45% City and 55% County. The majority of these additional costs occurred with the Oakdale portion of the project.

STAFF RECOMMENDATION:

Staff recommends that the City Council approve an amendment with Kimley-Horn & Associates, Inc. for the Marie/Oakdale Trail Project for an hourly not to exceed amount of $19,665.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Melissa Sonnek, City Planner**

Date: **May 26, 2020**

Site Plan, Preliminary, & Final Plat for 1665 Oakdale Ave – More Space LLC

BACKGROUND INFORMATION:

Larry Koland, on behalf of More Space LLC, has requested the review of site plan, preliminary, and final plat applications for the construction of a 122,739 square foot climate controlled storage building at 1665 Oakdale Avenue.

ATTACHMENTS:

Applications
Notice
Planning Commission Report
Plans

PLANNING COMMISSION:

The Planning Commission held a virtual meeting and a public hearing on May 19th, 2020. One person called in to speak on the item. Don Roth, owner of Midwest Plastics to the south of the site, called in to welcome the applicant to the neighborhood and stated that he had some concerns about stormwater drainage due to the remaining construction materials on site after a previous road construction project. The Planning Commission voted 7-0 to recommend approval of the site plan, with two additions (shown in red text) to the City Staff recommendations.

Planning Commission voted 7-0 in favor of recommending approval of the preliminary and final plat application, subject to the list of staff recommended conditions.

STAFF RECOMMENDATION:

Staff recommends the City Council hold a public hearing and approve of the SITE PLAN to allow for the construction of a climate controlled self-storage facility at 1665 Oakdale Ave. subject to the submitted plans and the following conditions:

1. Council approval of the corresponding preliminary and final plat application,
2. The applicant shall apply for and obtain all applicable building and sign permits,
3. The applicant shall revise the lighting plan to ensure that all lighting levels will not exceed zero foot candles at all abutting property lines, and no direct glare shall extend into the public street, public open space, or neighboring properties,
4. The applicant revise plans to either increase the number of trees or increase the caliper inches of the proposed trees to meet the 222 caliper inches minimum requirement,
5. Any/all trash enclosures comply with section 153.032 (F)6 of the zoning ordinance,
6. All signage must comply with section 153 of the zoning ordinance,
7. The applicant shall consider the recommendations of the Environmental Committee per the attached memo dated April 13, 2020,
8. The applicant shall adhere to all items outlined in the WSB Engineering Memo dated May 12, 2020,
9. The applicant shall enter into a storm water management agreement prior to the application of a building permit,
10. The applicant shall adhere to all items outlined in the Dakota County Plat Commission dated March 16, 2020,
11. The applicant shall work with City Staff to reduce the number of parking stalls to proof of parking along the front building façade to incorporate more trees, and
12. The applicant shall work with City Staff to address the soil and elevation concerns mentioned by an adjacent property owner.

Staff recommends the City Council review the applications, hold a public hearing, and approve the PRELIMINARY and FINAL PLAT for 1665 Oakdale Ave. subject to the following conditions:

1. Council approval of the corresponding site plan application,
2. The applicant shall adhere to all items outlined in the Dakota County Plat Commission memo dated March 16, 2020, and
3. The plat shall be recorded with Dakota County within one year of approval and prior to the application of a building permit.

CITY OF
WEST ST. PAUL

City Hall
1616 Humboldt Avenue
West St. Paul, MN 55118
651-552-4100
FAX 651-552-4190
www.wspmn.gov

SITE PLAN APPLICATION

Filing Fee: $275.00

Escrow Amount: $1,300.00

Total Fees: $ 1575

OFFICE USE ONLY

Case No: PC 20-04

Date Received: 03/27/2020

Receipt No: 2020-0128

60 Day Date: 05/26/2020

Extended - 07/25/2020

Street Address of Parcel: 16XX Oakdale Avenue West St Paul, MN 55118

Name of Applicant: More Space LLC

Phone # 651-338-8785

Address of Applicant: 4813 Blaine Avenue
Inver Grove Heights, MN 55076

Email: Koland911@gmail.com

Name of Owner: DJJ HOLDINGS LLC

Phone # 612-850-6261

Address of Owner: 2910 Waters Rd Ste 170
Eagan, MN 55121

Email: djake@midwestamericom.com

SITE INFORMATION

Legal/PID # of the Property Involved: 42-02000-78-060

Present Zoning: I-1 - Light Industrial

Proposed Use of Parcel: Self-Storage building with interior drive aisle for loading and unloading

What will be the effect(s) on existing and anticipated traffic conditions, including parking facilities on adjacent streets: There will be very minimal anticipated traffic conditions and no anticipated parking facilities on adjacent streets.

EXHIBITS REQUIRED

An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 copies in sets and folded plans, showing application information as follows:

a. A survey, scaled and dimensioned, site plan showing pertinent existing conditions, such as: parking layout, access provisions, structure locations, drainage, lot area, and yard dimensions, including but not limited to the surrounding parcels within 150 feet.
b. A complete set of preliminary drawings prepared and signed by a registered civil engineer, architect, and/or landscape architect showing:
   i. A site plan indicating parking layout, access provisions, structure locations, any fences, walls, or other screening, including height and type of material, landscaping, drainage, trees and shrubbery, including types, locations, and sizes,
   ii. Building elevations, including finishes on all buildings on all sides,
   iii. All lighting provisions on site, including type, location, and lumens affecting the surrounding parcels and streets,
   iv. Curb type and location on site, and
   v. Proposed plans for sidewalk to service, parking, recreation, and service areas within the site.
c. Stormwater Management information, including:
   i. Modeling showing proposed rates are meeting the existing rates for the Atlas-14, 10- and 100-year storm events,
   ii. Existing and proposed drainage area maps,
   iii. Utility plan showing existing and proposed storm sewer (if applicable) to verify modeling,
   iv. Site grading plan,
   v. If proposing infiltration, soil borings should be submitted to confirm adequate separation,
   vi. If disturbing more than one acre, water quality modeling showing a 50% total phosphorus removal from runoff
   vii. If creating more than an acre of net new impervious, volume control calculations to show 1" over the net increase in impervious being infiltrated.

ACKNOWLEDGE AND SIGNATURE

The undersigned hereby represents upon all penalties of law, for the purpose of inducing the City of West St Paul to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances and all Codes of the City of West St Paul and the State of Minnesota.

Dean Jakubowicz	612-850-6261
Signature of Owner (Required)	Phone Number
[illegible]	651-775-7589
Signature of Applicant (If different)	Phone Number

NOTE: All Materials relevant to this Application must be filed on or before the dates listed on the Operating Procedures for Applicants page. The Planning Commission holds its regular meeting at 7:00pm on the third Tuesday of each month.

LAPSE OF SITE PLAN: An approved site plan shall lapse and become null and void six months following the date on which the Plat was approved, unless prior to the expiration of six months a building permit is issued by the Building Official and construction is commenced and diligently pursued toward completion on the subject site. An approved Site Plan may be renewed once for a period of one year by the City Council.

FEES

1. The fees to be paid by each applicant for each zoning request shall be as prescribed by the City Council. Fees shall be payable at the time applications are filed with the Zoning Administrator and are not refundable unless the application is withdrawn prior to being sent for legal publication and notice. There shall be no fee in the case of applications filed in the public interest by the City Council or by the Planning Commission. Fees shall include application fee, filing fees, consultant, legal, planning, and engineering fees.

2. Applicants shall deposit with the City, together with the application filing fees, the sums required by Council resolution toward prepayment of the Consultants and Attorney's expenses and all costs to be billed and charged to the City. The prepayment amounts shall be a credit toward all reasonable fees and expenses charged by the Consultants to the City in the investigation report and recommendation to the City Council concerning the application. All reasonable expenses and fees, in excess of the deposit, shall be paid by the applicant to the City within 30 days of final action on the matter by the City. If not paid within 30 days, the account shall be deemed delinquent. If the fees and expenses incurred by the City from the Consultants are less than the amount of deposit, such excess shall be returned to the applicant upon final action by the City in said manner.

CITY OF
WEST ST. PAUL

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651-552-4100
FAX 651-552-4190
www.wspmn.gov

PLATTING APPLICATION

Filing Fee: $275 + $2 each lot

Escrow Amount: $600 (1-2 lots)

$1,600 (3 or more lots)

Total Fees: $ 877

OFFICE USE ONLY

Case No: PC 20-04

Date Received: 04/03/2020

Receipt No: 20-0590

60 Day Date: 06/02/2020

Extended - 08/01/2020

CONTACT INFORMATION

Name of Applicant: MORE SPACE, LLC

Phone # 651-338-8785

Address of Applicant: Equitably Acquired Properties, LLC
4813 BLAINE AVE
IGH, MN 55076

Email: KOLAND911@GMAIL.COM

Name of Owner: DJJ Holdings LLC

Phone # 612-850-6261

Address of Owner: 2910 Waters Road
Eagan, MN 55121

Email: djake@midwestamericom.com

Name of Surveyor: Greg Gentz- Rehder & Associates

Phone # 651-337-6726

Address of Surveyor: 3440 Federal Drive, Suite 110
Eagan, MN 55122

Email: ggentz@rehder.com

Name of Engineer: Benton Ford- Rehder & Associates

Phone # 651-337-6730

Address of Engineer: 3440 Federal Drive, Suite 110
Eagan, MN 55122

Email: bford@rehder.com

PLAT INFORMATION

Legal/PID # of the Property Involved: 42-02000-78-060

Total Acreage: 2.31

Proposed Number of Lots: 1

Proposed Name of Plat: MORE SPACE SELF STORAGE

Plat meets all minimum subdivision requirements. If not, explain: _____

EXHIBITS REQUIRED

1. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 copies of the proposed plat/final plat in sets.

ACKNOWLEDGE AND SIGNATURE

The undersigned hereby represents upon all penalties of law, for the purpose of inducing the City of West St Paul to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances and all Codes of the City of West St Paul and the State of Minnesota.

Signature of Owner (Required)	612-850-6261 Phone Number
Signature of Applicant (If different)	651-338-8785 Phone Number

NOTE: All Materials relevant to this Application must be filed on or before the dates listed on the Operating Procedures for Applicants page. The Planning Commission holds its regular meeting at 7:00pm on the third Tuesday of each month.

LAPSE OF PLAT: An approved Plat shall lapse and become null and void six months following the date on which the Plat was approved, unless prior to the expiration of six months the Plat is recorded at Dakota County

FEES

1. The fees to be paid by each applicant for each zoning request shall be as prescribed by the City Council. Fees shall be payable at the time applications are filed with the Zoning Administrator and are not refundable unless the application is withdrawn prior to being sent for legal publication and notice. There shall be no fee in the case of applications filed in the public interest by the City Council or by the Planning Commission. Fees shall include application fee, filing fees, consultant, legal, planning, and engineering fees.

2. Applicants shall deposit with the City, together with the application filing fees, the sums required by Council resolution toward prepayment of the Consultants and Attorney's expenses and all costs to be billed and charged to the City. The prepayment amounts shall be a credit toward all reasonable fees and expenses charged by the Consultants to the City in the investigation report and recommendation to the City Council concerning the application. All reasonable expenses and fees in excess of the deposit shall be paid by the applicant to the City within 30 days of final action on the matter by the City. If not paid within 30 days, the account shall be deemed delinquent. If the fees and expenses incurred by the City from the Consultants are less than the amount of deposit, such excess shall be returned to the applicant upon final action by the City in said manner.

CITY OF
WEST ST. PAUL

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CITY OF WEST ST. PAUL, MN
NOTICE OF PUBLIC HEARING

The listed items below will be a Public Hearing at the Planning Commission Meeting Tuesday, May 19, 2020 at 7:00 pm and a Public Hearing at the City Council Meeting Tuesday, May 26, 2020 at 6:30 pm:

PC Case 20-04 – Site Plan, Preliminary and Final Plat Review to Allow a Climate Controlled Storage Building at 1665 Oakdale Ave – More Space LLC

If you have any questions regarding the hearing item listed above, please contact Melissa Sonnek, City Planner at (651) 552-4134.

For Informational Purposes Only – Not for Publication

Shirley R Buecksler
City Clerk

Published: May 3, 2020
Twin Cities Pioneer Press
Posted: May 1, 2020
City of West St. Paul

CITY OF WEST ST. PAUL

Planning Commission Report

To: **Planning Commission**

From: **Melissa Sonnek, City Planner**

Date: **May 19, 2020**

Site Plan, Preliminary, & Final Plat for 1665 Oakdale Ave – More Space LLC

REQUEST:

Larry Koland, on behalf of More Space LLC, is requesting the review of site plan, preliminary, and final plat applications for the construction of a 122,739 square foot climate controlled storage building at 1665 Oakdale Avenue.

Attachments:
Application
Notice
Submitted plans
Memos from the Env. Comm. & Engineering
Staff Presentation

CURRENT USES AND ZONING:

	Use	Zoning
Subject Property	Vacant Lot	I1 – Light Industrial
Properties to North	Crawford Door Co.	I1 – Light Industrial
Properties to East	WSP Sports Complex	R4 – Multifamily Residential
Properties to South	Midwest Plastics Inc.	I1 – Light Industrial
Properties to West	Evolve Workplace	I1 – Light Industrial

1) SITE PLAN ANALYSIS:

Building Setbacks
The I1 – Light Industrial district requires the below listed building setbacks.

	Code Setbacks	Proposed Setbacks
Front (Adj. to R)	100 ft. min	NE – 97 ft. SE – 173 ft. Average – 134 ft.
Rear	20 ft. min	44 ft.
Side (North)	10 ft. min	25 ft.
Side (South)	10 ft. min	32 ft.

Parking Setbacks
The I1 – Light Industrial district requires the below listed parking setbacks. The proposed site plan details that all parking setbacks meet code requirements.

	Code Setbacks	Proposed Setbacks
Front	10 ft. min	Parking – 61.5 ft. *(average)* Proof – 25 ft.
Rear	10 ft. min	Parking – N/A Proof – 10 ft.
Side (North)	0 ft.	Parking – N/A Proof – N/A
Side (South)	0 ft.	Parking – N/A Proof – 14 ft.

Parking Counts
The applicant is proposing a total of 21 parking stalls (as well as 41 proof of parking) for this project, 12 surface stalls located at the front of the building and 9 stalls located within the building that will be used for loading and unloading. The applicant has stated that they see these stalls used the most, while only a few of the surface stalls are used at a time.

Code requires one parking stall per 2,000 sq. ft. of floor area, which for this site equates out to 61 stalls. The code does allow for proof of parking, which the applicant has agreed to provide in the future if/when the stalls are needed. For the time being, City Staff would much prefer to see the area occupied by additional trees and greenspace rather than un-used parking stalls.

Drive Aisle and Parking Stall Dimensions
The submitted plans show a two-way drive aisle width of 26 ft., parking stall depths of 20 ft., and stall width of 9ft. All are compliant with code minimums which are 22 ft., 20 ft., and 9ft. respectively. The

applicant has stated that based on the typical vehicle traveling in and around the site, they prefer to have larger drive aisles.

Curbing
The proposed parking lot will include B-6-12 curbing, as required by code.

Lighting
The submitted lighting plans do show a small amount of lighting at a few sections of the property line. Since code requires the lighting levels be zero foot-candles at the property lines, City Staff is recommending as a condition of approval that the lighting plan be revised so that the lighting levels do not exceed zero foot-candles at all abutting property lines, and no direct glare may extend into the public street, public open space, or neighboring properties.

Landscaping
The submitted plans detail the removal of 104 quality trees (740 caliper inches). The zoning ordinance requires that whenever the removal of quality trees occurs, a minimum of 30 percent must be replaced. For the proposed removal, the required caliper inches to be replaced equates out to 222 caliper inches (or 89 trees that measure 2.5 caliper inches). The submitted plan numbers fall just short of the required minimum while proposing a total of 210 caliper inches (see landscape plan for specifics). As a result, City Staff is recommending as a condition of approval that the applicant either increase the number of trees or caliper inches of the proposed trees to meet the 222 caliper inches needed to meet the minimum.

In addition, for development/redevelopment in commercial and industrial districts, the code requires one tree per 20 lineal ft. of property line, which for this property (1,398 lineal ft.) equates out to 70 trees. As shown in the attached plans, the applicant is proposing 50 deciduous trees, totaling to 210 caliper inches, as well as 30 shrubs, 70 perennials, and 61 ornamental grasses. Staff is comfortable with the lower number of trees since the proposed size of the trees is larger. Specifically the 14 evergreens located in the front yard that are expected to measure 30ft. in height.

Environmental Committee Review
The Environmental Committee held an informal review of the submitted plans since all committees that do not host public hearings have been temporarily suspended due to COVID-19. The Assistant Parks Director, Dave Schletty, distributed the plans to the committee and requested feedback on the submitted plans.

The Committee approved the proposed variety and number of trees for the site, they also liked the addition of the bio-retention pond. In addition to the proposed landscaping, the committee agreed that dark sky compliant lighting and a green roof would be a great addition to this development.

The Environmental Committee recommends approval of the plans with following additions for consideration:

- Strongly encourage the use of “pollinator friendly” native plants that were not treated with “neonicotinoids”,
- Recommend the addition of a green roof to treat stormwater onsite, and
- Encourage that all exterior lighting be Dark Sky compliant.

Staff is recommending as a condition of approval that the applicant consider the site plan additions recommended by the Environmental Committee detailed in the memo dated April 13, 2020.

Screening
Since the proposed development is across the street from a residential use, the code requires additional screening. According to code section 153.032 (E)4, screening can be accomplished through one or a combination of any of the following items: a decorative fence, masonry wall, or landscaping.

As mentioned previously, the applicant is proposing several substantial evergreens to screen the large building from the park across the street. City Staff is satisfied with this proposal.

Construction Materials/Design
The applicant is proposing a mixture of flat and raked precast aggregate paneling and glass for the building, all of which are considered to be primary building materials in the industrial district.

Trash Enclosure
The submitted plans do not include any specifics on trash enclosures. As such, City Staff is recommending as a condition of approval that any/all trash enclosures comply with section 153.032 (F)6 of the zoning code.

Signage
The proposed plans do not include signage specifics at this time. Staff is recommending a condition of approval requiring that all signage meet the requirements of Section 153 of the Zoning Ordinance.

Engineering/Storm water Review
The site plan was reviewed by an engineering consultant to specifically review storm water run-off, rate control, and filtration, as well as the proposed stormwater filtration pond.

The engineering consultant listed a number of recommendations regarding obtaining proper permits, storm, drainage calculations, and other plan specifics. As such, City Staff is requiring as a condition of approval, that the applicant adhere to all items outlined in the WSB Engineering Memo dated May 12, 2020.

In addition, Staff is recommending a condition of approval that prior to obtaining a building permit, the applicant enter into a stormwater management agreement with the city for the proposed stormwater filtration basin.

PLAT ANALYSIS:

Plat Summary

Gross Acres – 2.14
Proposed Number of Lots – One
Total Easement Sq. Ft. ~ 7,797.80
Total Right-of-Way Sq. Ft. ~ 9,525

Dakota County Plat Commission

The Dakota County Plat Commission reviewed the proposed plat at their March 15th, 2020 meeting. The Plat Commission requested 50ft. of right-of-way along Oakdale Avenue (county road) as well as reducing the number of curb cuts down to one (as is shown on the included plans). As such, City Staff is recommending as a condition of approval that the applicant adhere to the items detailed in the Dakota County Plat Commission memo dated April 16th, 2020.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the SITE PLAN to allow for the construction of a climate controlled self-storage facility at 1665 Oakdale Ave. subject to the submitted plans and the following conditions:

1. Council approval of the corresponding preliminary and final plat application,
2. The applicant shall apply for and obtain all applicable building and sign permits,
3. The applicant shall revise the lighting plan to ensure that all lighting levels will not exceed zero foot candles at all abutting property lines, and no direct glare shall extend into the public street, public open space, or neighboring properties,
4. The applicant revise plans to either increase the number of trees or increase the caliper inches of the proposed trees to meet the 222 caliper inches minimum requirement,
5. Any/all trash enclosures comply with section 153.032 (F)6 of the zoning ordinance,
6. All signage must comply with section 153 of the zoning ordinance,
7. The applicant shall consider the recommendations of the Environmental Committee per the attached memo dated April 13, 2020,
8. The applicant shall adhere to all items outlined in the WSB Engineering Memo dated May 12, 2020,
9. The applicant shall enter into a storm water management agreement prior to the application of a building permit, and
10. The applicant shall adhere to all items outlined in the Dakota County Plat Commission dated March 16, 2020.

Staff recommends the APPROVAL of the PRELIMINARY and FINAL PLAT for 1665 Oakdale Ave. subject to the following conditions:

1. Council approval of the corresponding site plan application,
2. The applicant shall adhere to all items outlined in the Dakota County Plat Commission memo dated March 16, 2020, and
3. The plat shall be recorded with Dakota County within one year of approval and prior to the application of a building permit.

TO: City Planner
THROUGH: Asst. Parks & Recreation Dir.
FROM: Environmental Committee
DATE: April 13, 2020

SUBJECT:

CASE #20-04 – Site Plan Review for the Construction of a Climate Controlled Storage Building at 1665 Oakdale Ave – More Space Self Storage.

BACKGROUND INFORMATION:

Due to the current CoVid-19 crisis, the Environmental Committee (EC) meetings are suspended until further notice. That being said, the EC is still reviewing the landscaping for any submitted site plan remotely.

Members recently reviewed the Site Plan submitted by Larry Koland, for the construction of a three story, 120,186 sq. ft. climate controlled storage building in the industrial district just north of Midwest Plastics and Prime Design and west of the West St. Paul Sports Complex. Four of the seven Committee members submitted their comments regarding the plans.

Overall, Members liked the stormwater plan and the addition of the bio-retention pond, as well as the variety and selection of plantings. Members did not like the great loss of mature trees on the site and the fact that full required replacements are not being met, but understand there is limited space for new trees. Other comments by Members included the addition of Dark Sky compliant lighting, a green or white roof, and additional screening along Oakdale due to the destination park across the street.

Members are recommending approval of the plans with the following recommendations:

- They strongly encourage the developer to use "pollinator friendly" native plants that were not treated with "neonicotinoids",
- The addition of a green roof to treat stormwater onsite or white roof to reduce urban heat island effect, and
- Strongly encourage all exterior lighting to be Dark Sky compliant.

RECOMMENDATION:

Environmental Committee members approve the Construction of a Climate Controlled Storage Building at 1665 Oakdale Ave, with the recommendations listed above.

Memorandum

To: Ross Beckwith, PE
Melissa Sonnek

From: Kendra Fallon, EIT

Date: May 12, 2020

Re: More Space Self Storage Stormwater Review
WSB Project No. 013770-000

The following documents were submitted May 6, 2020 by Rehder and Associates and were reviewed for compliance with the City of West St. Paul (City), Lower Mississippi River Watershed Management Organization (LMRWMO), and MPCA Engineering Guidelines:

- More Space – Revised City Submittal 5-6-20
- Soil Borings GME Report
- Storm Water Management Report_5-6-20

The project will disturb over an acre and creates more than one acre of new impervious which requires a NPDES permit and triggers water quality, volume control and rate control requirements. The following comments should be addressed as the project moves forward:

General

1. Because a NPDES permit is required due to the project disturbing more than one acre, a SWPPP must be provided.
2. Because the project disturbs more than one acre, LMRWMO water quality rules are triggered. Applicant shall submit water quality modeling to confirm 50% TP removal requirement is being met. It is recommended the applicant use the MPCA MIDS program to show removal requirements are being met.
3. A maintenance agreement including an operations and maintenance plan for the biofiltration basin should be included in future submittals.

Plans

1. A callout should be added to the proposed pipe connecting into the catch basin along Oakdale Avenue to confirm its size, slope and material.
2. A sump should be added to CB 1 to provide pretreatment.
3. The elevation and location of the emergency overflow for the biofiltration basin should be added to the plan.
4. The corners of the bottom contours in the biofiltration basin should be smoothed out to make them constructible.
5. It is recommended additional storm sewer be added to pick up the runoff from the swales and route it to the biofiltration basin to reduce the amount of runoff running in the gutters.

We request the applicant respond with how each comment above has been addressed. Please reach out with any questions concerning the comments provided in this memo.

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

CITY OF WEST ST. PAUL

Engineering/Public Works Report

To: **Planning Commission**

Through: **Melissa Sonnek, Asst. Comm. Dev. Director**

From: **Cody Joos, Engineering Tech. II**

Date: **March 31st, 2020**

Site Plan Review – More Space Self-Storage; Oakdale Avenue

REVIEW:

Cody Joos reviewing environmental site plans.

STAFF RECOMMENDATION:

1; This project will require a NPDES permit. I would request a note indicating that a co-inspection with a city employee be performed every two-weeks.

2; This project will trigger a need for a maintenance agreement for their storm water pond with the city.

More Space Self-Storage

1777 Oakdale Avenue
West St. Paul, MN

Planning Review Summary

Site Statistics:

Site Area	92,853 SF
	2.13 Acre
Property Zoned	I-1 - Light Industrial
Allowed Use	Storage
Proposed Use	Storage (Climate Controlled Self-Storage)

Setback Statistics:

Building Setback - Street Right of Way (Oakdale Ave)	100 Feet
Buiilding Setback - Side Yard	10 Feet
Building Setback - Rear Yard	20 Feet
Parking Setback - Street Right of Way (Oakdale Ave)	10 Feet

Building Area Statistics:

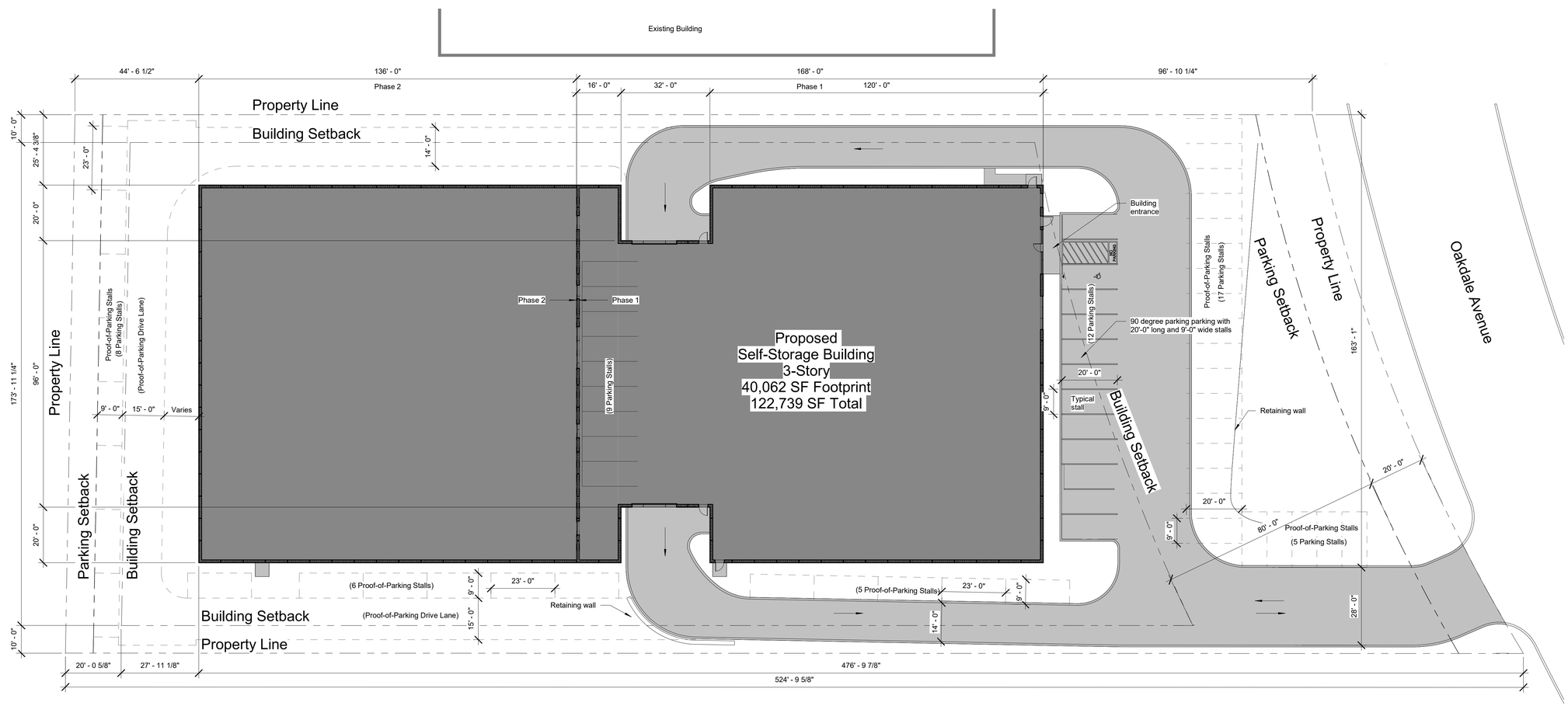
Proposed Building Footprint	40,062 SF
Proposed Building Total Gross Floor Area (GFA)	122,739 SF
Proposed Building Area Percentage	43.1%
Maximum Allowed Builing Area Percentage	50.0%

Lot Coverage Statistics:

Total Site Impervious Area - Parking / Sidewalk	17,791 SF
Total Proposed Building Area	40,062 SF
Total Proposed Landscape Coverage	35,000 SF
Total Proposed Landscape Percentage	38%

Parking Statistics:

Parking Proposed (Self-Service Storage) 1 stall per 2,000 SF GFA	122,739 GFA / 2000 = 61
Parking Provided	
Exterior	12 Stalls
Exterior Proof of Parking	41 Stalls
Interior (Parking Along one-way Aisle)	9 Stalls
Total Stalls Provided	62 Stalls



A1 / CS01 Site Plan
1" = 20'-0"

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PRINT NAME: Quinn S. Hutson

SIGNATURE: Quinn S. Hutson

DATE: 5/5/20 LIC. NO.: 21234

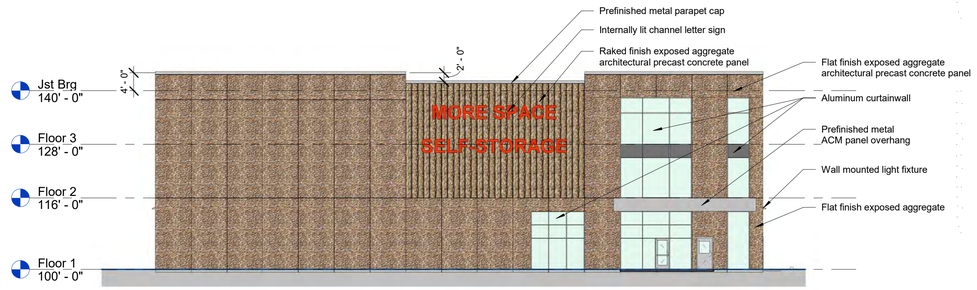
CNH NO.: 19122
DATE: 5/6/2020
REVISIONS:

More Space - West St. Paul

1777 Oakdale Avenue
West St. Paul, MN

Site Plan

CS01

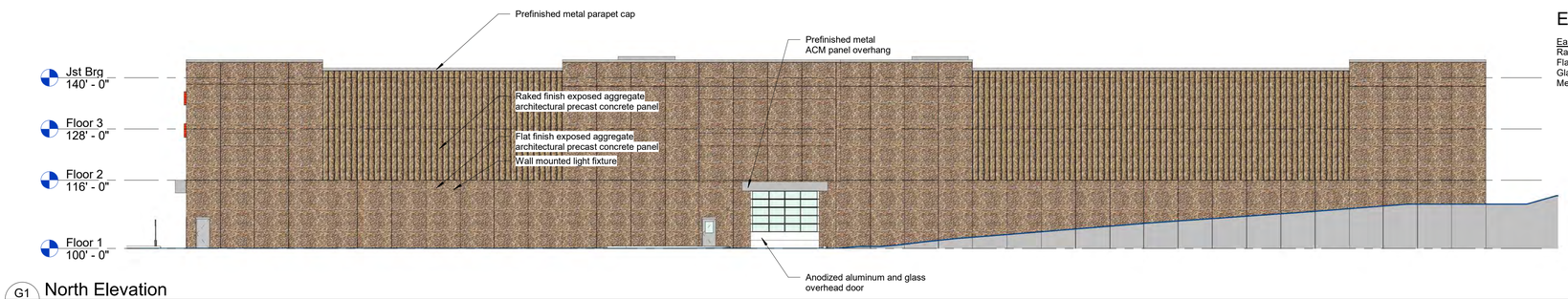


K1 / CS02 **East Elevation**
1/16" = 1'-0"

Exterior Finish Table

East Elevation

Raked exposed aggregate precast	17.6%
Flat exposed aggregate precast	65.6%
Glass	15.3%
Metal panel	1.5%

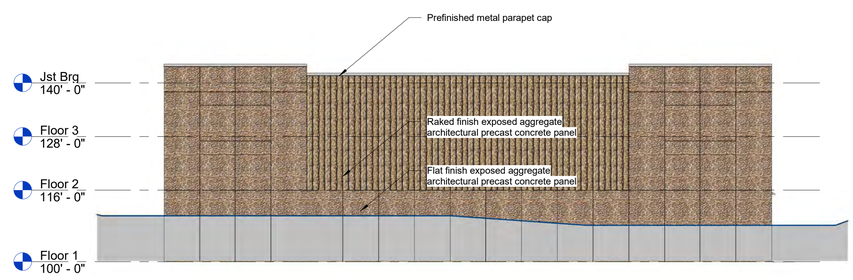


G1 / CS02 **North Elevation**
1/16" = 1'-0"

Exterior Finish Table

East Elevation

Raked exposed aggregate precast	28.7%
Flat exposed aggregate precast	69.8%
Glass	1.1%
Metal panel	0.4%

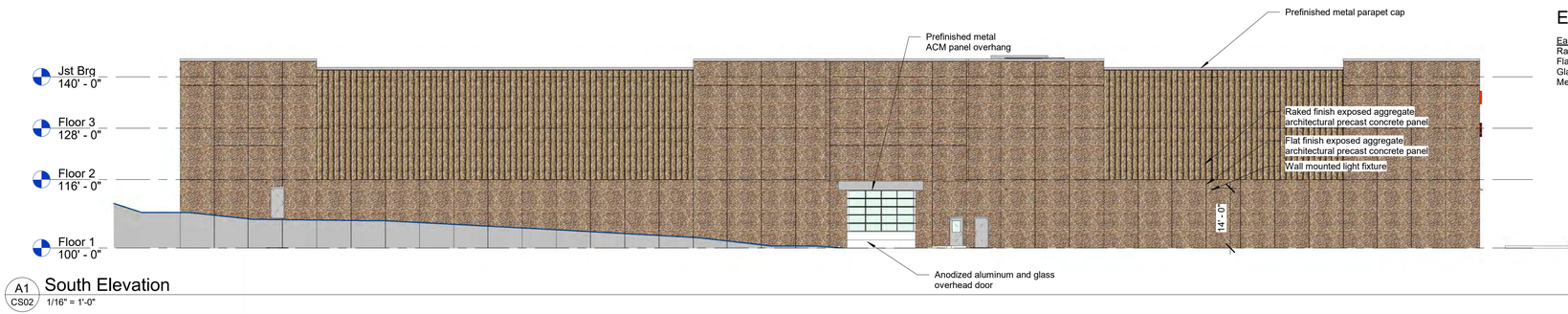


D1 / CS02 **West Elevation**
1/16" = 1'-0"

Exterior Finish Table

East Elevation

Raked exposed aggregate precast	32.2%
Flat exposed aggregate precast	67.8%



A1 / CS02 **South Elevation**
1/16" = 1'-0"

Exterior Finish Table

East Elevation

Raked exposed aggregate precast	28.7%
Flat exposed aggregate precast	69.8%
Glass	1.1%
Metal panel	0.4%

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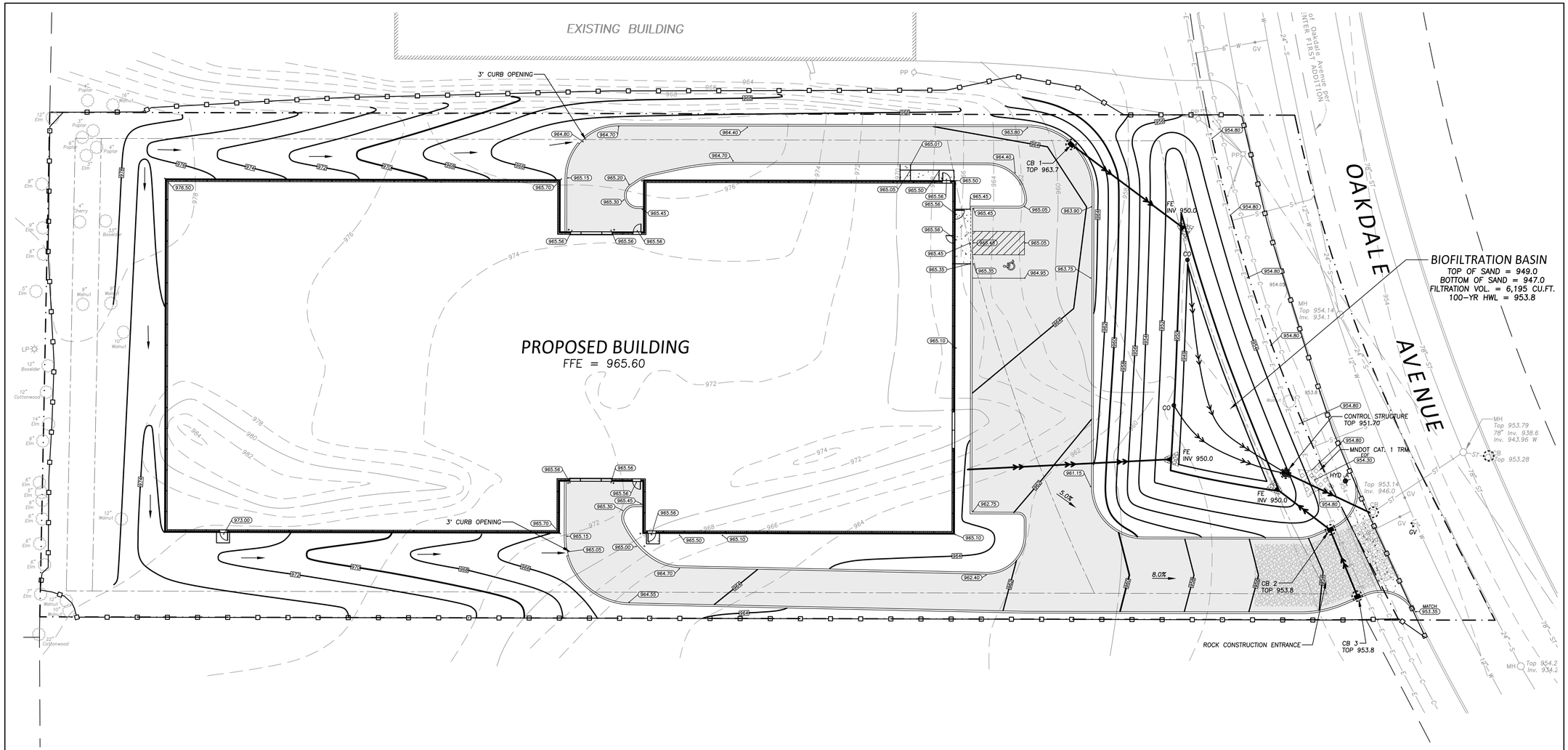
REVISIONS:

More Space - West St. Paul

1777 Oakdale Avenue
West St. Paul, MN

Exterior Elevations

CS02



GRADING NOTES

1 – All elevations shown are to final surfaces.

2 – Contractor is responsible for obtaining a National Pollutant Discharge Elimination System (NPDES) General Storm Water Permit for Construction Activity before construction begins.

EROSION CONTROL NOTES

1 – No construction may begin until erosion and sediment controls are in place and approved by the City.

2 – All erosion control measures shown shall be installed prior to grading operations and maintained until all areas disturbed have been restored.

3 – Sweep paved public streets as necessary where construction sediment has been deposited.

4 – Each area disturbed by construction shall be restored per the specifications within 14 days after the construction activity in that portion of the site has temporarily or permanently ceased.

5 – Temporary soil stockpiles must have silt fence around them and cannot be placed in surface waters, including storm water conveyances such as curb and gutter systems, or conduits and ditches.

6 – Excess concrete/water from concrete trucks shall be disposed of in portable washout concrete basin or disposed of in a contained area.

7 – Spring/summer temporary turf establishment: seed shall be MNDOT Mixture 21–111 @ 100 lbs/acre and mulch shall be MNDOT Type 1.
Winter temporary turf establishment: seed shall be MNDOT Mixture 21–112 @ 100 lbs/acre and mulch shall be MNDOT Type 1.

POLLUTION PREVENTION MANAGEMENT

– All solid waste must be disposed of off–site per the MPCA disposal requirements.

– All hazardous waste must be properly stored with restricted access to storage areas to prevent vandalism. Storage and disposal of hazardous waste must be in compliance with MPCA Regulations.

INSPECTION AND MAINTENANCE

– The site must be inspected once every seven (7) days during active construction and within 24 hours after a rainfall event greater than 0.5 inches in 24 hours.

– Areas of the site that have undergone final stabilization, may have the inspection of these areas reduced to once per month.

– All inspections and maintenance conducted must be recorded in writing and records retained with the SWPPP.

– All silt fence must be repaired, replaced, or supplemented within 24 hours when they become nonfunctional or the sediment reaches 1/3 of the height of the fence.

– Surface waters and conveyance systems must be inspected for evidence of sediment being deposited. Removal and stabilization must take place within seven (7) days of discovery unless precluded by legal, regulatory, or physical access constraints.

– Construction site vehicle exit locations must have sediment removed from off–site paved surfaces within 24 hours of discovery.

LEGEND

PROPOSED MANHOLE	SILT FENCE
PROPOSED CLEANOUT	INLET PROTECTION DEVICE
PROPOSED CATCH BASIN	BOUNDARY/ROW/BLOCK LINE
PROPOSED HYDRANT	BUILDING/PARKING SETBACK LINE
PROPOSED GATE VALVE	DRAINAGE ARROW
PROPOSED FLARED END	W EXISTING WATERMAIN
PROPOSED STORM SEWER	S EXISTING SANITARY SEWER
PROPOSED CONCRETE	ST EXISTING STORM SEWER
PROPOSED BITUMINOUS	E EXISTING BURIED ELECTRIC LINE
PROPOSED MNDOT CAT. 1 TRM	C EXISTING BURIED TELEPHONE LINE
1020 PROPOSED CONTOUR	980 EXISTING CONTOUR
1023.54 PROPOSED ELEVATION	x 995.50 EXISTING ELEVATION

N

0 10 20 40 60
Scale in Feet

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REHDER & ASSOCIATES, INC.
Civil Engineers • Land Surveyors
3440 Federal Drive, Suite 110
Eagan, MN 55122
Telephone: 651-452-5051
www.rehder-inc.com

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DATE: 05/06/20
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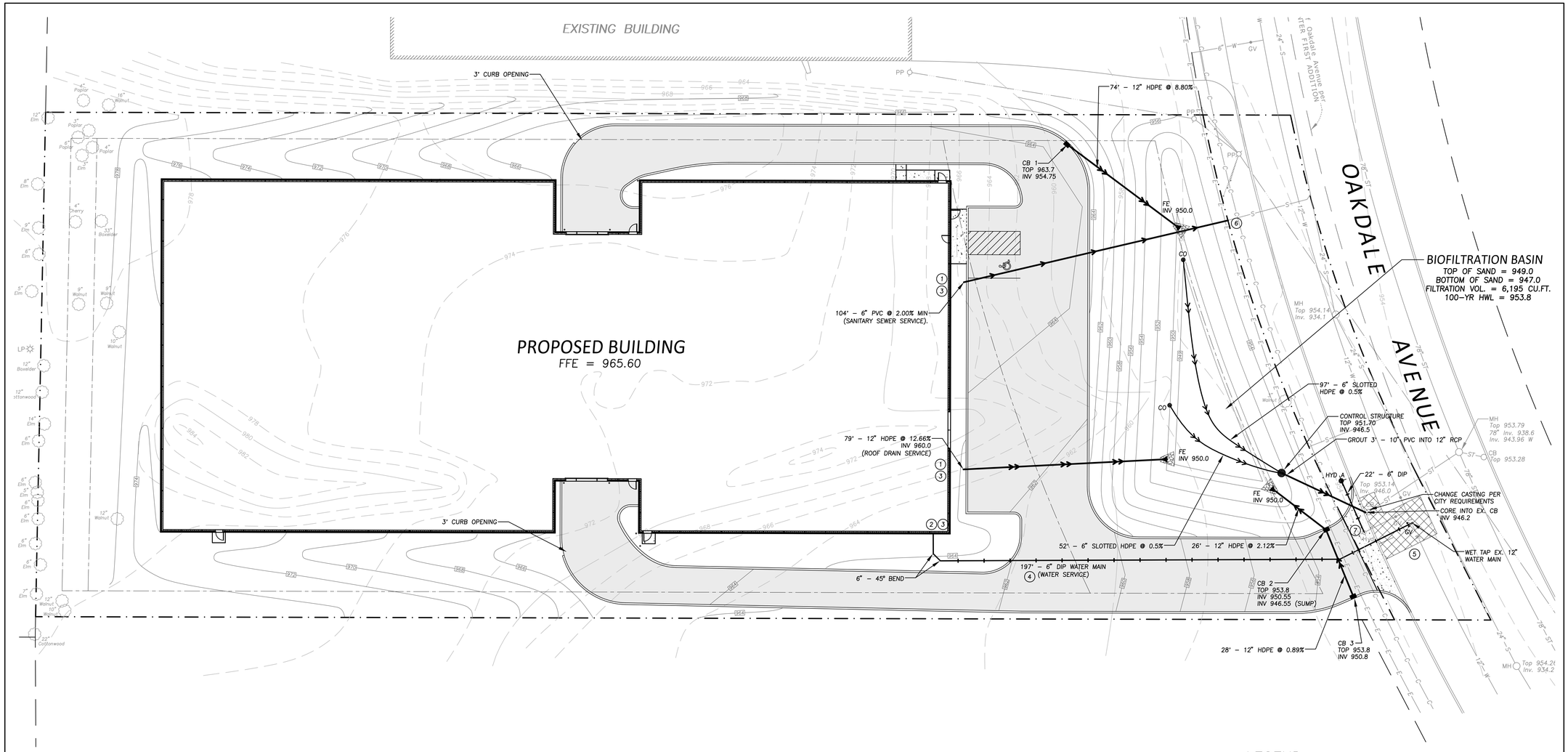
More Space - West St. Paul

1777 Oakdale Avenue
West St. Paul, MN

Grading, Drainage & Erosion Control Plan

C1



UTILITY NOTES

1. All sewer services to extend to a point 5' from proposed building.
2. Bring water main into proposed building and cap at the floor.
3. Verify all service locations and inverts with mechanical engineer before construction.
4. All watermain to have a minimum of 7.5' of cover.
5. Repair curb, gutter and bituminous matching existing pavement sections.
6. Connect to existing sanitary sewer service. Verify size depth and material of service before construction.
7. Remove and relocate existing hydrant.

HYDRANT SCHEDULE

HYDRANT NO.	BREAKOFF FLANGE
HYD A	954.25

CATCH BASIN/MANHOLE SCHEDULE

STRUCTURE NO.	BARREL SIZE	NEENAH CASTING NO.
CB 1	48"	R-3067V
CB 2	48"	R-3067V
CB 3	24" X 36"	R-3067V
CONTROL STRUCTURE	48"	SEE DETAIL 9/C3

LEGEND

- PROPOSED CONTROL STRUCTURE
- PROPOSED CLEANOUT
- PROPOSED CATCH BASIN
- PROPOSED HYDRANT
- PROPOSED GATE VALVE
- PROPOSED FLARED END
- PROPOSED STORM SEWER
- PROPOSED SANITARY SEWER
- PROPOSED WATERMAIN
- PROPOSED CONCRETE
- PROPOSED BITUMINOUS
- PROPOSED CONTOUR
- BOUNDARY/ROW/BLOCK LINE
- BUILDING/PARKING SETBACK LINE
- W — EXISTING WATERMAIN
- S — EXISTING SANITARY SEWER
- ST — EXISTING STORM SEWER
- E — EXISTING BURIED ELECTRIC LINE
- C — EXISTING BURIED TELEPHONE LINE
- 980 — EXISTING CONTOUR

N

0 10 20 40 60
Scale in Feet

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Telephone: 651-452-5051
www.rehder.net

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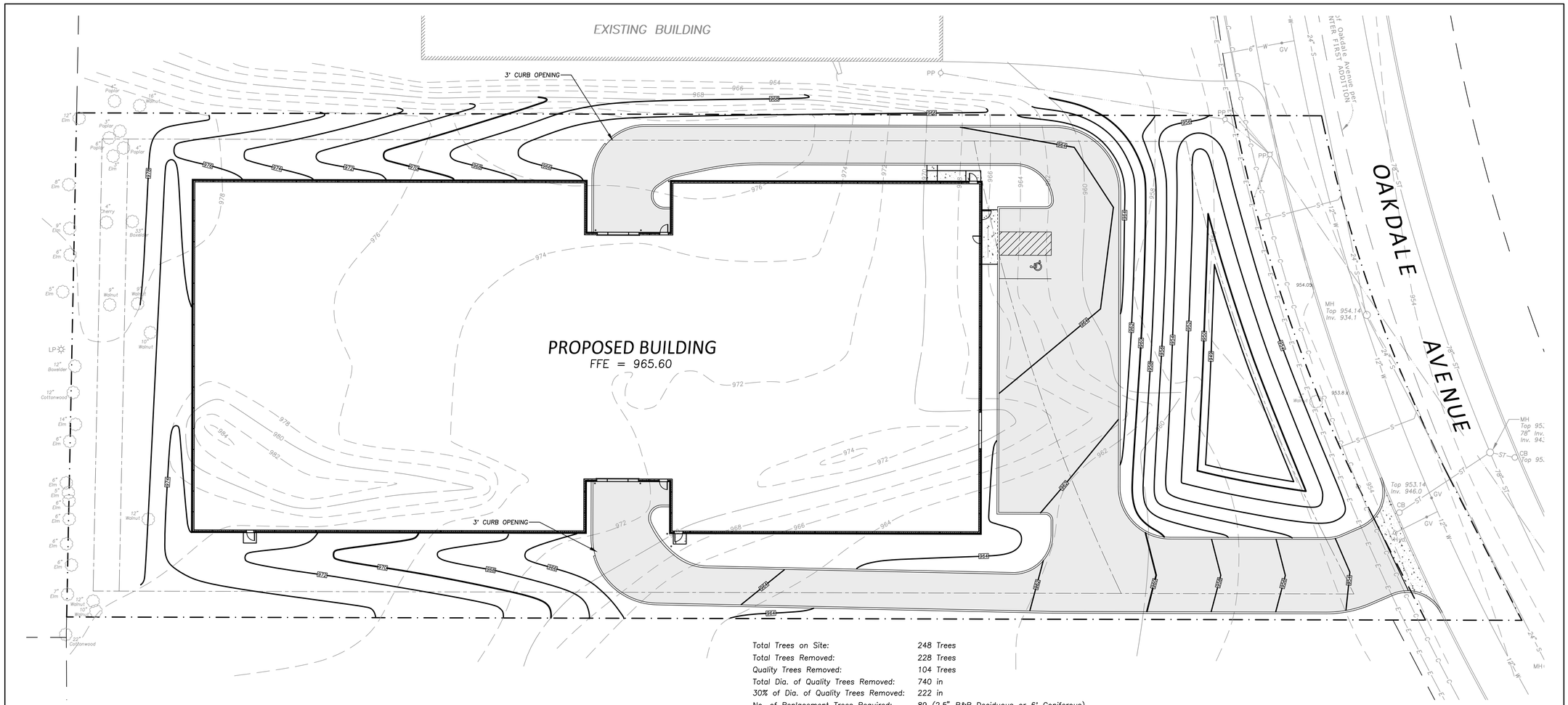
More Space - West St. Paul

1777 Oakdale Avenue
West St. Paul, MN 55188

Utility Plan

C2



Total Trees on Site:	248 Trees
Total Trees Removed:	228 Trees
Quality Trees Removed:	104 Trees
Total Dia. of Quality Trees Removed:	740 in
30% of Dia. of Quality Trees Removed:	222 in
No. of Replacement Trees Required:	89 (2.5" B&B Deciduous or 6' Coniferous)

Point #	Species	Stems	Size	Remove/Save
1032	Walnut	1	3	Save
1033	Elm	5	5	Remove
1034	Elm	5	6	Remove
1035	Elm	5	5	Remove
1036	Elm	1	3	Remove
1051	Box	1	4	Remove
1052	Walnut	1	9	Remove
1053	Elm	1	5	Remove
1054	Elm	1	5	Remove
1055	Cherry	1	12	Remove
1056	Cherry	1	4	Remove
1057	Elm	1	5	Remove
1058	Walnut	1	14	Remove
1059	Box	1	6	Remove
1060	Walnut	1	6	Remove
1061	Elm	1	13	Remove
1062	Box	5	6	Remove
1063	Walnut	1	5	Remove
1064	Walnut	1	9	Remove
1065	Walnut	1	6	Remove
1067	Walnut	1	9	Remove
1068	Cherry	1	3	Remove
1069	Cherry	1	4	Remove
1070	Cherry	1	3	Remove
1071	Walnut	1	4	Remove
1073	Oak	1	37	Remove
1074	Cherry	1	3	Remove
1075	Cherry	1	7	Remove
1076	Cherry	1	4	Remove
1077	Cherry	1	4	Remove

Point #	Species	Stems	Size	Remove/Save
1078	Cherry	1	3	Remove
1079	Cherry	1	3	Remove
1080	Elm	5	5	Remove
1082	Walnut	1	4	Remove
1083	Walnut	1	17	Remove
1084	Walnut	1	16	Remove
1086	Walnut	1	15	Remove
1088	Cherry	1	5	Remove
1091	Box	1	12	Remove
1110	Walnut	1	9	Remove
1111	Elm	1	3	Remove
1112	Walnut	1	3	Remove
1113	Walnut	1	8	Remove
1114	Walnut	1	6	Remove
1116	Walnut	1	5	Remove
1117	Walnut	2	14	Remove
1118	Walnut	1	10	Remove
1119	Walnut	1	5	Remove
1120	Oak	1	10	Remove
1121	Cherry	1	3	Remove
1122	Cherry	1	3	Remove
1123	Oak	1	13	Remove
1125	Box	1	4	Remove
1126	Walnut	1	4	Remove
1127	Walnut	1	4	Remove
1128	Walnut	1	12	Remove
1129	Box	1	5	Remove
1130	Box	1	4	Remove
1131	Walnut	1	4	Remove
1133	Walnut	1	6	Remove

Point #	Species	Stems	Size	Remove/Save
1135	Box	1	7	Remove
1136	Box	1	6	Remove
1137	Box	1	5	Remove
1138	Box	1	5	Remove
1139	Box	1	5	Remove
1140	Box	1	5	Remove
1141	Box	1	5	Remove
1142	Box	1	5	Remove
1143	Cherry	1	3	Remove
1144	Walnut	1	5	Remove
1145	Box	1	5	Remove
1146	Box	1	6	Remove
1147	Walnut	1	15	Remove
1148	Walnut	1	5	Remove
1149	Walnut	1	4	Remove
1154	Box	5	10	Remove
1155	Box	1	7	Remove
1156	Box	5	12	Remove
1157	Cherry	1	5	Remove
1158	Box	1	5	Remove
1159	Walnut	1	9	Remove
1160	Box	1	5	Remove
1161	Walnut	1	9	Remove
1162	Walnut	1	8	Remove
1163	Box	1	7	Remove
1164	Box	1	5	Remove
1165	Box	1	13	Remove
1166	Walnut	1	4	Remove
1167	Walnut	1	14	Remove
1206	Walnut	1	9	Save

Point #	Species	Stems	Size	Remove/Save
1207	Walnut	1	9	Save
1208	Walnut	1	10	Save
1209	Box	1	11	Remove
1210	Walnut	1	8	Remove
1211	Walnut	1	5	Remove
1212	Walnut	1	12	Save
1214	Walnut	1	10	Save
1215	Walnut	1	12	Save
1217	Elm	1	7	Save
1218	Elm	1	3	Save
1220	Elm	1	6	Save
1221	Elm	1	6	Save
1226	Elm	1	14	Save
1227	Cotton	1	12	Save
1228	Box	1	12	Save
1232	Elm	1	6	Remove
1233	Elm	1	6	Remove
1234	Cherry	1	3	Remove
1235	Maple	1	4	Remove
1236	Maple	1	8	Remove
1237	Box	1	5	Remove
1238	Box	1	8	Remove
1239	Walnut	1	9	Remove
1240	Walnut	1	14	Remove
1242	Elm	1	3	Remove
1243	Cherry	1	3	Remove
1244	Elm	1	3	Remove
1245	Elm	1	9	Remove
1247	Box	1	5	Remove
1249	Elm	1	10	Remove

Point #	Species	Stems	Size	Remove/Save
1250	Box	1	30	Remove
1251	Box	1	5	Remove
1252	Box	1	4	Remove
1253	Walnut	1	3	Remove
1254	Walnut	1	10	Remove
1255	Walnut	1	15	Remove
1256	Elm	1	5	Remove
1257	Elm	1	4	Remove
1258	Elm	1	4	Remove
1259	Walnut	1	8	Remove
1260	Cherry	1	3	Remove
1261	Elm	1	7	Remove
1262	Elm	1	5	Remove
1263	Elm	1	12	Remove
1264	Box	1	9	Remove
1265	Box	1	8	Remove
1266	Ash	1	9	Remove
1267	Box	1	5	Remove
1268	Box	1	3	Remove
1269	Box	1	8	Remove
1270	Box	1	8	Remove
1271	Box	1	3	Remove
1272	Box	1	3	Remove
1273	Box	1	5	Remove
1274	Box	1	2.5	Remove
1275	Box	1	4	Remove
1276	Box	1	8	Remove
1277	Walnut	1	11	Remove
1278	Box	1	10	Remove
1279	Box	1	5	Remove

Point #	Species	Stems	Size	Remove/Save
1280	Box	1	8	Remove
1281	Cherry	1	3	Remove
1282	Walnut	1	10	Remove
1283	Elm	1	6	Remove
1284	Walnut	1	8	Remove
1285	Box	1	9	Remove
1286	Box	1	10	Remove
1287	Box	1	12	Remove
1288	Box	1	8	Remove
1289	Walnut	1	10	Remove
1290	Walnut	1	8	Remove
1291	Elm	1	6	Remove
1292	Elm	1	4	Remove
1293	Elm	1	3	Remove
1295	Box	1	17	Remove
1296	Box	1	8	Remove
1297	Box	1	15	Remove
1298	Walnut	1	9	Remove
1299	Box	1	9	Remove
1300	Box	1	10	Remove
1302	Cherry	1	2.5	Remove
1303	Elm	1	4	Remove
1304	Box	1	7	Remove
1305	Box	1	8	Remove
1306	Box	1	9	Remove
1307	Ash	1	7	Remove
1308	Ash	1	8	Remove
1309	Box	1	7	Remove
1310	Box	1	7	Remove
1311	Box	1	5	Remove

Point #	Species	Stems	Size	Remove/Save
1312	Box	1	3	Remove
1313	Box	1	4	Remove
1314	Box	1	5	Remove
1315	Box	1	6	Remove
1316	Elm	1	5	Remove
1318	Box	1	6	Remove
1319	Box	1	3	Remove
1320	Box	1	4	Remove
1321	Box	1	4	Remove
1322	Cherry	1	3	Remove
1323	Box	1	4	Remove
1324	Elm	1	5	Remove
1325	Cherry	1	2.5	Remove
1326	Cherry	1	4	Remove
1327	Elm	1	3	Remove
1328	Cherry	1	2.5	Remove
1329	Cherry	1	2.5	Remove
1330	Box	1	12	Remove
1331	Box	1	15	Remove
1332	Cherry	1	3	Remove
1333	Cherry	1	4	Remove
1334	Cherry	1	3	Remove
1335	Elm	1	3	Remove
1336	Elm	1	4	Remove
1337	Cherry	1	4	Remove
1339	Box	1	5	Remove
1340	Cherry	1	3	Remove
1341	Box	1	16	Remove
1342	Cherry	1	3	Remove
1343	Cherry	1	2.5	Remove

Point #	Species	Stems	Size	Remove/Save
1344	Cherry	1	4	Remove
1345	Cherry	1	3	Remove
1346	Walnut	1	11	Remove
1347	Cherry	1	4	Remove
1348	Cherry	1	3	Remove
1349	Box	1	5	Remove
1352	Walnut	1	6	Remove
1353	Elm	1	7	Remove
1354	Box	1	6	Remove
1360	Cherry	1	4	Save
1362	Box	1	33	Save
1363	Box	1	14	Remove
1364	Box	1	6	Remove
1365	Box	1	10	Remove
1366	Walnut	1	12	Remove
1367	Walnut	1	12	Remove
1368	Box	1	5	Remove
1369	Box	1	5	Remove
1370	Box	1	5	Remove
1371	Walnut	1	14	Remove
1372	Walnut	1	11	Remove
1373	Cherry	1	2.5	Remove
1374	Elm	1	4	Remove
1375	Walnut	1	13	Remove
1376	Cherry	1	2.5	Remove
1377	Cherry	1	3	Remove
1378	Box	1	12	Remove
1379	Walnut	1	6	Remove
1380	Walnut	1	14	Remove
1381	Cherry	1	3	Remove

Point #	Species	Stems	Size	Remove/Save
1383	Box	1	8	Remove
1384	Cherry	1	4	Remove
1385	Poplar	1	10	Remove
1387	Elm	1	12	Save
1394	Poplar	1	3	Save
1395	Poplar	1	6	Save
1396	Elm	1	3	Save
1397	Poplar	1	4	Save
1398	Poplar	1	6	Remove
1399	Poplar	1	6	Remove
1400	Poplar	1	5	Remove
1401	Poplar	1	4	Remove
1402	Poplar	1	8	Remove

LEGEND

TREE TO BE REMOVED

TREE TO REMAIN

N

0 10 20 40 60

Scale in Feet

NOT FOR CONSTRUCTION

CNH ARCHITECTS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE _____ REG. NO. _____

REHDER & ASSOCIATES, INC.
Civil Engineers • Surveyors
3440 Federal Drive, Suite 110
Eagan, MN 55122
Telephone: 651-452-5051
www.rehder-inc.com

7300 WEST 147TH STREET SUITE 504 APPLE VALLEY, MN 55124-7580 (952) 431-4433

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CNH NO.: 19122
DATE: 05/06/20
REVISIONS:
CITY RESUBMITTAL 5/6/20

More Space - West St. Paul

1777 Oakdale Avenue
West St. Paul, MN

Tree Preservation Plan

C4

PLANT SCHEDULE

SYMBOL	COMMON NAME	BOTANICAL NAME	QTY.	CONT.	SPACING	NOTES
EVERGREEN TREES + SHRUBS						
TOT	TECHNY ARBORVITAE	THUJA OCCIDENTALIS 'TECHNY'	6	6' BB	12' OC	12-15'H x 6-8'W
PG	BLACK HILLS SPRUCE	PICEA GLAUCA DENSATA	14	6' BB	10' OC	30'H x 20'W
DECIDUOUS TREES + SHRUBS						
QB	SWAMP WHITE OAK	QUERCUS BICOLOR	12	3" BB		50-60' H x 40-50'W
CO	HACKBERRY	CELTIS OCCIDENTALIS	7	3" BB	40' OC	50-75'H x 50'W
AR	ARMSTRONG GOLD MAPLE	ACER RUBRUM 'JFS-KW78'	3	3" BB	15' OC	40'H x 12'W
GT	IMPERIAL HONEYLOCUST	GLEDITSIA TRIACANTHOS VAR. INERMIS 'IMPCOLE'	2	3" BB		30-35'H x 30-35'W
CC	FIRESPIRE AMERICAN HORNBEAM	CARPINUS CAROLINIANA 'J.N. UPRIGHT'	6	3" BB	20' OC	20'H x 10'W
DS	BUTTERFLY BUSH HONEYSUCKLE	DIERVILLA SESSILIFOLIA 'BUTTERFLY'	18	#5 CONT	4' OC	3-5'H x 3-4'W
HA	ANNABELLE HYDRANGEA	HYDRANGEA ARBORESCENS 'ANNABELLE'	12	#5 CONT	3' OC	4-5'H x 3-5'W
PERENNIALS + ORNAMENTAL GRASSES						
NF	WALKER'S LOW CATMINT	NEPETA FAASSENII 'WALKERS LOW'	70	#1 CONT	2' OC	24-30"H x 30"W
SS	STANDING OVATION LITTLE BLUESTEM	SCHIZACHYRIUM SCOPARIUM 'STANDING OVATION'	61	#1 CONT	2' OC	42"H

LEGEND

NATIVE SEED MIX

MULCH

TURF

DECIDUOUS OVERSTORY TREE

CONIFEROUS OVERSTORY TREE

CONIFEROUS UNDERSTORY TREE

DECIDUOUS UNDERSTORY TREE

PERENNIALS + ORNAMENTAL GRASSES

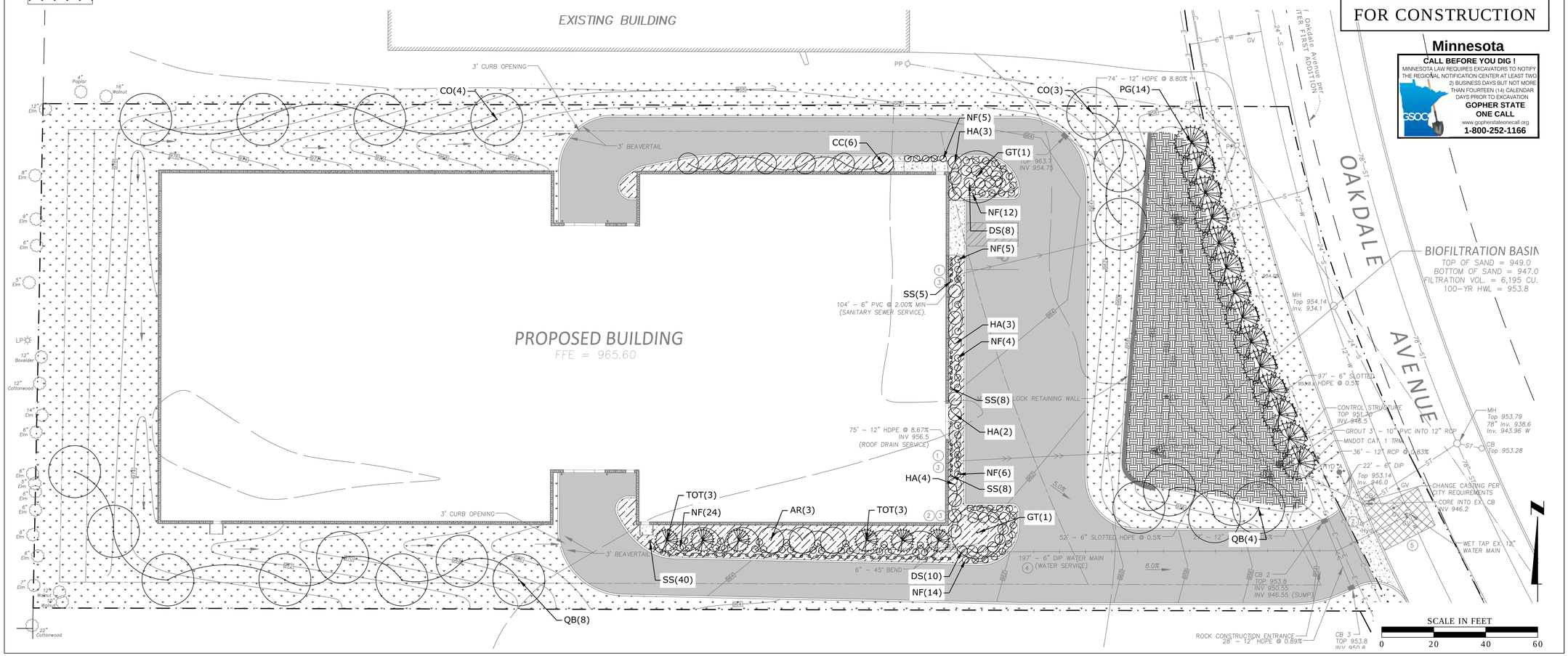
CODE REQUIREMENTS

CODE REQUIREMENTS FOR I-1 LIGHT INDUSTRIAL DISTRICT	TOTAL REQUIRED	TOTAL PROVIDED
LANDSCAPING REQUIREMENTS PER CODE 153.032(E)(2) AND (3)		
WITHIN PROTECTIVE BUFFER AREA : 1 'QUALITY' TREE PER 20 LINEAL FEET OF PROPERTY	11	14 PROVIDED + 1 EXISTING
(STREET FRONTAGE = 208.9'. 208.9' / 20' = 10.4)		
WITHIN CURBED ISLANDS : 1 'QUALITY' TREE PER CURBED ISLAND	2	2
TREE REMOVAL REQUIREMENTS PER CODE 153.032 (E)(7)		
PROVIDE 30% OF TOTAL CALIPER INCHES OF 'QUALITY' TREES REMOVED	213 CALIPER INCHES	190 CALIPER INCHES
SCREENING REQUIREMENTS PER CODE 153.032(E)(4) : INDUSTRIAL USE ACROSS FROM R USE		
LANDSCAPE SCREEN SHALL BE 6-FEET IN HEIGHT AND 95% OPAQUE SCREENING ALONG OAKDALE AVENUE		EVERGREEN TREE SCREENING ALONG OKADALE AVENUE

LANDSCAPE NOTES:

1. CONTRACTOR IS RESPONSIBLE FOR FINISH GRADING AND POSITIVE SURFACE DRAINAGE IN ALL LANDSCAPE AREAS.
2. ALL PLANT MATERIALS ARE TO CONFORM WITH STATE AND LOCAL CONSTRUCTION STANDARDS & THE CURRENT ADDITION OF THE AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS. ALL PLANT MATERIALS ARE TO BE HEALTHY, HARDY STOCK, AND FREE FROM ANY DISEASES, DAMAGE, AND DISFIGURATION.
3. QUANTITIES OF PLANTS LISTED ON THE PLAN ARE TO GOVERN ANY DISCREPANCY BETWEEN THE QUANTITIES SHOWN ON THE PLANT SCHEDULE AND PLAN. PLACE PLANTS IN PROPER SPACING FOLLOWING LAYOUT FIGURES.
4. MAINTAIN (30) INCHES CLEARANCE AROUND PARKING STALLS TO ALLOW OVERHANG OF PARKED CARS.
5. APPLY FOUR (4) INCH DEPTH OF SHREDDED HARDWOOD BARK MULCH IN FOUR (4) FOOT DIAMETER RING AROUND ALL TREES IN TURF AREA.
6. APPLY PRE-EMERGENT TO MULCH IN PLANTING AREAS TO PROHIBIT WEED GROWTH, APPLICATION RATE TO BE PER MANUFACTURER'S RECOMMENDATIONS. IF WEEDS APPEAR IN TREATED AREAS DURING THE FIRST YEAR, LANDSCAPE CONTRACTOR TO REMOVE ALL WEEDS AT NO ADDITIONAL COST.
7. PLANTING SOIL FOR LANDSCAPED AREAS SHALL BE MINIMUM SIX (6) INCHES IN DEPTH. PLANTING SOIL SHALL BE WELL-GRADED SOIL, FRIABLE AND FERTILE, FREE OF HARDPACK SUBSOIL, STONES AND NOXIOUS WEEDS, AND HAVE A PH BETWEEN 6.5 AND 7.5. PLANTING SOIL TO BE A MIXTURE OF SELECTED TOPSOIL BORROW (MNDOT 3877 TYPE B) PEAT MOSS OR COMPOSTED YARD WASTE AND FERTILIZER, MIXING PROPORTIONS SHALL BE ACCORDING TO LOOSE VOLUME RATIO AND HAVE A COMPOSITE ORGANIC CONTENT AT NO LESS THAN 15% AND NO GREATER THAN 20%. FERTILIZER SHALL BE SLOW RELEASE COMMERCIAL FERTILIZER AND ADDED IN SUFFICIENT QUANTITY TO PROVIDE 0.05 POUND OF TOTAL NITROGEN PER CUBIC YARD OF PLANTING SOIL.
8. FOLLOW LANDSCAPE DETAILS FOR ALL INSTALLATION, UNLESS OTHERWISE NOTED.
9. LANDSCAPE CONTRACTOR TO MAINTAIN PLANTS AND SOD IN HEALTHY CONDITION THROUGHOUT ONE YEAR WARRANTY PERIOD. THE WARRANTY PERIOD SHALL BEGIN UPON INSPECTION AND ACCEPTANCE BY CITY STAFF.
10. FOR EROSION AND SEDIMENT CONTROL, REFER TO CIVIL PLANS.

PRELIMINARY - NOT FOR CONSTRUCTION



Minnesota
CALL BEFORE YOU DIG !
MINNESOTA LAW REQUIRES EXCAVATORS TO NOTIFY THE REGIONAL NOTIFICATION CENTER AT LEAST TWO 2) BUSINESS DAYS BUT NOT MORE THAN FOURTEEN (14) CALENDAR DAYS PRIOR TO EXCAVATION
GOPHER STATE ONE CALL
www.gopherstateonecall.org
1-800-252-1166

CNH ARCHITECTS
7300 WEST 147TH STREET SUITE 504 APPLE VALLEY, MN 55124-7580 (952) 431-4433

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HANSEN THORP PELLINEN OLSON, Inc.
Engineering • Surveying
Landscape Architecture
7010 Bass Lake Road Minneapolis, MN 55428
952-429-0700 • 952-429-7808 fax

COMM: 19122
DATE: 5/5/20

REVISIONS:

More Space - West St. Paul

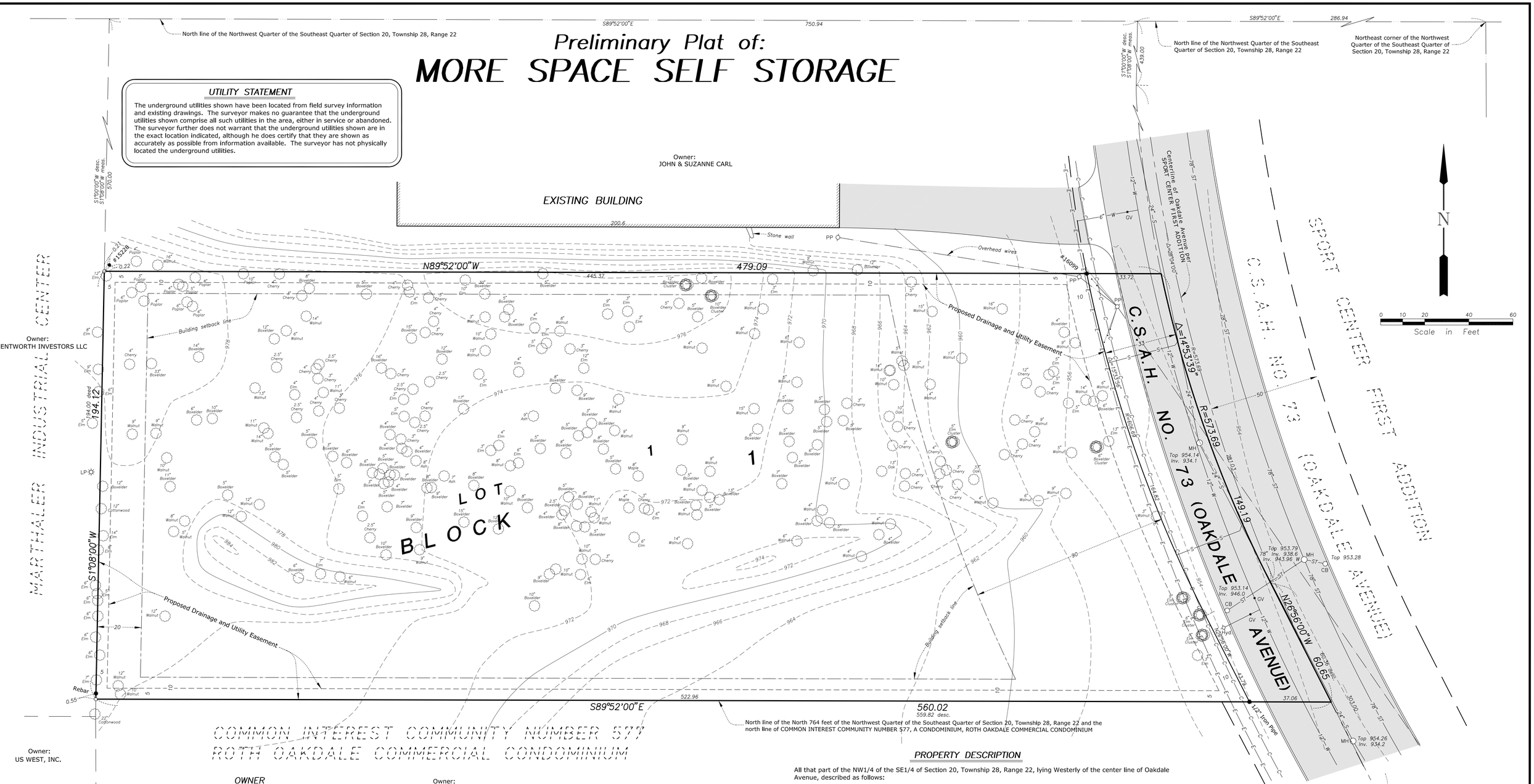
Oakdale Avenue
West St. Paul, MN

Landscape Plan

L-1

P:\2020\20-004 - More Space Self Storage\CAD\DWG\PLANSHEETS\CIVIL\20-004_LAN-PLN.dwg
DATE PLOTTED: 05/05/2020

Preliminary Plat of:
MORE SPACE SELF STORAGE



UTILITY STATEMENT

The underground utilities shown have been located from field survey information and existing drawings. The surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated, although he does certify that they are shown as accurately as possible from information available. The surveyor has not physically located the underground utilities.

OWNER

DJJ Holdings, LLC
2910 Waters Road
Suite 170
Eagan, Minnesota 55121

DEVELOPER

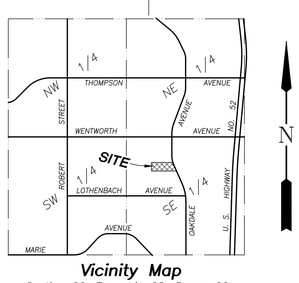
Equitably Acquired Properties, Inc.
4813 Blaine Avenue
Inver Grove Heights, Minnesota 55076
Phone: 651-338-8785
Attention: Larry Koland

ARCHITECT

CNH Architects
7300 West 147th Street
Suite 504
Apple Valley, Minnesota 55124
Phone: 952-997-4583
Attention: Quinn Hutson

SURVEYOR/ENGINEER

Rehder & Associates, Inc.
3440 Federal Drive
Suite 110
Eagan, Minnesota 55122
Phone: 651-452-5051
Attention: Ben Ford



Vicinity Map
Section 20, Township 28, Range 22
No Scale

NOTES

* Bearings shown are based on the Dakota County Coordinate System.
* Utilities shown are from information furnished by the City of West St. Paul and respective utility companies in response to Gopher State One Call Ticket No. 200570854 and are verified where possible.
* Contact Gopher State One Call for utility locations before any construction shall begin. Phone 651-454-0002.
* Areas: Total Area = 99,775 square feet (2.29 acres).
  Lot 1 = 92,872 square feet (2.13 acres).
* Zoning: I-1 (Light Industrial).
* This property is located in Flood Zone X (area of minimal flood hazard) per Flood Zone Map No. 27037C0036E dated December 2, 2011.
* Matters of record taken from Old Republic National Title Insurance Company Commitment Number 604743 dated January 31, 2020.

LEGEND

- Iron Monument Found
- Iron Monument Set
- S — Sanitary Sewer
- ST — Storm Sewer
- W — Watermain
- Hyd. — Hydrant
- GV — Gate Valve
- MH — Manhole
- CB — Catch Basin
- Inv. — Invert Elevation
- PP — Power Pole
- LP — Light Pole
- C — Communications Pedestal
- Concrete Surface
- Bituminous Surface
- C — Buried Communications
- E — Buried Electric
- Guy Wire

PROPERTY DESCRIPTION

All that part of the NW1/4 of the SE1/4 of Section 20, Township 28, Range 22, lying Westerly of the center line of Oakdale Avenue, described as follows:

Beginning 286.94 feet West of the Northeast corner of the said NW1/4 of the SE1/4, Section 20, thence South 1°00' West a distance 439.0 feet to the beginning of a curve to the Southeast, central angle 28°04', a tangent 143.4 feet, radius 573.69 feet, thence along the curve a distance of 281.03 feet to the point of tangent, thence along the tangent 303.0 feet to the beginning of a curve to the South central angle 26°38' tangent 226.14 feet, radius 955.37 feet, thence along the curve a distance of 444.09 feet to the point of tangent. Point of tangent being 94.83 feet South of the Southeast corner of said NW1/4 of the SE1/4, Section 20 being the East line of said NW1/4 of the SE1/4; Beginning at a point 750.94 feet west of the NE corner of the said NW1/4 of the SE1/4 of Section 20, thence South 1°00' West a distance of 570.0 feet, being the point of beginning, thence South 1°00' West a distance of 194.0 feet, thence East to the center line of Oakdale Avenue a distance of 559.82 feet, thence North 27°04' West 60.36 feet to the beginning of a curve to the right, radius 573.69 feet thence along the curve 149.19 feet, thence West 479.09 feet to the point of beginning.

and also described as:

All that part of the NW1/4 of the SE1/4 of Section 20, Township 28, Range 22, Dakota County, Minnesota, lying Westerly of the center line of Oakdale Avenue, said center line being described as follows:

Beginning 286.94 feet West of the Northeast corner of the said NW1/4 of the SE1/4, Section 20; thence South 1°00' West a distance of 439.00 feet to the beginning of a curve to the Southeast, central angle 28°04', a tangent 143.4 feet, radius 573.69 feet; thence along the curve a distance of 281.03 feet to the point of tangent; thence along the tangent 303.0 feet to the beginning of a curve to the south, central angle 26°38', tangent 226.14 feet, radius 955.37 feet; thence along the curve 444.09 feet to the point of tangent, point of tangent being 94.83 feet South of the Southeast corner of the said NW1/4 of the SE1/4, Section 20, being the East line of said NW1/4 of the SE1/4 and said center line there terminating,

Said property being described as commencing at the NE corner of said NW1/4 of the SE1/4; thence on an assumed bearing of West, along the North line of said NW1/4 of the SE1/4 a distance of 750.94 feet; thence South 1°00' West a distance of 570.00 feet to the point of beginning; thence continue South 1°00' West a distance of 194.00 feet; thence East to the center line of Oakdale Avenue a distance of 559.82 feet; thence North 27°04' West along the center line, 60.36 feet to the beginning of a curve to the right, radius 573.69 feet; thence along the curve, also being along said center line, 149.19 feet; thence West 479.09 feet to the point of beginning.

I hereby certify that this preliminary plat was prepared by me or under my direction and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 3rd day of April, 2020

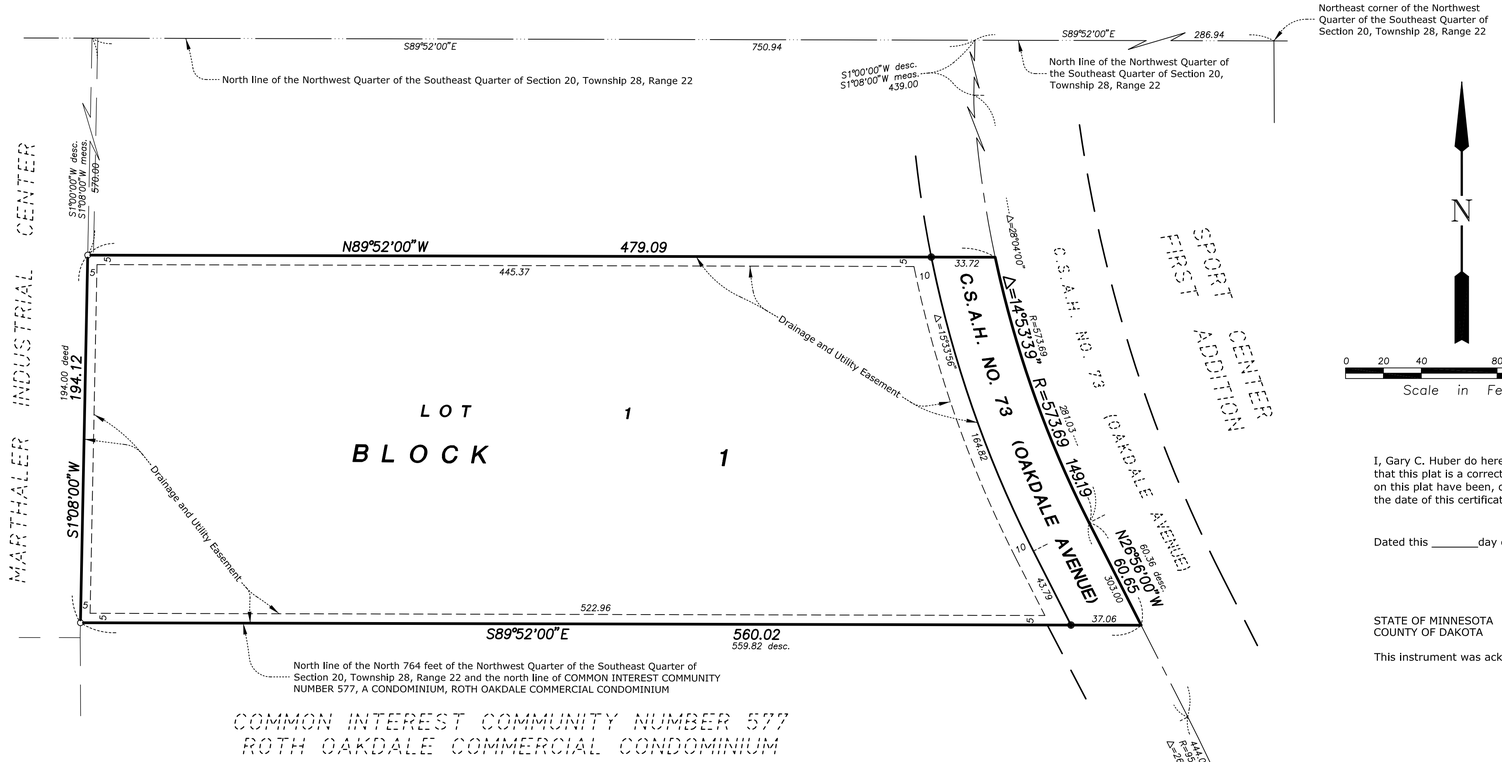
REHDER & ASSOCIATES, INC.

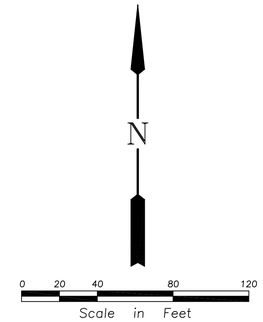
Gary C. Huber, Land Surveyor
Minnesota License No. 22036

Rehder and Associates, Inc.
CIVIL ENGINEERS AND LAND SURVEYORS
3440 Federal Drive • Suite 110 • Eagan, Minnesota • Phone (651) 452-5051

JOB: 204-1671.028

MORE SPACE SELF STORAGE





The North line of the Southeast Quarter has a bearing of S89°52'00"E.

● Denotes found iron monument.

○ Denotes 1/2 inch by 14 inch iron monument set and marked by Minnesota License No. 22036.

Vicinity Map
Section 20, Township 28, Range 22
No Scale

I, Gary C. Huber do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____day of _____ , 2020.

_____
Gary C. Huber, Licensed Land Surveyor
Minnesota License No. 22036

STATE OF MINNESOTA
COUNTY OF DAKOTA

This instrument was acknowledged before me on _____ , 2020, by Gary C. Huber.

Signature _____
Printed _____
Notary Public, _____ County, Minnesota
My Commission Expires _____

KNOW ALL PERSONS BY THESE PRESENTS: That Equitably Acquired Properties, LLC, a Minnesota limited liability company, fee owner of the following described property:

All that part of the NW1/4 of the SE1/4 of Section 20, Township 28, Range 22, lying Westerly of the center line of Oakdale Avenue, described as follows:

Beginning 286.94 feet West of the Northeast corner of the said NW1/4 of the SE1/4, Section 20, thence South 1°00' West a distance 439.0 feet to the beginning of a curve to the Southeast, central angle 28°04', a tangent 143.4 feet, radius 573.69 feet, thence along the curve a distance of 281.03 feet to the point of tangent, thence along the tangent 303.0 feet to the beginning of a curve to the South central angle 26°38' tangent 226.14 feet, radius 955.37 feet, thence along the curve a distance of 444.09 feet to the point of tangent. Point of tangent being 94.83 feet South of the Southeast corner of said NW1/4 of the SE1/4, Section 20 being the East line of said NW1/4 of the SE1/4; Beginning at a point 750.94 feet west of the NE corner of the said NW1/4 of the SE1/4 of Section 20, thence South 1°00' West a distance of 570.0 feet, being the point of beginning, thence South 1°00' West a distance of 194.0 feet, thence East to the center line of Oakdale Avenue a distance of 559.82 feet, thence North 27°04' West 60.36 feet to the beginning of a curve to the right, radius 573.69 feet thence along the curve 149.19 feet, thence West 479.09 feet to the point of beginning.

and also described as:

All that part of the NW1/4 of the SE1/4 of Section 20, Township 28, Range 22, Dakota County, Minnesota, lying Westerly of the center line of Oakdale Avenue, said center line being described as follows:

Beginning 286.94 feet West of the Northeast corner of the said NW1/4 of the SE1/4, Section 20; thence South 1°00' West a distance of 439.00 feet to the beginning of a curve to the Southeast, central angle 28°04', a tangent 143.4 feet, radius 573.69 feet; thence along the curve a distance of 281.03 feet to the point of tangent; thence along the tangent 303.0 feet to the beginning of a curve to the south, central angle 26°38', tangent 226.14 feet, radius 955.37 feet; thence along the curve 444.09 feet to the point of tangent, point of tangent being 94.83 feet South of the Southeast corner of the said NW1/4 of the SE1/4, Section 20, being the East line of said NW1/4 of the SE¼ and said center line there terminating,

Said property being described as commencing at the NE corner of said NW1/4 of the SE1/4; thence on an assumed bearing of West, along the North line of said NW1/4 of the SE1/4 a distance of 750.94 feet; thence South 1°00' West a distance of 570.00 feet to the point of beginning; thence continue South 1°00' West a distance of 194.00 feet; thence East to the center line of Oakdale Avenue a distance of 559.82 feet; thence North 27°04' West along the center line, 60.36 feet to the beginning of a curve to the right, radius 573.69 feet; thence along the curve, also being along said center line, 149.19 feet; thence West 479.09 feet to the point of beginning.

Has caused the same to be surveyed and platted as MORE SPACE SELF STORAGE and does hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said Equitably Acquired Properties, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____ , 2020.

Equitably Acquired Properties, LLC

_____
Lawrence M. Koland, Chief Manager

State of Minnesota
County of _____

This instrument was acknowledged before me on _____ , 2020, by Lawrence M. Koland, Chief Manager of Equitably Acquired Properties, LLC, a Minnesota limited liability company, on behalf of the company.

Signature _____
Printed _____
Notary Public, _____ County, Minnesota
My Commission Expires _____

CITY COUNCIL, CITY OF WEST ST. PAUL, COUNTY OF DAKOTA, STATE OF MINNESOTA

This plat was approved by the City Council of West St. Paul, Minnesota, this _____ day of _____ , 2020 and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03, Subd. 2.

By_____ , Mayor By _____ , Clerk

COUNTY SURVEYOR, COUNTY OF DAKOTA, STATE OF MINNESOTA

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____ , 2020.

_____
Todd B. Tollefson, Dakota County Surveyor

COUNTY BOARD, COUNTY OF DAKOTA, STATE OF MINNESOTA

We do hereby certify that on the 27th day of March, 2018, the Board of Commissioners of Dakota County, Minnesota, approved this plat of MORE SPACE SELF STORAGE, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2, and pursuant to the Dakota County Contiguous Plat Ordinance.

_____
Chair County Board

Attest: _____
Dakota County Treasurer-Auditor

DEPARTMENT OF PROPERTY TAXATION AND RECORDS, COUNTY OF DAKOTA, STATE OF MINNESOTA

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 2020 on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____ , 2020.

_____
Amy A. Koethe
Director Department of Property Taxation and Records

COUNTY RECORDER, COUNTY OF DAKOTA, STATE OF MINNESOTA

I hereby certify that this plat of MORE SPACE SELF STORAGE was filed in the office of the County Recorder for public record on this _____ day of _____ , 2020 at _____ o'clock ___.M., and was duly filed in Book _____ of Plats, Page _____ , as Document Number _____.

_____
Amy A. Koethe
County Recorder

Rehder and Associates, Inc.

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION APPROVING A SITE PLAN FOR
THE CONSTRUCTION OF A SELF-STORAGE FACILITY
AT 1665 OAKDALE AVENUE - MORE SPACE, LLC

WHEREAS, a Site Plan application has been submitted to the City for property currently legally described as:

CURRENT:

PT OF NW 1/4 OF SE 1/4 COM 750.94 FT W & 570 FT S OF NE COR S 194 FT E 559.82 FT TO CEN OAKDALE N ON RD 209.55 FT W 479.09 FT TO BEG

PROPOSED PLAT:

LOT 1, BLOCK 1 OF MORE SPACE SELF STORAGE

WHEREAS, a Public Hearing concerning the Site Plan was held before the West St. Paul Planning Commission on May 19, 2020; and

WHEREAS, the West St. Paul Planning Commission has recommended that the City Council approve the Site Plan.

NOW, THEREFORE, BE IT RESOLVED by the West St. Paul City Council that the Site {lan for 1665 Oakdale Avenue, requested by More Space, LLC, is hereby approved subject to the submitted plans and the following conditions:

1. Council approval of the corresponding preliminary and final plat application;
2. The Applicant shall apply for and obtain all applicable building and sign permits;
3. The Applicant shall revise the lighting plan to ensure that all lighting levels will not exceed zero foot candles at all abutting property lines, and no direct glare shall extend into the public street, public open space, or neighboring properties;
4. The Applicant revise plans to either increase the number of trees or increase the caliper inches of the proposed trees to meet the 222 caliper inches minimum requirement;
5. Any/all trash enclosures comply with section 153.032 (F)6 of the zoning ordinance;
6. All signage must comply with section 153 of the zoning ordinance;
7. The Applicant shall consider the recommendations of the Environmental Committee per the attached memo dated April 13, 2020;
8. The Applicant shall adhere to all items outlined in the WSB Engineering Memo dated May 12, 2020;

9. The Applicant shall enter into a storm water management agreement prior to the application of a building permit;
10. The Applicant shall adhere to all items outlined in the Dakota County Plat Commission dated March 16, 2020;
11. The Applicant shall work with City Staff to reduce the number of parking stalls to proof of parking along the front building façade to incorporate more trees; and
12. The Applicant shall work with City Staff to address the soil and elevation concerns mentioned by an adjacent property owner.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 26th day of May 2020.

Attest:

David J. Napier, Mayor	Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION APPROVING A SITE PLAN FOR THE CONSTRUCTION OF A SELF-STORAGE FACILITY AT 1665 OAKDALE AVENUE – MORE SPACE, LLC

WHEREAS, a Site Plan application has been submitted to the City for property currently legally described as:

CURRENT:

PT OF NW 1/4 OF SE 1/4 COM 750.94 FT W & 570 FT S OF NE COR S 194 FT E 559.82 FT TO CEN OAKDALE N ON RD 209.55 FT W 479.09 FT TO BEG

PROPOSED PLAT:

LOT 1, BLOCK 1 OF MORE SPACE SELF STORAGE

WHEREAS, a Public Hearing concerning the Site Plan was held before the West St. Paul Planning Commission on May 19, 2020; and

WHEREAS, the West St. Paul Planning Commission has recommended that the City Council approve the Site Plan.

NOW, THEREFORE, BE IT RESOLVED by the West St. Paul City Council that the site plan for 1665 Oakdale Avenue, requested by More Space, LLC, is hereby approved subject to the submitted plans and the following conditions:

1. Council approval of the corresponding preliminary and final plat application;
2. The Applicant shall apply for and obtain all applicable building and sign permits;
3. The Applicant shall revise the lighting plan to ensure that all lighting levels will not exceed zero foot candles at all abutting property lines, and no direct glare shall extend into the public street, public open space, or neighboring properties;
4. The Applicant revise plans to either increase the number of trees or increase the caliper inches of the proposed trees to meet the 222 caliper inches minimum requirement;
5. Any/all trash enclosures comply with section 153.032 (F)6 of the zoning ordinance;
6. All signage must comply with section 153 of the zoning ordinance;
7. The Applicant shall consider the recommendations of the Environmental Committee per the attached memo dated April 13, 2020;
8. The Applicant shall adhere to all items outlined in the WSB Engineering Memo dated May 12, 2020;

9. The Applicant shall enter into a storm water management agreement prior to the application of a building permit; and
10. The Applicant shall adhere to all items outlined in the Dakota County Plat Commission dated March 16, 2020.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 26th day of May 2020.

Attest:

_____ _____

David J. Napier, Mayor Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION APPROVING THE PRELIMINARY AND FINAL PLAT FOR 1665 OAKDALE AVENUE – MORE SPACE, LLC

WHEREAS, Preliminary and Final Plat applications were submitted to the City for property currently legally described as:

CURRENT:

PT OF NW 1/4 OF SE 1/4 COM 750.94 FT W & 570 FT S OF NE COR S 194 FT E 559.82 FT TO CEN OAKDALE N ON RD 209.55 FT W 479.09 FT TO BEG

PROPOSED PLAT:

LOT 1, BLOCK 1 OF MORE SPACE SELF STORAGE

WHEREAS, a Public Hearing concerning the Preliminary and Final Plat was held before the West St. Paul Planning Commission on May 19, 2020; and

WHEREAS, the West St. Paul Planning Commission has recommended that the City Council approve the Preliminary and Final Plat.

NOW, THEREFORE, BE IT RESOLVED by the West St. Paul City Council that the Preliminary and Final Plat for 1665 Oakdale Avenue, requested by More Space, LLC, is hereby approved subject to the submitted plans and the following conditions:

1. Council approval of the corresponding site plan application;
2. The Applicant shall adhere to all items outlined in the Dakota County Plat Commission memo dated March 16, 2020; and
3. The plat shall be recorded with Dakota County within one year of approval and prior to the application of a building permit.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 26th day of May 2020.

Attest:

_____ _____

David J. Napier, Mayor Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Melissa Sonnek, City Planner**

Date: **May 26, 2020**

Final Reading of Ordinance – Unbuilt Right-of-Way Vacation South of Crusader Avenue and West of Stryker Avenue

BACKGROUND INFORMATION:

As a result of the recent approvals for the expansion of the Net Ministries building, the City has taken steps to vacate a portion of unbuilt right-of-way south of Crusader Avenue and west of Stryker Avenue.

Right-of-way and alley vacations must be adopted as an ordinance, which requires two readings with one Public Hearing. The City Council heard and approved the first reading at the May 11, 2020 City Council meeting. A Public Hearing for the final reading tonight was publicly noticed in the paper.

FISCAL IMPACT:

		Amount
Fund:		**N/A**
Department:		
Account:		

STAFF RECOMMENDATION:

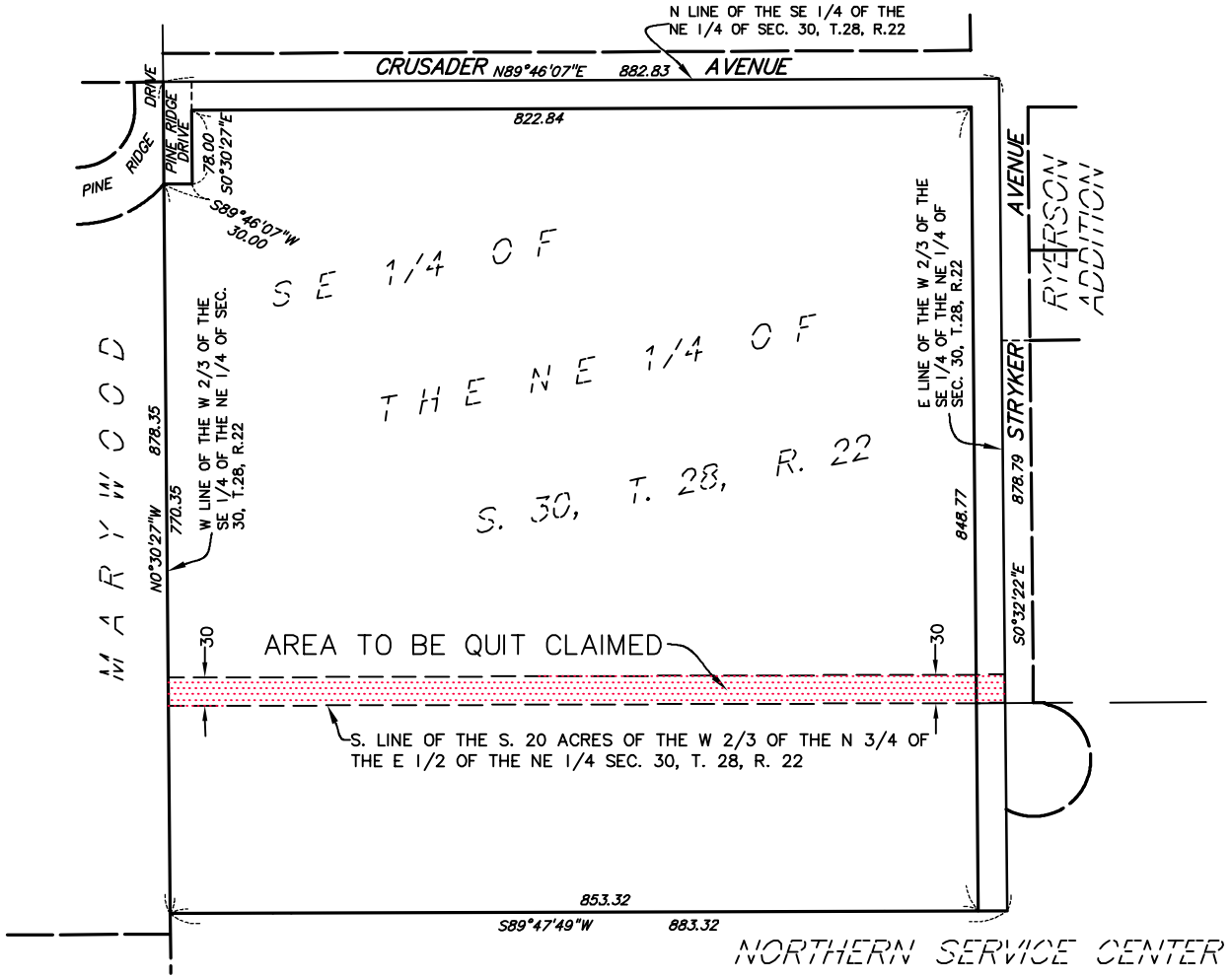
Staff recommends that Council hold a Public Hearing, review and approve Ordinance No. 20-007 Approving the Sale of Property Located Within the City of West St. Paul, Minnesota, to Net Ministries, Inc.

ATTACHMENTS:

Map of Area
Proposed Ordinance

DESCRIPTION OF PROPERTY TO BE QUIT CLAIMED FROM THE CITY OF WEST ST. PAUL TO NET MINISTRIES, INC.

The South Thirty (S. 30) feet of the South Twenty (S. 20) acres of the West Two-thirds (W. 2/3) of the North Three-quarters (N. 3/4) of the East Half of the Northeast Quarter (E 1/2 of NE 1/4) of Section Thirty (30), Township Twenty-eight (28) North, Range Twenty-two (22) West, Dakota County, Minnesota.



I hereby certify that this sketch, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 19th day of March, 2020

SUNDE LAND SURVEYING, LLC.

By: Leonard F. Carlson

Leonard F. Carlson, P.L.S. Minn. Lic. No. 44890

SUNDE LAND SURVEYING
9001 East Bloomington Freeway (35W) • Suite 118
Bloomington, Minnesota 55420-3435
952-881-2455 (Fax: 952-888-9526)
www.sunde.com

2000-012-A 1044/14 T.28, R.22, S.30
2000212A-VACATION DESC.dwg NDN

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. 20-007

AN ORDINANCE APPROVING THE SALE OF PROPERTY LOCATED WITHIN THE CITY OF WEST ST. PAUL, MINNESOTA TO NET MINISTRIES, INC.

The City of West Saint Paul does ordain:

SECTION 1. Pursuant to West St. Paul City Charter § 12.05, the City Council may dispose of real property within the City by Ordinance; and

WHEREAS, the City desires to sell real property to NET Ministries, Inc. ("NET Ministries"), situated in Dakota County, Minnesota, legally described as follows:

> The South Thirty (S. 30) feet of the South Twenty (S. 20) acres of the West Two-thirds (W. 2/3) of the North Three-quarters (N. 3/4) of the East Half of the Northeast Quarter (E 1/2 of NE 1/4) of Section Thirty (30), Township Twenty-eight (28) North, Range Twenty-two (22) West, Dakota County, Minnesota.
>
> Abstract Property
> PID: 42-03000-09-012

("Property"); and

WHEREAS, the Property is located south of Crusader Avenue West and west of Stryker Avenue and is unbuilt right-of-way that is impeding orderly development; and

WHEREAS, on May 26, 2020, the City held a Public Hearing on the sale of the Property and the City considered all of the information presented at the Public Hearing.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of West St. Paul:

> The sale of the Property to NET Ministries is in the public interest of the City and its people; and the appropriate officials are authorized to take such action so as to effectuate such sale.

SECTION 2. SUMMARY PUBLICATION. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

The ordinance allows the City to convey property to NET Ministries, Inc. The property is unbuilt right-of-way, generally located south of Crusader Avenue West and west of Stryker Avenue, in West St. Paul, MN.

SECTION 3. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed by the City Council of the City of West St. Paul, Minnesota, this 26th day of May 2020.

Attest:

David J. Napier, Mayor	Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Melissa Sonnek, City Planner**

Date: **May 26, 2020**

Granting a Temporary Waiver of Business Code and Zoning Requirements to Allow for Expansion of Dining and Business Activities Impacted by the COVID-19 Pandemic

BACKGROUND INFORMATION:

On March 13, 2020, Governor Walz declared a statewide emergency in order to effect measures to slow the community transmission of the novel coronavirus known as COVID-19. This emergency declaration, while not negatively affecting every business within the community, did affect the vast majority of small businesses throughout West St. Paul. More recently, the Governor's latest amendment of emergency orders allows for a reopening of business activity but with requirements that challenge business operators due to continuing guidance on limits on customer interactions, customer counts and the like. However, within the gubernatorial orders, there is an opportunity for cities to assist their businesses by a temporary waiver of existing code and zoning requirements in order to allow for expanded customer count opportunities over what would be possible absent assistance from the City. Enclosed is a proposed temporary policy change, intended to expire before year end 2020 adoption of which would allow restaurants to expand outdoor dining, to allow for consideration of expansion of the licensed premises for those with on sale liquor licenses, and allow for expansion of sales area for other business that have been impacted by the COVID-19 pandemic.

Under the Governors executive orders, bars and restaurants have been ordered closed since late March. Other businesses have been similarly ordered closed during a substantial period of the emergency declaration. It is these businesses that this proposed resolution is intended to assist.

Essentially, the proposed temporary policy allows business activity to expand to outdoor patio and similar spaces so long as a plan is in place that addresses safety and related issues. The policy allows that the Community Development Department would be granted the authority, during the term of this rules waiver, to review and permit such business expansion. However, for business activities under which a Liquor License would govern, expansion of the licensed premises can only be approved through an application for review and consideration by the City Council. By way of explanation, if a restaurant, with a Liquor License, desires to expand into an outdoor dining area, that can be permitted by City Staff under this policy. However, should that same restaurant desire to serve liquor within that expansion area, authority for such an approval is vested only with the City Council and that authority cannot be delegated.

Given the above, we are notifying that portion of the business community that holds a valid Liquor License of this proposed policy change. Further, we are informing these businesses that should they

submit a request for an expansion of their licensed premises prior to the Council meeting (this or any future meeting) and Staff will bring that request to the Council for consideration that same evening. Hence, Council should anticipate that requests might be brought forward at your table.

This same or similar action is being considered by Cities throughout the state. At present in Dakota County, we are aware of similar policy adoptions during the past week or so in Apple Valley, Farmington, Lakeville, Hastings, Eagan, and Burnsville.

FISCAL IMPACT:

None

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION:

By motion, approve the enclosed resolution.

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CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

A RESOLUTION APPROVING TEMPORARY WAIVER OF CITY CODE PERMIT AND ZONING REQUIREMENTS TO PROMOTE BUSINESS ACTIVITIES DURING THE COVID-19 HEALTH PANDEMIC

WHEREAS, on March 13, 2020, Minnesota Governor Tim Walz issued Executive Order 20-01 declaring a Peace Time Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19; and

WHEREAS, in response, on March 20, 2020 the West St. Paul City Council adopted the Local Emergency declaration and invoked the city emergency plan and authorized appropriate response strategies to the pandemic; and

WHEREAS, the West St. Paul City Council recognizes the continued risk and threat of community spread of the COVID-19 virus and the negative impact it has had on local business and further recognizes the potential negative impact that may continue upon reopening absent the ability of businesses to provide appropriate distancing between its patrons and its employees while operating profitably; and

WHEREAS, in furtherance of the federal, state and local government response, there is a need to provide multiple, additional, or alternative customer service areas on commercial sites within the city in order to limit forward-facing exchanges between customers and employees and to promote physical and social distancing between patrons of a business and persons engaged in business activities.

NOW, THEREFORE, be it resolved that the City Council of the City of West St. Paul does hereby authorize the following:

1. A business located in a commercial or industrial zone may establish drive-up or drive- through areas, customer ordering, waiting or pick-up areas, or customer seating or service areas on its property to facilitate safe commercial activity conducted consistent with federal and state orders or health and safety guidelines, in accordance with the administrative approval of the Community Development Department, which shall develop performance standards.

2. Other than an amendment to a liquor license, no zoning, conditional use, or any other West St. Paul permit shall be required provided the Community Development Department's performance standards are met.

3. Any business that desires to take advantage of such opportunity must complete an application form prepared by the Community Development Department.

4. The Community Development Director or designee shall have the authority to review and approve or deny a permit for any proposed temporary structure or operation

related to customer service, waiting or dining seating areas, or on-site signage and storage, or other temporary outdoor use that is proposed to occur outside of the business establishment in accordance with the established performance standards.

5. Any on-sale liquor establishment shall be required to obtain City Council approval to amend its service area, which approval shall not be denied as long as it complies with the Community Development Department's performance standards.

6. The authority granted to the Community Development Director hereunder shall not otherwise allow any use or operation that is not in compliance with any federal laws or regulations, Minnesota statutes and regulations, including State Building and Fire Codes, and the Minnesota liquor licensing regulations.

7. The City reserves the right to revoke, terminate or modify permission of any drive-up or drive-through areas, customer ordering, waiting or pick-up areas, or customer seating or service areas if it is in the interest of the public health, safety and welfare, as determined by the Police Chief or City Manager.

8. This Resolution is effective immediately, subject to federal and state laws or orders relative to the permissibility of business operations and unless terminated earlier by the Council, shall be in effect through November 1, 2020.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 26th day of May 2020.

Attest:

David J. Napier, Mayor	Shirley R Buecksler, City Clerk