

Canceled - Economic Development Authority meeting – Council Chambers

6:15 p.m. City council meeting – Council Chambers

- 1. Call to order**
 - a. Roll call.
 - b. Pledge of Allegiance.
- 2. Approve agenda.**
- 3. Presentations**
 - a. Minnesota Recreation and Park Association Awards of Excellence presentation
 - b. Proclamation observing “National Disability Independence Day” on July 26, 2024
- 4. Minutes**
 - a. Minutes of June 3, 2024 special study session
- 5. Consent items**
 - a. Resolution providing for the issuance and sale of bonds
 - b. Resolution accepting donation from Minnesota Public Employer Labor Relations Association (MNPELRA) for Rita Vorpahl to attend the summer MNPELRA conference
 - c. Resolution approving cooperative agreement regarding Hwy 7 Safe Road Zone Grant Projects
- 6. Public hearing**
 - a. First reading of ordinance adopting fees for 2025
- 7. Regular business**
 - a. Resolution approving assignment and assumption of Perspectives CDGB deferred loan and transfer of ownership of property to Trellis Co. - Ward 3
- 8. Communications and announcements – none.**
- 9. Adjournment.**

Following city council meeting – special study session – Council Chambers

Discussion items

1.	Operating budget
2.	Pre-eviction notice ordinance

Members of the public can attend St. Louis Park Economic Development Authority and city council meetings in person. At regular city council meetings, members of the public may comment on any item on the agenda by attending the meeting in-person or by submitting written comments to info@stlouisparkmn.gov by noon the day of the meeting. Official minutes of meetings are available on the city website once approved.

Watch St. Louis Park Economic Development Authority or regular city council meetings live at bit.ly/watchslpcouncil or at www.parktv.org, or on local cable (Comcast SD channel 14/HD channel 798).

Recordings of the meetings are available to watch on the city's YouTube channel at www.youtube.com/@slpcable, usually within 24 hours of the meeting's end.

City council study sessions are not broadcast.

Generally, it is not council practice to receive public comment during study sessions.

The council chambers are equipped with Hearing Loop equipment and headsets are available to borrow. If you need special accommodations or have questions about the meeting, please call 952.924.2505.

Executive summary

Title: Minnesota Recreation and Park Association Awards of Excellence presentation

Recommended action: The Minnesota Recreation and Park Association board representative, Jamie Neldner, will be in attendance to present the City of St. Louis Park with two awards.

Policy consideration: Not applicable.

Summary: Every year, the Minnesota Recreation and Park Association (MRPA) recognizes agencies or organizations in Minnesota that set a standard of excellence in the field of recreation, parks and leisure services. This past year there were 41 submissions for the awards of excellence. The City of St. Louis Park was selected to receive the Award of Excellence for the National Day of Racial Healing program held at Westwood Hills Nature Center and the Trail of Small Wonders grand opening festival held at Westwood Hills Nature Center.

Awards received:

Award of Excellence, programming and events: National Day of Racial Healing at Westwood Hills Nature Center

Award of Excellence, sponsorships and partnerships: Trail of Small Wonders grand opening festival held at Westwood Hills Nature Center

Financial or budget considerations: None at this time.

Strategic priority consideration: St. Louis Park is committed to creating opportunities to build social capital through community engagement.

Supporting documents: None.

Prepared by: Stacy M. Voelker, administrative coordinator

Reviewed by: Jason T. West, director of parks and recreation

Approved by: Kim Keller, city manager

Executive summary

Title: Proclamation observing "National Disability Independence Day" 2024

Recommended action: Mayor to read proclamation observing National Disability Independence Day 2024

Policy consideration: None

Summary: This year marks the 34th anniversary of the Americans with Disabilities Act (ADA). Originally passed in 1990, the ADA outlawed discrimination against those with disabilities and created accessibility requirements in all public life. Disabled people and their families still face challenges with access, accommodations, and ableism. Creating a more just and inclusive community for all requires us to be aware of how we can make our community more accessible.

Financial or budget considerations: Not applicable

Strategic priority consideration: St. Louis Park is committed to being a leader in racial equity and inclusion in order to create a more just and inclusive community for all.

Supporting documents: Resource page
Proclamation

Prepared by: Jocelyn Hernandez Guitron, Racial equity and inclusion specialist

Reviewed by: Cheyenne Brodeen, Administrative services director

Approved by: Kim Keller, city manager

Resource page

In recognition of National Disability Independence Day, the City of St. Louis Park invites you to:

- Learn about the history of disability and access in the U.S.
 - [Work | National Museum of American History \(si.edu\)](#)

- Understand how accessibility benefits all of us
 - [How the ADA Changed the Built World | Crip Camp | Netflix - YouTube](#)



Proclamation
"National Disability Independence Day" 2024

Whereas, 2024 marks 34 years since the Americans with Disabilities Act was signed into law, making access to public spaces a right and discrimination against people with disabilities illegal; and

Whereas, St. Louis Park is home to a diversity of residents, including our disabled neighbors, coworkers, students and friends; and

Whereas, National Disability Independence Day is an opportunity to celebrate the contributions of people with disabilities in our city, state and country, especially the struggles that led to the signing of the ADA; and

Whereas, we all benefit from the changes brought by the ADA such as the accessibility of sidewalks, automated doors, mandatory elevators and closed captioning; and

Whereas, July 26th is commemorated as "National Disability Independence Day" and highlights the importance of independence for people with disabilities; and

Whereas, discrimination against those with disabilities (ableism) still exists on an interpersonal and systemic level, impacting access to employment, public life, and personal and economic independence; and

Whereas, challenging ableism and supporting access in our everyday spaces contributes to St. Louis Park's strategic priority of being a leader in racial equity and inclusion in order to create a just community for all,

Now therefore, let it be known that the mayor and city council of the City of St. Louis Park, Minnesota, hereby observe National Disability Independence Day on July 26, 2024 in our community.

Wherefore, I set my hand and cause the Great Seal of the City of St. Louis Park to be affixed this 15th day of July 2024.



A handwritten signature in black ink that reads "Nadia Mohamed".

Nadia Mohamed, mayor

Unofficial minutes
City council special study session
St. Louis Park, Minnesota
June 3, 2024

The meeting convened at 8:24 p.m.

Council members present: Mayor Nadia Mohamed, Paul Baudhuin, Tim Brausen, Sue Budd, Yolanda Farris, Lynette Dumalag, Margaret Rog

Council members absent: none

Staff present: City manager (Ms. Keller), engineering director (Ms. Heiser), engineering project manager (Mr. Sullivan), public works director (Mr. Hall), park superintendent (Mr. Umphrey), deputy city clerk (Ms. Scott-Lerdal)

Guests: none

Discussion items.

1. Future infrastructure project planning.

Ms. Heiser presented the staff report. The policy question was whether the council supports the draft evaluation criteria for future infrastructure project planning.

Council Member Rog stated she would like to add several items to the criteria. Under the equity items, she suggested to add ability, and under environmental impact, to add tree preservation or tree impacts. On return on investment, Council Member Rog asked if there will be increased operational costs as well as reduced costs. She referenced long-term plans of other agencies and asked if those should also be added as a consideration. She recalled the Dakota Avenue project as an example and noted she supports the policy question.

Council Member Budd asked whether the impact of vehicle miles traveled could be considered under the criteria for environment. Ms. Heiser clarified that this data would be difficult to measure and gather but could be generally considered as a part of closing gaps in the city's sidewalk or bikeway network.

Council Member Brausen stated he likes the inclusion of the equity lens in planning.

Council Member Baudhuin asked if there is a guide that can assist with equity measures. Ms. Heiser stated there are few cities that include an equity lens for infrastructure planning. She explained that the basis for the proposed criteria was drawn from the work taking place in Minneapolis and Baltimore.

Council Member Baudhuin noted his appreciation for this proactive approach.

Council Member Dumalag asked if there was available grant funding for equity issues. Ms. Heiser stated that staff monitors federal funding opportunities, but that none of the city's census blocks meet the threshold for most equity driven funding opportunities.

Council Members Budd, Dumalag and Farris also stated they are in favor of the criteria and policy in question.

Mayor Mohamed agreed and stated she supports the list of criteria also and shared her appreciation for this approach.

2. The ROC sound system.

Council Member Rog presented the discussion item.

Council Member Brausen stated the sound panels were eliminated from the Recreation Outdoor Center project's budget at the time of its construction in 2016.

Council Member Rog shared that she engaged with the community regarding the sound system at the ROC, and the resounding response was that the quality is terrible. She noted that the investment for staff to research options is around \$7,000. Ms. Keller stated staff can handle this offline and recommended the \$7,000 be spent to investigate and bring their findings back to council for review.

Council Member Brausen stated on June 22, a band is playing at the ROC and that should give a good indication if a sound system is needed.

Council Member Dumalag asked if the \$7,000 fee would be designated to hire an acoustician. Ms. Keller stated the fee would retain a consultant to review and discuss options for a sound system at the ROC.

It was the consensus of the city council to have staff handle this issue offline and bring back information for further review.

Communications/meeting check-in (verbal)

The meeting adjourned at 8:55 p.m.

Melissa Kennedy, city clerk

Nadia Mohamed, mayor

Executive summary

Title: Resolution providing for the issuance and sale of bonds

Recommended action: Motion to adopt a resolution providing for the sale of \$6,165,000 General Obligation Utility Revenue Bonds, Series 2024B

Policy consideration: Does the city council approve issuing general obligation (G.O.) utility revenue bonds in the amount of \$6,165,000 for the underground infrastructure portions of County Minnetonka Boulevard reconstruction, Local Street Rehabilitation, area 2 and Cedar Louisiana CIP projects?

Summary: The proposed issue includes financing for the 2024 utility projects within the City. Debt service will be paid from utility revenues. As a part of the 2024 budget process three projects were approved that include extensive water main replacement or repairs:

- Water main work under Minnetonka Boulevard, road construction also supported by the County. Borrowing will fund \$1,718,750 for the watermain portions of this project. (project no. 4023-7000)
- Watermain work under Local Street Rehabilitation, area 2, road construction is also supported by franchise fees. Borrowing will fund \$3,072,000 for the watermain portions of this project. (project no. 4024-1000)
- Watermain work under Cedar Lake TH169 to Nevada. Borrowing will fund \$1,218,735 for the watermain portions of this project.

Financial or budget considerations: The Debt Service for these issuances will be paid out of water utility revenues. This cost has been included in the multi-year rate studies for utility services in the city and is already factored into the proposed 4.5% rate increase in the water fund in 2025. The attached report from Ehlers Public Finance Advisors lays out financial details for the bond sale.

Strategic priority consideration: Not applicable.

Supporting documents: Resolution
Pre-sale report from Ehlers Public Finance Advisors

Prepared by: Amelia Cruver, finance director

Reviewed by: Cheyenne Brodeen, administrative services director

Approved by: Kim Keller, city manager

Resolution No. 24 - ____

Providing for the issuance and sale of General Obligation Utility Revenue Bonds, Series 2024B, in the approximate aggregate principal amount of \$6,165,000

Whereas, the engineer of the City of St. Louis Park (the “city”) has recommended the construction of various improvements to the City’s water system including but not limited to watermain replacements in connection with various city infrastructure improvements (the “utility improvements”), pursuant to Minnesota Statutes, Chapters 444 and 475, as amended (the “act”); and

Whereas, the city proposes to issue its General Obligation Utility Revenue Bonds, Series 2024B (the “bonds”), in the approximate aggregate principal amount of \$6,165,000, pursuant to the act, to provide financing for the utility improvements; and

Now therefore be it resolved by the city council of the City of St. Louis Park as follows:

1. The city council finds it necessary and expedient to the sound financial management of the affairs of the city that the city issue the bonds in the approximate aggregate principal amount of \$6,165,000, pursuant to the act, in order to provide financing for the utility improvements.

2. The city is authorized by Section 475.60, subdivision 2(9) of the act to negotiate the sale of the bonds, it being determined that the city has retained an independent municipal advisor in connection with such sale.

3. Ehlers and Associates, Inc., the municipal advisor to the city (the “municipal advisor”), is authorized and directed to negotiate the sale of the bonds. The city council will meet at 6:30 p.m. on Monday, August 19, 2024, to consider proposals on the bonds and take any other appropriate action with respect to the bonds.

4. The law firm of Kennedy & Graven, Chartered, as bond counsel for the city (“bond counsel”), is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates and instruments relating to the bonds. The officers, employees and agents of the city are hereby authorized to assist bond counsel in the preparation of such documents, certificates, and instruments.

5. In the resolution awarding the sale of the bonds, the city council will set forth the covenants and undertakings required by the act.

6. In connection with the sale of the bonds, the officers or employees of the city are authorized and directed to cooperate with the municipal advisor and participate in the preparation of an official statement for the bonds and to deliver it on behalf of the city upon its completion.

7. The Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “reimbursement regulations”) providing that proceeds of tax-exempt bonds used to reimburse

prior expenditures will not be deemed spent unless certain requirements are met; the city expects to incur certain expenditures with respect to the utility improvements that may be financed temporarily from sources other than bonds and reimbursed from the proceeds of tax-exempt bonds. The city hereby declares its intent to reimburse certain costs of the utility improvements from proceeds of the bonds (the "declaration") in an amount not to exceed \$6,165,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the reimbursement regulations, or expenditures that otherwise meet the requirements of the reimbursement regulations. This declaration is an expression of the reasonable expectations of the city based on the facts and circumstances known to the city as of the date hereof. The anticipated original expenditures for the utility improvements and the principal amount of the bonds described herein are consistent with the city's budgetary and financial circumstances. No sources other than proceeds of the bonds to be issued by the city are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the city's budget or financial policies to pay such expenditures. This declaration is intended to constitute a declaration of official intent for purposes of the reimbursement regulations.

Reviewed for administration:

Adopted by the city council July 15, 2024:

Kim Keller, city manager

Nadia Mohamed, mayor

Attest:

Melissa Kennedy, city clerk

July 15, 2024

PRE-SALE REPORT FOR

City of St. Louis Park, Minnesota

\$6,165,000 General Obligation Utility Revenue Bonds, Series
2024B



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Advisors:

Stacie Kvilvang, Senior Municipal Advisor
Jason Aarsvold, Senior Municipal Advisor
Keith Dahl, Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$6,165,000 General Obligation Utility Revenue Bonds, Series 2024B

Purposes:

The proposed issue includes financing for the 2024 utility projects within the City. Debt service will be paid from utility revenues.

Authority:

The Bonds are being issued pursuant to Minnesota Statutes, Chapter(s):

- 444 – Utility Bonding Authority
- 475 – General Bonding Authority

Chapter 444 allows cities to issue debt without limitation as long as debt service is expected to be paid from water and sewer revenues.

The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.

Term/Call Feature:

The Bonds are being issued for a term of 15 years. Principal on the Bonds will be due on February 1 in the years 2026 through 2040. Interest will be due every six months beginning August 1, 2025. The Bonds will be offered with a call option allowing for prepayment at the discretion of the City on February 1, 2034 or any date thereafter.

Bank Qualification:

Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as “bank qualified” obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.

Rating:

A Credit Rating provides an independent opinion of risk and can help differentiate the Bonds among other offerings in the marketplace. The City’s most recent bond issues were rated by S&P Global Ratings. The current rating on those bonds is “AAA”. The City will request a new rating for the Bonds.

Basis for Recommendation:

Based on your objectives, financial situation and need, risk tolerance, liquidity needs, experience with the issuance of Bonds and long-term financial capacity, as well as the tax status considerations related to the Bonds and the structure, timing and other similar matters related to the Bonds, we are recommending the issuance of Bonds as a suitable option.

Method of Sale/Placement:

We are recommending the Bonds be issued as municipal securities and offered through a competitive underwriting process. You will solicit competitive bids, which we will compile on your behalf, for the purchase of the Bonds from underwriters and banks.

An allowance for discount bidding will be incorporated in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the City. The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a \$2,000,000 offering may receive bids that result in proceeds of \$2,040,000 to \$2,200,000.

For this issue of Bonds we have been directed to use the net premium to reduce the size of the issue but this can be adjusted on the day of sale if necessary. The resulting adjustments may slightly change the true interest cost of the issue, either up or down.

The amount of premium can be restricted in the bid specifications. Restrictions on premium may result in fewer bids, but may also eliminate large adjustments on the day of sale and unintended impacts with respect to debt service payment. Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the City’s objectives for this financing.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities at this time.

We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:

The City must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations ("Arbitrage Rules") throughout the life of the issue to maintain the tax-exempt status of the Bonds. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The City's specific arbitrage responsibilities will be detailed in the Tax Certificate (the "Tax Compliance Document") prepared by your Bond Attorney and provided at closing.

The Bonds may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4) reasonable reserve requirements, 5) expenditure within an available period limitations, 6) investments yield restrictions, 7) de minimis rules, or; 8) borrower limited requirements.

An Ehlers arbitrage expert will contact the City within 30 days after the sale date to review the City's specific responsibilities for the Bonds. The City is currently receiving arbitrage services from Ehlers in relation to the Bonds.

Investment of Bond Proceeds:

Ehlers can assist the City in developing a strategy to invest your Bond proceeds until the funds are needed to pay project costs.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Kennedy & Graven, Chartered

Paying Agent: Bond Trust Services Corporation **Rating Agency:**

Standard & Poor's Global Ratings (S&P)

Summary:

The decisions to be made by the City Council are as follows:

- Accept or modify the finance assumptions described in this report
- Adopt the resolution attached to this report.

PROPOSED DEBT ISSUANCE SCHEDULE

Pre-Sale Review by City Council:	July 15, 2024
Due Diligence Call to Review Official Statement:	Week of July 29, 2024
Distribute Official Statement:	Week of August 5, 2024
City Council Meeting to Award Sale of the Bonds:	August 19, 2024
Estimated Closing Date:	September 9, 2024

Attachments

- Estimated Sources and Uses of Funds Estimated
- Proposed Debt Service Schedule

EHLERS' CONTACTS

Stacie Kvilvang, Senior Municipal Advisor	(651) 697-8506
Jason Aarsvold, Senior Municipal Advisor	(651) 697-8512
Keith Dahl, Municipal Advisor	(651) 697-8595
Silvia Johnson, Lead Public Finance Analyst	(651) 697-8580
Alicia Gage, Senior Financial Analyst	(651) 697-8551

St Louis Park, Minnesota

\$6,165,000 General Obligation Utility Revenue Bonds, Series 2024B

Assumes Current Market BQ AAA Rates plus 50bps

Sources & Uses

Dated 09/12/2024 | Delivered 09/12/2024

Sources Of Funds

Par Amount of Bonds	\$6,165,000.00
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Total Sources	\$6,165,000.00
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Uses Of Funds

Total Underwriter's Discount (1.200%)	73,980.00
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Costs of Issuance	80,000.00
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Deposit to Project Construction Fund	6,009,485.00
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Rounding Amount	1,535.00
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Total Uses	\$6,165,000.00
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St Louis Park, Minnesota

\$6,165,000 General Obligation Utility Revenue Bonds, Series 2024B

Assumes Current Market BQ AAA Rates plus 50bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
09/12/2024	-	-	-	-	-
08/01/2025	-	-	191,652.54	191,652.54	-
02/01/2026	245,000.00	3.650%	108,142.50	353,142.50	544,795.04
08/01/2026	-	-	103,671.25	103,671.25	-
02/01/2027	335,000.00	3.550%	103,671.25	438,671.25	542,342.50
08/01/2027	-	-	97,725.00	97,725.00	-
02/01/2028	350,000.00	3.500%	97,725.00	447,725.00	545,450.00
08/01/2028	-	-	91,600.00	91,600.00	-
02/01/2029	360,000.00	3.450%	91,600.00	451,600.00	543,200.00
08/01/2029	-	-	85,390.00	85,390.00	-
02/01/2030	375,000.00	3.400%	85,390.00	460,390.00	545,780.00
08/01/2030	-	-	79,015.00	79,015.00	-
02/01/2031	385,000.00	3.400%	79,015.00	464,015.00	543,030.00
08/01/2031	-	-	72,470.00	72,470.00	-
02/01/2032	400,000.00	3.400%	72,470.00	472,470.00	544,940.00
08/01/2032	-	-	65,670.00	65,670.00	-
02/01/2033	410,000.00	3.400%	65,670.00	475,670.00	541,340.00
08/01/2033	-	-	58,700.00	58,700.00	-
02/01/2034	425,000.00	3.400%	58,700.00	483,700.00	542,400.00
08/01/2034	-	-	51,475.00	51,475.00	-
02/01/2035	440,000.00	3.400%	51,475.00	491,475.00	542,950.00
08/01/2035	-	-	43,995.00	43,995.00	-
02/01/2036	455,000.00	3.450%	43,995.00	498,995.00	542,990.00
08/01/2036	-	-	36,146.25	36,146.25	-
02/01/2037	470,000.00	3.500%	36,146.25	506,146.25	542,292.50
08/01/2037	-	-	27,921.25	27,921.25	-
02/01/2038	485,000.00	3.600%	27,921.25	512,921.25	540,842.50
08/01/2038	-	-	19,191.25	19,191.25	-
02/01/2039	505,000.00	3.650%	19,191.25	524,191.25	543,382.50
08/01/2039	-	-	9,975.00	9,975.00	-
02/01/2040	525,000.00	3.800%	9,975.00	534,975.00	544,950.00
Total	\$6,165,000.00	-	-\$1,985,685.04	\$8,150,685.04	-

Yield Statistics

Bond Year Dollars	\$56,170.38
Average Life	9.111 Years
Average Coupon	3.5351109%
Net Interest Cost (NIC)	3.6668173%
True Interest Cost (TIC)	3.6873168%
Bond Yield for Arbitrage Purposes	3.5264938%
All Inclusive Cost (AIC)	3.8643056%

IRS Form 8038

Net Interest Cost	3.5351109%
Weighted Average Maturity	9.111 Years

St Louis Park, Minnesota

\$6,165,000 General Obligation Utility Revenue Bonds, Series 2024B

Assumes Current Market BQ AAA Rates plus 50bps

Detail Costs Of Issuance

Dated 09/12/2024 | Delivered 09/12/2024

COSTS OF ISSUANCE DETAIL

Municipal Advisor	\$39,000.00
Bond Counsel	\$20,000.00
Rating Agency Fee	\$20,000.00
Miscellaneous	\$1,000.00
TOTAL	\$80,000.00

Executive summary

Title: Resolution accepting a donation from Minnesota Public Employer Labor Relations Association (MNPELRA) for Rita Vorpahl to attend the 2024 MNPELRA conference

Recommended action: Motion to adopt a resolution approving the acceptance of a monetary donation from MNPELRA in an amount not to exceed \$250 for conference registration for Rita Vorpahl, HR director, to attend the MNPELRA conference in Brainerd, MN on Aug. 7-9, 2024.

Policy consideration: Does the city council wish to accept the gift with restrictions on its use?

Summary: State statute requires city council's acceptance of donations. This requirement is necessary in order to make sure the city council has knowledge of any restrictions placed on the use of each donation prior to it being expended.

MNPELRA is graciously donating up to \$250 for conference registration for Rita Vorpahl, HR director, to attend the upcoming 2024 MNPELRA summer conference. Ms. Vorpahl would attend this educational event with other labor relations and human resources professionals around the state. The conference features a variety of timely and relevant sessions including state family paid leave, updates on new employment laws, current information on bargaining and other HR/LR topics.

The city attorney has reviewed this matter. His opinion is that state law permits the payment of such expenses by this organization, regardless of whether the funds come from primary or secondary sources. The donation is treated as a gift to the city and needs to be a resolution adopted by the city council determining that attendance at this event serves a public purpose and accepting the gift. The resolution needs to be adopted before the conference is attended.

Financial or budget considerations: This donation will be used toward the expenses incurred by Rita Vorpahl's attendance at the 2024 MNPELRA conference held Aug. 7-9, 2024, in Brainerd, MN.

Strategic priority consideration: Not applicable.

Supporting documents: Resolution

Prepared by: Rita Vorpahl, HR director

Reviewed by: Cheyenne Brodeen, administrative services director

Approved by: Kim Keller, city manager

Resolution No. 24 - _____

Accepting a donation from Minnesota Public Employer Labor Relations Association (MNPELRA) for Rita Vorpahl to attend the 2024 MNPELRA conference

Whereas, the City of St. Louis Park is required by State Statute to authorize acceptance of any donations; and

Whereas, the city council must also ratify any restrictions placed on the donation by the donor; and

Whereas, MNPELRA will compensate up to \$250 in costs for the city's HR director, Rita Vorpahl, to attend the 2024 MNPELRA conference.

Now therefore be it resolved by the city council of the City of St. Louis Park that the gift is hereby accepted with gratitude to MNPELRA with the understanding that it will be used for the conference registration for Rita Vorpahl to attend the 2024 MNPELRA conference held August 7-9, 2024, in Brainerd, MN.

Reviewed for administration:

Adopted by the city council July 15, 2024:

Kim Keller, city manager

Nadia Mohamed, mayor

Attest:

Melissa Kennedy, city clerk

Executive summary

Title: Resolution approving cooperative agreement regarding Hwy 7 Safe Road Zone Grant Projects

Recommended action: Staff recommends that council authorize the mayor and city clerk to sign the cooperative agreement regarding the Hwy 7 Safe Road Zone Grant Projects.

Policy consideration: Does council wish to authorize the police department to participate in the Hwy 7 Safe Road Zone program as outlined in the Cooperative Agreement regarding the Hwy 7 Safe Road Zone Grant Projects?

Summary: The police department wishes to participate in Hwy 7 Safe Road Grant Projects under the 2025 Safe Road Grant Program administered by the State. The police department has a strong working relationship with the State of Minnesota and the other agencies participating in the proposed cooperative agreement regarding Hwy 7 Safe Road Zone Grant Projects. The partnering agencies include South Lake Minnetonka, Chanhassen, Deephaven, Excelsior, Greenwood, Hopkins, Minnetonka, Minnetrista, St. Bonifacius, Shorewood, Victoria and the Carver County Sheriff's Office. The agreement would allow the police department to provide education and safety-focused traffic enforcement along Hwy 7 and request reimbursement from State of Minnesota grant funds for officer hours spent in furtherance of the project. The process for reimbursement and oversight matches that already in place for Toward Zero Deaths projects and DUI officer funding. All members of the task force are required to enter into the joint powers agreement to formalize the agreed upon standards and responsibilities outlined in the attached agreement. Staff has reviewed the agreement and requests the council's approval of the attached resolution and joint powers agreement.

Financial or budget considerations: Officer hours expended for voluntary traffic safety shifts to be reimbursed under the grant, with South Lake Minnetonka as agent, processed quarterly.

Strategic priority consideration: St. Louis Park is committed to providing a variety of options for people to make their way around the city comfortably, safely and reliably.

Supporting documents: Resolution
Cooperative Agreement regarding Hwy 7 Safe Road Zone Grant Projects

Prepared by: Mike Garland, police lieutenant

Approved by: Bryan Kruelle, police chief

Approved by: Cindy Walsh, deputy city manager

Resolution No. 24 - __

Approving cooperative agreement regarding Hwy 7 Safe Road Zone Grant Projects with participating agencies and the City of St. Louis Park on behalf of its police department

Whereas, the City of St. Louis Park on behalf of its police department desires to enter into Cooperative Agreement regarding Hwy 7 Safe Road Zone Grant Projects, joining with member agencies South Lake Minnetonka, Chanhassen, Deephaven, Excelsior, Greenwood, Hopkins, Minnetonka, Minnetrista, St. Bonifacius, Shorewood, Victoria and Carver County.

Now therefore be it resolved by the city council of the City of St. Louis Park as follows:

1. That the Cooperative Agreement regarding Hwy 7 Safe Road Zone Grant Projects, by and between the participating agencies to the proposed agreement to include South Lake Minnetonka, Chanhassen, Deephaven, Excelsior, Greenwood, Hopkins, Minnetonka, Minnetrista, St. Bonifacius, Shorewood, Victoria and the Carver County Sheriff’s Office and the City of St. Louis Park on behalf of its police department, are hereby approved. A copy of the Cooperative Agreement is attached to this Resolution and made a part of it.

2. That the chief of police, Bryan Kruelle, or his successor, is designated the authorized representative for the police department. The authorized representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the agreement.

3. That Nadia Mohamed, the mayor for the City of St. Louis Park, and Melissa Kennedy, the city clerk, are authorized to sign the State of Minnesota Joint Powers Agreement.

Reviewed for administration:

Adopted by the city council July 15, 2024:

Kim Keller, city manager

Nadia Mohamed, mayor

Attest:

Melissa Kennedy, city clerk

COOPERATIVE AGREEMENT REGARDING HWY 7 SAFE ROAD ZONE GRANT PROJECTS

This Agreement is made as of July 1, 2024, by and among South Lake Minnetonka Police Department, City of Chanhassen, City of Deephaven, City of Excelsior, City of Greenwood, City of Hopkins, City of Minnetonka, City of Minnetrista, City of St. Bonifacius, City of St. Louis Park, City of Shorewood, City of Victoria and County of Carver, by and through its Sheriff's Department. This Agreement is made pursuant to Minn. Stat. § 471.59.

Recitals

- A. South Lake Minnetonka Police Department ("SLMPD") is a joint powers entity and instrumentality of the cities of Excelsior, Greenwood, Shorewood and Tonka Bay pursuant to Minn. Stat. § 471.59 whose purpose is to provide law enforcement services for those cities.
- B. SLMPD has obtained a grant from the Minnesota Department of Public Safety under the 2025 Safe Road Zone Grant Program, Grant Agreement No. A-SRZ25-2025-SLKMINDP-007 (the "Enforcement Grant"), for additional traffic safety enforcement activities within a Safe Road Zone that includes Minnesota Highway 7 from St. Louis Park to Minnetrista, within Hennepin and Carver Counties (the "Hwy 7 Safe Road Zone").
- C. SLMPD has also applied for a grant from the Minnesota Department of Transportation (MnDOT) under the 2025 Safe Road Zone Grant Program (the "Awareness and Education Grant"), for development and delivery of public awareness and education about the Hwy 7 Safe Road Zone. The grant agreement for the Awareness and Education Grant has not yet been finalized.
- D. The Hwy 7 Safe Road Zone lies within portions of the following cities: City of Chanhassen ("Chanhassen"), City of Deephaven ("Deephaven"), City of Excelsior ("Excelsior"), City of Greenwood ("Greenwood"), City of Hopkins ("Hopkins"), City of Minnetonka ("Minnetonka"), City of Minnetrista ("Minnetrista"), City of St. Bonifacius ("St. Bonifacius"), City of St. Louis Park ("St. Louis Park"), City of Shorewood ("Shorewood") and City of Victoria ("Victoria"), collectively, the City Parties. Each of the City Parties is a municipal corporation and political subdivision of the State of Minnesota and is also a local road authority, as defined by Minn. Stat. chapter 160.
- E. County of Carver ("County") is a political subdivision of the State of Minnesota, and its sheriff's office provides law enforcement services for Chanhassen and Victoria.
- F. The following City Parties provide their own law enforcement services for their respective cities, through a police department: Deephaven, Hopkins, Minnetonka, Minnetrista, and SLP. Minnetrista's police department also provides services to St. Bonifacius.

- G. Collectively, SLMPD, Chanhassen, Deephaven, Excelsior, Greenwood, Hopkins, Minnetonka, Minnetrista, St. Bonifacius, St. Louis Park, Shorewood, Victoria and County are referred to as “the Parties.”
- H. As used in this Agreement, the term “Law Enforcement Agency” refers to the entities or departments that provide law enforcement services for each of the City Parties and includes: SLMP, County, Deephaven Police Department, Hopkins Police Department, Minnetonka Police Department, Minnetrista Police Department and St. Louis Park Police Department.
- I. The purpose of this Agreement is to provide coordination among the Parties regarding the use of grant funds and implementation of the Enforcement Grant and the Awareness and Education Grant.

Terms of Agreement

ARTICLE 1: GENERAL AND ADMINISTRATION

1.1. Recitals Incorporated. The recitals set forth above are incorporated into and made a part of this Agreement.

1.2. Term; Effective Date.

- a. The Law Enforcement Grant has a grant term of July 1, 2024 through June 30, 2025. The anticipated Awareness and Education Grant is expected to have the same grant term.
- b. This Agreement is effective July 1, 2024 as to all Parties that have executed this Agreement prior to that date. The Agreement is effective as to other parties on the date that they execute this Agreement.
- c. This Agreement terminates when all reimbursement requests for the grant period have been submitted and processed, but no later than December 31, 2025.
- d. None of the activities contemplated by this Agreement may occur within the jurisdiction of a City Party until that City Party has executed this Agreement. None of the activities for the Awareness and Education Grant may occur until the grant agreement has been received and executed by the SLMPD.

1.3. Fiscal Agent. SLMPD will serve as the Fiscal Agent for the Parties under this Agreement. The Fiscal Agent must account for all funds received pursuant to this Agreement according to generally accepted accounting principles. The Fiscal Agent shall manage the budgets for the Enforcement Grant and Awareness and Education Grant and shall employ procedures to ensure that the activities performed under this Agreement do not exceed the available grant funds. The Fiscal Agent shall provide reports on receipts and disbursements to each of the Parties on at least a quarterly basis. Except as provided in Section 3.4.d. below, the Fiscal Agent shall not

receive compensation for performing the duties of fiscal agent and shall not request reimbursement from grant funds for performance of Fiscal Agent duties.

1.4. Reimbursement-based Grants. Both the Enforcement Grant and Awareness and Education Grant provide for reimbursement of eligible expenses, and neither provides advance funding for grant-eligible expenses, such as personnel costs, labor costs or the cost of purchasing or leasing supplies or equipment.

- a. Compensation of Employees. Each Party is responsible for compensating its employees who perform work under this Agreement according to the collective bargaining agreements, contracts and policies applicable for that Party, regardless of the jurisdiction in which the Party's employee performed the work. The grant-eligible personnel costs contemplated by this Agreement include peace officer hours incurred in connection with implementation of Safe Road Projects (as that term is defined below); personnel costs incurred in installing fixed grant-eligible equipment or moving mobile grant-eligible equipment; and personnel costs incurred in administering the purchase of grant-eligible equipment. Each Party agrees to assume all other personnel costs related to the performance of this Agreement, including, but not limited to, administrative costs in submitting and processing reimbursement requests.
- b. Contracted Costs for Services, Labor or Equipment. As further set forth in Article 3 below, the Awareness and Education Grant contemplates that the parties will contract for services, for the purchase or rental of certain equipment; in addition, a City Party may wish to contract for the installation of grant-eligible equipment rather than perform that labor with city forces. The SLMPD will serve as purchasing agent for the Parties with respect to the purchase or rental of any grant-eligible equipment and with respect to the contract with Independent School District No. 276. If grant-eligible equipment is to be permanently installed within the jurisdiction of a City Party, that City Party is responsible for contracting for the installation (unless the City Party will use city forces).
- c. Reimbursement Requests. A Party must submit to the Fiscal Agent a request for reimbursement of grant-eligible costs incurred under this Agreement (whether compensation costs or contracted costs) within 7 days after the costs are incurred. The Fiscal Agent is responsible for submitting the request to the grant agency in accordance with the applicable grant agreement. A Party who fails to timely submit reimbursement requests assumes all risks associated with late submission, including, specifically, the risk that previously-submitted reimbursement requests may have exhausted the available grant funds. The Fiscal Agent will use its best efforts to manage the budgets for the grant funds but is not responsible for untimely reimbursement requests.

1.5. Workers' Compensation. Each Party shall be responsible for injuries to or the death of its own personnel. Each Party shall maintain workers' compensation coverage or self-insurance coverage covering its own personnel while they are participating in any activities pursuant to this Agreement. Each Party waives the right to sue any other Party for any workers' compensation benefits paid to its own employee or volunteer or their dependents, even if the

injuries were caused wholly or partially by the negligence of any other Party or its officers, employees or volunteers.

1.6. Liability. Each Party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. Each Party agrees to defend and indemnify the other Parties from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorneys' fees, resulting directly or indirectly from any act or omission of the indemnifying Party's officers, employees or volunteers performing any activity pursuant to this Agreement. Nothing in this Section 1.5 constitutes a waiver by any Party of the limitations on liability provided by Minn. Stat. Ch. 466. The Parties' liability shall be governed by Minn. Stat. Ch. 466 and Minn. Stat. 471.59, subd. 1a.

1.7. Damage to Equipment. Each Party shall be responsible for damage to or loss of its own equipment that occurs in connection with the joint exercise of the Parties' powers pursuant to this Agreement. Each Party waives the right to sue any other Party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other Party or its officers, employees or volunteers.

ARTICLE 2: ENFORCEMENT GRANT ACTIVITIES

2.1. Enforcement Grant. The amount of the Enforcement Grant is Two Hundred Thousand Dollars (\$200,000.00), all of which is allocated to overtime enforcement.

2.2. Enforcement Grant Activities. The Parties will carry out the purpose of this Agreement through their respective Law Enforcement Agencies by jointly participating in high visibility traffic enforcement projects (Safe Road Projects) to which the Law Enforcement Agencies will assign peace officers. Traffic enforcement projects will include targeted geographic areas during specified periods of time on specific dates in which and during which the Law Enforcement Agencies will assign peace officers to work together to enforce traffic safety laws, including but not limited to semaphore violations, crosswalk violations and distracted driving violations. Safe Road Projects may include the use of equipment acquired with funds from the Awareness and Education Grant. Assignment of peace officers to work on traffic enforcement projects will remain in the sole discretion of the chief law enforcement officer of each Law Enforcement Agency. Any Law Enforcement Agency may decline participation in any traffic enforcement project without liability to any Party.

2.3. Recommendation of Safe Road Projects. Assigned peace officers from the parties will meet on an ad hoc basis as the Hwy 7 Safe Road Zone Group to identify and recommend Safe Road Projects to the chief law enforcement officers of each Law Enforcement Agency. The Hwy 7 Safe Road Zone Group will utilize data to identify Safe Road Projects that will have a substantial effect upon public safety, including: citations for excessive speed; crash history; pedestrian crossings; bicycle use; other vulnerable road users; intersection risks, roadway design, and data from the Road Safety Audit completed in July 2022. The decision to assign peace officers to work on any particular Safe Road Project remains within the discretion of the chief law enforcement officer for each Law Enforcement Agency.

2.4. Exercise of Police Power. A peace officer who has been assigned by his or her chief law enforcement officer to participate in a Safe Road Project located outside of the officer's jurisdiction has the full and complete authority of a peace officer as though appointed by the Law Enforcement Agency within whose jurisdiction the Safe Road Project is located.

2.5. Direction and Control. Peace officers assigned by their appointing agency to participate in Safe Road Projects pursuant to this Agreement shall remain under the direction and control of their chief law enforcement officer.

2.6. Recall of Peace Officers. The appointing Law Enforcement Agency may at any time and in the agency's sole judgment and without liability to any Party recall a peace officer assigned to participate in a Safe Road Project pursuant to this Agreement.

2.7. Incidental Equipment and Supplies. When a Law Enforcement Agency assigns peace officers to work on Safe Road Projects pursuant to this Agreement, that Law Enforcement Agency shall provide all fuel and other materials and services for its peace officers who have been so assigned, without any claim for reimbursement from grant funds.

ARTICLE 3: AWARENESS AND EDUCATION GRANT ACTIVITIES

3.1. Awareness and Education Grant. The application for the Awareness and Education Grant was in the amount of Two Hundred Fifty Thousand Six Hundred Seventy-Six Dollars (\$250,676.00). The Parties' activities will be limited to the amount of the Awareness and Education Grant, as set forth in the executed grant agreement.

3.2. Awareness and Education Grant Activities. The grant application for the Awareness and Education Grant identified the following grant activities:

- a. Purchase of 15 semaphore confirmation lights;
- b. Installation of 15 semaphore confirmation lights;
- c. Inspection and consultation for semaphore confirmation lights;
- d. One-year lease of Acusensus® Real-time Distracted Driving Enforcement Tech equipment;
- e. Signage for Hwy 7 Safe Road Zone;
- f. Development of Hwy 7 Safe Road Zone messaging, in cooperation with Independent School District No. 276 ("ISD 276")(creation of logo, production of videos, creation of social media posts, town hall meetings/school safety presentations by on-duty officers, press conferences)
- g. Billboard messaging
- h. Boosting social media posts and adding space on social media;
- i. Purchase of truck-mounted messaging system
- j. Installation of flashing crosswalk sign at Hwy 7 and CR 101;
- k. On-duty time for Hwy 7 community gatherings.

3.3. Prioritization of Awareness/Education Projects. Each Law Enforcement Agency will identify a representative to serve on a Project Group that will determine the priorities for projects to be funded with Awareness and Education Grant funds ("Awareness Projects"). The Project Group representatives for each City Party must consult with that City's public works, engineering or

other staff, as the City Party may designate, regarding projects falling within Section 3.2 a., b., c., e., or j. above, before making final decisions on funding priority for projects. The Project Group will utilize data to identify Awareness Projects that will have a substantial effect upon public safety, including: citations for excessive speed; crash history; pedestrian crossings; bicycle use; other vulnerable road users; intersection risks, roadway design, and data from the Road Safety Audit completed in July 2022.

3.4. Party Responsibilities. All grant funds are awarded on a reimbursement basis. The responsibilities of the Parties with respect to Awareness Projects is governed by this Section 3.4.

- a. Semaphore Confirmation Lights. The City Party in whose jurisdiction a semaphore confirmation light is to be installed will be responsible to: obtain necessary permits or agreements from MnDOT for the installation and maintenance of the confirmation light; contract for the purchase of the confirmation light equipment; install or contract for the installation of the confirmation light equipment; and maintain the installed confirmation light equipment on an on-going basis; and submit requests for reimbursement of grant-eligible costs to the Fiscal Agent in accordance with Section 1.4 of this Agreement.
- b. Acusensus® Equipment. SLMPD is responsible for leasing the Acusensus® Real-time Distracted Driving Enforcement Tech equipment and processing a request for reimbursement in accordance with Section 1.4 of this Agreement.
- c. Contract with ISD 276. Minnetonka is responsible for (1) contracting with ISD 276 to develop a media program for the Hwy 7 Safe Road Zone project, including the creation of a logo, production of videos, creation of social media posts, and developing presentation materials for town hall meetings and school safety presentations, and (2) submitting a request for reimbursement of grant-eligible costs to the Fiscal Agent in accordance with Section 1.4 of this Agreement.
- d. Truck-mounted Messaging Equipment. SLMPD is responsible for purchasing truck-mounted messaging equipment, to be used as part of the Awareness Project, and for processing any request for reimbursement in accordance with Section 1.4 of this Agreement. SLMPD shall own the truck-mounted messaging equipment and may retain that equipment after termination of this Agreement. SLMPD acknowledges that SLMPD will benefit from the remaining useful life of that equipment and agrees that, in consideration of that value, SLMPD will not request compensation from any of the Parties or reimbursement from the grant funds for its services as Fiscal Agent for this Agreement.
- e. Crosswalk Sign at Hwy 7 and CR 101. The City of Minnetonka will be responsible to: (1) obtain necessary permits or necessary permits or agreements from MnDOT for the installation and maintenance of the flashing crosswalk sign at Hwy 7 and CR 101, and (2) submit a request for reimbursement of grant-eligible costs to the Fiscal Agent in accordance with Section 1.4 of this Agreement.

- f. **Other Awareness Grant Activities.** The Project Group will determine which other Awareness Projects may be undertaken and the City Party(ies) who will be responsible for undertaking the activity and submitting requests for reimbursement in accordance with Section 1.4 of this Agreement. Those projects may include: obtaining Hwy 7 Safe Road Zone signage, coordinating public service announcement messaging with billboard companies in the Hwy 7 Safe Road Zone; boosting social media posts and adding space on social media; and providing personnel for town hall/school presentations and Hwy 7 community gatherings.
- 3.5. Incidental Equipment and Supplies. When any Party assigns personnel to work on an Awareness Project pursuant to this Agreement, that Party shall provide all travel expenses for attending meetings or presentations, and incidental supplies and materials related to the provision of services by its personnel, without any claim for reimbursement from grant funds.

ARTICLE 4: MISCELLANEOUS

4.1. Withdrawal. Any City Party may withdraw from this Agreement upon thirty (30) days' written notice to the Fiscal Agent. The Fiscal Agent will notify the other Parties to this Agreement. After the effective date of the withdrawal, no grant activities will take place within the jurisdiction of the withdrawing City Party. Withdrawal shall not act to discharge any liability incurred by any Party prior to withdrawal.

4.2. Notice. Notices required by Section 4.1 of this Agreement shall be provided by first class United States mail to the addresses set forth below. All other correspondence relating to this Agreement may be by either U. S. mail or email to email addresses provided by the Parties to each other.

South Lake Minnetonka Police Dept.
Attn: Chief of Police Brian Tholen
24150 Smithtown Rd.
Shorewood, MN 55331

City of Chanhassen
Attn: City Manager
7700 Market Blvd.
P. O Box 147
Chanhassen, MN 55317

City of Deephaven
Attn: Chief of Police Cory Johson
20225 Cottagewood Rd
Deephaven, MN 55331

City of Excelsior
Attn: City Manager
350 Hwy 7, Suite 230
Excelsior, MN 55331

City of Greenwood
Attn: City Administrator
350 Hwy 7, Suite 230
Excelsior, MN 55331

City of Hopkins
Attn: City Manager
1010 1st Street South
Hopkins, MN 55343

City of Minnetonka
Attn: Chief of Police Scott Boerboom
14600 Minnetonka Blvd.
Minnetonka, MN 55345

City of Minnetrista
Attn: City Clerk
7701 Co. Rd. 110 W.
Minnetrista, MN 55364

City of St. Louis Park
Attn: Chief of Police Bryan Kruelle
5005 Minnetonka Blvd.
St. Louis Park, MN 55416

City of Shorewood
Attn: City Clerk
5755 County Club Rd.
Shorewood, MN 55331

City of Victoria
Attn: City Manager
1670 Stieger Lake Ln.
Victoria, MN 55386

County of Carver
Attn: Sheriff Jason Kamerud
606 E. Fourth St.
Chaska, MN 55318

4.3. Records/Audit. Under Minn. Stat. § 16C.05, subd. 5, the Parties' books, records, documents, and accounting procedures and practices relevant to this Agreement, including books and records of any approved subcontractors, are subject to examination by any other

Party and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years after the termination of this Agreement.

4.4. Nondiscrimination. The provisions of Minnesota Statute Section 181.59 discrimination shall be considered a part of this Agreement as though fully set forth herein.

4.5. Minnesota Laws Govern. The laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the Parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Hennepin, State of Minnesota.

4.6. Electronic signatures; counterparts. The Parties agree that this agreement may be electronically signed by any or all Parties. The Parties agree that electronic signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity and admissibility. This agreement may be executed in one or more counterparts and, if executed in more than one counterpart, the executed counterparts shall be deemed to be an original but all counterparts shall together constitute one and the same instrument.

4.7. Data Practices. The books and records of all the Parties shall be subject to the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

4.8. Survival of Terms. Provisions that by their nature are intended to survive the term of this Agreement do survive such term. Such provisions include but are not limited to: Workers' Compensation; Liability; Damage to Equipment; Records/Audit; Minnesota Laws Govern.

4.9. Amendments. This Agreement may be amended only in writing and upon the consent of each of the Parties' governing body.

IN WITNESS of the above, the authorized representatives of each of the Parties has executed this Agreement below.

[signature pages follow]

Signature Page for South Lake Minnetonka Police Department

SOUTH LAKE MINNETONKA POLICE DEPARTMENT

Dated: _____

By: _____

Jennifer Labadie, Chair

Dated: _____

By: _____

Laura Holtan, Clerk

Signature Page for City of Chanhassen

CITY OF CHANHASSEN:

Dated: _____

By: _____
Elise Ryan, Mayor

Dated: _____

By: _____
Laurie Hokkanen, City Manager

Signature Page for City of Deephaven

CITY OF DEEPHAVEN:

Dated: _____

By: _____
Kent Carlson, Mayor

Dated: _____

By: _____
Dan Madsen, City Administrator

Signature Page for City of Excelsior

CITY OF EXCELSIOR:

Dated: _____

By: _____
Todd Carlson, Mayor

Dated: _____

By: _____
Kristi Luger, City Manager

Signature Page for City of Greenwood

CITY OF GREENWOOD:

Dated: _____

By: _____
Tom Fletcher, Mayor

Dated: _____

By: _____
Shanda Wilhemly, City Administrator

Signature Page for City of Hopkins

CITY OF HOPKINS:

Dated: _____

By: _____
Patrick Hanlon, Mayor

Dated: _____

By: _____
Mike Mornson, City Manager

Signature Page for City of Minnetonka

CITY OF MINNETONKA:

Dated: _____

By: _____

Brad Wiersum, Mayor

Dated: _____

By: _____

Michael S. Funk, City Manager

Approved as to form:

Corrine Heine, City Attorney

Signature Page for City of Minnetrista

CITY OF MINNETRISTA:

Dated: _____

By: _____

Lisa Whalen, Mayor

Dated: _____

By: _____

Ann Meyerhoff, City Clerk

Signature Page for City of St. Bonifacius

CITY OF ST. BONIFACIUS:

Dated: _____

By: _____
Kerry Taylor, Mayor

Dated: _____

By: _____
Brenda Fisk, City Administrator/Clerk

Signature Page for City of St. Louis Park

CITY OF ST. LOUIS PARK:

Dated: _____

By: _____

Nadia Mohamed, Mayor

Dated: _____

By: _____

Kim Keller, City Manager

Signature Page for City of Shorewood

CITY OF SHOREWOOD:

Dated: _____

By: _____
Jennifer Labadie, Mayor

Dated: _____

By: _____
Sandie Thone, City Clerk

Signature Page for City of Victoria

CITY OF VICTORIA:

Dated: _____

By: _____
Deb McMillan, Mayor

Dated: _____

By: _____
Dana Hardie, City Manager

Signature Page for County of Carver, by and through its Sheriff's Department

COUNTY OF CARVER:

Dated: _____

By: _____

Gayle Degler, Board Chair

Dated: _____

By: _____

David Hemze, County Administrator

Approved as to form:

Patrick Conness
Assistant County Attorney

Executive summary

Title: First reading of ordinance adopting fees for 2025

Recommended action: Mayor to open public hearing, take testimony, and close hearing. Motion to approve first reading of ordinance adopting fees for 2025 and set second reading for August 5, 2024.

Policy consideration: Is the council supportive of the proposed fees?

Summary: Each year our fees are reviewed by departments as part of the budget process. Fees are reviewed based on comparison to other cities in the metro area, changes in regulations, and to make sure our business costs are covered for corresponding services. When possible, staff tries to stay in line with inflation which for 2024 is currently around 3.4%. Most of our fee increases are at or below inflation. The council is asked to approve Appendix A items because those are within our city code. Other city fees are set administratively.

The second reading and adoption of this ordinance is scheduled for Aug. 5, 2024. If approved, the fee changes will be effective Jan. 1, 2025.

Financial or budget considerations: The proposed fee changes have been incorporated into the preliminary 2025 budget.

Strategic priority consideration: Not applicable.

Supporting documents: Proposed ordinance with fees

Prepared by: Amelia Cruver, finance director

Reviewed by: Cheyenne Brodeen, administrative services director

Approved by: Kim Keller, city manager

Discussion

Background: City code Sec. 1-19 references how fees are set. Fees included in the attached ordinance are listed as Appendix A of the city code. Other fees are set administratively and reviewed annually by city departments. Department directors have authority to set fees for programs and services. Each department director has reviewed fees listed in Appendix A of the city code. Recommendations are included in the attached ordinance.

On July 8, 2024, the council received a report and presentation on the proposed fee increases, particularly the more meaningful adjustments to license fees in 2025 to cover the full cost of providing the service.

Present considerations: The administrative services, information resources, community development, engineering, fire, building and energy, public works, parks and recreation, and police departments have each reviewed and analyzed the proposed fee adjustments, additions, and/or removals that are shown in Appendix A (attached). The 2025 proposed fee adjustments reflect administrative costs of providing services and remain comparable with neighboring cities.

Next steps: The second reading and adoption of this ordinance is scheduled for Aug. 5, 2024. If approved, the fee changes will be effective Jan. 1, 2025.

Ordinance No. ____ - 24

Ordinance adopting fees for calendar year 2025

The City of St. Louis Park does ordain:

Section 1. Fees called for within individual provisions of the city code are hereby set by this ordinance for calendar year 2025.

Section 2. The attached Fee Schedule shall be included as Appendix A of the City Code and shall replace those fees adopted Dec. 4, 2023, by Ordinance No. 2674-23 for the calendar year 2024 which is hereby rescinded.

See attached PDF for Appendix A of the fee schedule

Section 3. This ordinance shall take effect Jan. 1, 2025.

First Reading	July 15, 2024
Second Reading	August 5, 2024
Date of Publication	August 15, 2024
Date Ordinance takes effect	January 1, 2025

Reviewed for administration:

Adopted by the city council August 5, 2024:

By: _____
Kim Keller, city manager

By: _____
Nadia Mohamed, mayor

Attest:

Approved as to form and execution:

Melissa Kennedy, city clerk

Soren M. Mattick, city attorney

2025 Proposed City of St. Louis Park - FEES			
SERVICE	2025 PROPOSED FEE	Action	Appendix A
<u>ACCOUNTING</u>			
Bassett Creek Watershed Management District (property pass-through charge)			
Residential monthly	\$0.82 per residential equivalent unit	Ordinance	Appendix A
Residential quarterly	\$2.46 per residential equivalent unit	Ordinance	Appendix A
Land uses other than residential	(Acreage * REF * 2.46 * 5) = quarterly rate	Ordinance	Appendix A
MN Dept of Health state testing fee			
Quarterly (Residential and multi-family)	\$2.43 per quarter		
Monthly (Commercial)	\$0.81 per month		
Returned Check Fee	\$31		
Sanitary Sewer Base Charge			
Quarterly Rate (Residential and multi-family)	24.19	Ordinance	Appendix A
Monthly Rate (Commercial)	8.07	Ordinance	Appendix A
Sewer and Service Charges			
Sanitary Sewer Usage Rate - per unit	4.72	Ordinance	Appendix A
Solid Waste Service - Collection Cost per Quarter			
30 gallon EOW service (Every Other Week)	\$71.85	Ordinance	Appendix A
30 gallon service	\$102.52	Ordinance	Appendix A
60 gallon service	\$145.95	Ordinance	Appendix A
90 gallon service	\$223.69	Ordinance	Appendix A
120 gallon service	\$355.36	Ordinance	Appendix A
150 gallon service	\$444.17	Ordinance	Appendix A
180 gallon service	\$533.00	Ordinance	Appendix A
270 gallon service	\$799.50	Ordinance	Appendix A
360 gallon service	\$1,066.05	Ordinance	Appendix A
Solid Waste Service (Residential)			
Additional 30 gallon cart	\$70.00	Ordinance	Appendix A
Additional 60 gallon cart	\$70.00	Ordinance	Appendix A
Additional 90 gallon cart	\$70.00	Ordinance	Appendix A
Cart Changes - over 1 per cart type per 12 month period	\$30.00	Ordinance	Appendix A
Solid Waste Service (Commercial) - Collection Cost			
30 gallon service			
Garbage (monthly)	\$26.76	Ordinance	Appendix A
Garbage (quarterly)	\$80.26	Ordinance	Appendix A
60 gallon service			
Garbage (monthly)	\$46.05	Ordinance	Appendix A
Garbage (quarterly)	\$138.14	Ordinance	Appendix A
Organics (monthly)	\$20.72	Ordinance	Appendix A
Organics (quarterly)	\$62.16	Ordinance	Appendix A
90 gallon service		Ordinance	Appendix A
Garbage (monthly)	\$69.08	Ordinance	Appendix A
Garbage (quarterly)	\$207.24	Ordinance	Appendix A
Recycling (monthly)	\$24.12	Ordinance	Appendix A
Recycling (quarterly)	\$72.36	Ordinance	Appendix A
120 gallon service			
Organics (monthly)	\$39.78	Ordinance	Appendix A
Organics (quarterly)	\$119.34	Ordinance	Appendix A

2025 Proposed City of St. Louis Park - FEES			
SERVICE	2025 PROPOSED FEE	Action	Appendix A
180 gallon service			
Garbage (monthly)	\$142.62	Ordinance	Appendix A
Garbage (quarterly)	\$427.84	Ordinance	Appendix A
Recycling (monthly)	\$43.21	Ordinance	Appendix A
Recycling (quarterly)	\$129.63	Ordinance	Appendix A
Organics (monthly)	\$59.68	Ordinance	Appendix A
Organics (quarterly)	\$179.02	Ordinance	Appendix A
270 gallon service			
Recycling (monthly)	\$59.68	Ordinance	Appendix A
Recycling (quarterly)	\$179.02	Ordinance	Appendix A
Storm Water Rate			
Single family quarterly	31.93	Ordinance	Appendix A
Basic system rate monthly	53.24	Ordinance	Appendix A
Basic system rate quarterly	159.66	Ordinance	Appendix A
Land uses other than residential	reage * REF * 30.56 * 5) = quarterly rate	Ordinance	Appendix A
Water Meter Charges			
Commercial Monthly Fee		Ordinance	Appendix A
5/8" meter	\$14.917	Ordinance	Appendix A
3/4"	\$14.917	Ordinance	Appendix A
1"	\$20.869	Ordinance	Appendix A
1.5"	\$26.820	Ordinance	Appendix A
2"	\$43.211	Ordinance	Appendix A
3"	\$163.935	Ordinance	Appendix A
4"	\$208.642	Ordinance	Appendix A
6"	\$312.953	Ordinance	Appendix A
Residential/Multi-family Quarterly Fee		Ordinance	Appendix A
5/8" meter	\$44.751	Ordinance	Appendix A
3/4"	\$44.751	Ordinance	Appendix A
1"	\$62.606	Ordinance	Appendix A
1.5"	\$80.460	Ordinance	Appendix A
2"	\$129.634	Ordinance	Appendix A
3"	\$491.804	Ordinance	Appendix A
4"	\$625.927	Ordinance	Appendix A
6"	\$938.858	Ordinance	Appendix A
2" compound	\$129.612	Ordinance	Appendix A
3" compound	\$491.815	Ordinance	Appendix A
Water Rates per unit (1 unit = 100 cu ft or 750 gallons)			
Residential			
Tier 1 0 - 13.333 units (0 - 10,000 gallons)	\$2.44	Ordinance	Appendix A
Tier 2 13.333 - 20 units (10,000 - 15,000 gallons)	\$2.95	Ordinance	Appendix A
Tier 3 > 20 units (>15,000 gallons)	\$3.54	Ordinance	Appendix A
Multi Family All units	\$2.95	Ordinance	Appendix A
Commercial			
Tier 1 0 - 100 units (0 - 75,000 galllons)	\$2.69	Ordinance	Appendix A
Tier 2 100 - 300 units (75,000 - 225,000 galllons)	\$2.96	Ordinance	Appendix A
Tier 3 > 300 units (>225,000 galllons)	\$3.28	Ordinance	Appendix A
Industrial			
Tier 1 0 - 1,000 units (0 - 750,000 galllons)	\$2.69	Ordinance	Appendix A
Tier 2 1,000 - 3,000 units (750,000 - 2,225,000 galllons)	\$2.96	Ordinance	Appendix A
Tier 3 > 3,000 units (>2,225,000 galllons)	\$3.28	Ordinance	Appendix A
Irrigation All units	\$4.83	Ordinance	Appendix A

2025 Proposed City of St. Louis Park - FEES			
SERVICE	2025 PROPOSED FEE	Action	Appendix A
Water Shut Off/Turn On			
Normal business hours (7:00 a.m. - 2:30 p.m.)	\$62.70	Ordinance	Appendix A
After hours (After 3:00 p.m., Weekends)	\$188.10	Ordinance	Appendix A
Broken Water Meter Fee	\$100 per month		
Certification Admin Fees			
Accounts with minimum unpaid balance	\$15.00		
Accounts certified with Hennepin County	\$50.00		
Chapter 22, Section 21 - Extra Garbage Stickers	\$3/sticker	Ordinance	Appendix A
<u>ADMINISTRATIVE PENALTIES</u>		Ordinance	Appendix A
Chapter 4 – Animal Regulations	\$50	Ordinance	Appendix A
Chapter 6 – Buildings & Building Regulations	\$100	Ordinance	Appendix A
Chapter 6, Section 5 – Energy Benchmarking	\$100	Ordinance	Appendix A
Chapter 6, Article V – Property Maintenance Code	\$150	Ordinance	Appendix A
Chapter 6, Section X – Backflow Prevention	service fee added monthly to utility bill	Ordinance	Appendix A
Chapter 8 – Business and Business Licenses	\$150	Ordinance	Appendix A
Chapter 8, Subdivision IV – Grease Producer License	cleaning Fee added monthly to utility bill	Ordinance	Appendix A
Chapter 12 – Environment	\$100	Ordinance	Appendix A
Chapter 12, Section 2 – Environment & Public Health Regulations Adopted by Reference	\$100	Ordinance	Appendix A
Chapter 12, Section 157 – Illicit Discharge and Connection	\$100	Ordinance	Appendix A
Chapter 12, Section 159 – Wetland Protection	\$100	Ordinance	Appendix A
Chapter 12, Article VI. Zero Waste Packaging	\$100	Ordinance	Appendix A
Chapter 14 – Fire and Fire Prevention	\$100	Ordinance	Appendix A
Chapter 14, Section 75 – Open burning without permit	\$100	Ordinance	Appendix A
Chapter 20 – Parks and Recreation		Ordinance	Appendix A
Chapter 22 – Solid Waste Management - Residential	\$50	Ordinance	Appendix A
Chapter 22 - Solid Waste Management - Multifamily & Commercial	\$100	Ordinance	Appendix A
Chapter 22, Section 22-5b Hazardous and Infectious materials	\$200	Ordinance	Appendix A
Chapter 24 – Streets, Sidewalks & Public Places	\$50	Ordinance	Appendix A
Chapter 24, Section 24-43 – Household Trash & Recycling Containers blocking public way	\$50	Ordinance	Appendix A
Chapter 24, Section 47 – Visual obstructions at intersections	\$100	Ordinance	Appendix A
Chapter 24, Section 50 – Public Property: Defacing or injuring	\$150	Ordinance	Appendix A
Chapter 24, Section 51 – Sweeping/blowing leaves/grass clippings or pushing snow into/across any street or alley is prohibited	\$100	Ordinance	Appendix A
Chapter 24, Section 274 – Work done without a permit	\$130	Ordinance	Appendix A
Chapter 24, Section 24-342 - Snow, ice and rubbish a public nuisance on sidewalks; removal by owner.	\$25 first time. Fee shall double for each subsequent violation, with a maximum fee of \$200 for SFR and \$400 for all others. Does not reset annually. Does reset for new owners.	Ordinance	Appendix A
Chapter 26 – Subdivision		Ordinance	Appendix A
Violation of a condition associated with a Subdivision approval.	\$750	Ordinance	Appendix A

2025 Proposed City of St. Louis Park - FEES			
SERVICE	2025 PROPOSED FEE	Action	Appendix A
Chapter 32 – Utilities	\$50	Ordinance	Appendix A
Violation of sprinkling ban	\$50 first time. Fee shall double for each subsequent violation, with a maximum fee of \$200 for SFR and \$400 for all others. Doesn't reset annually. Does reset for new owners.	Ordinance	Appendix A
Chapter 32, Section 37 Access to buildings.	\$100 per month.	Ordinance	Appendix A
Chapter 36 – Zoning			
Chapter 36, Section 37 – Conducting a Land Use not permitted in the zoning district	\$100	Ordinance	Appendix A
Violation of a condition associated with a Conditional Use Permit, Planned Unit Development, or Special Permit approval	\$750	Ordinance	Appendix A
Public tree removal per diameter inch	\$235	Ordinance	Appendix A
Repeat Violations within 24 Months	Previous fine doubled up to a maximum of \$2,000	Ordinance	Appendix A
Fines imposed are double the amount from the previous fine assessed, up to a maximum of \$2,000. The escalated fine amount is based on the number of identical violations within the previous 24 months from the date of the current violation. For example, if there were four occurrences of an identical violation within the previous 24 months of the current violation date that carried a \$50 fine, the fine for the fourth violation would be \$400. (First violation: \$50; second; \$100; third:\$200; fourth: \$400). Fines reset to the minimum amount if there are no identical violations within the previous 24 months of the current violation.			
*Fines in addition to abatement and licensing inspections			
Fines listed above may be in addition to fees associated with abatement and licensing inspections.			
<u>BUILDING AND ENERGY</u>		Ordinance	Appendix A
Building Demolition Deposit		Ordinance	Appendix A
1 & 2 Family Residential & Accessory Structures	\$2,500	Ordinance	Appendix A
All Other Buildings	\$5,000	Ordinance	Appendix A
Building Demolition Permit		Ordinance	Appendix A
1 & 2 Family Residential & Accessory Structures	\$205	Ordinance	Appendix A
All Other Buildings	\$350	Ordinance	Appendix A
Building Moving Permit	\$500	Ordinance	Appendix A
Business Licenses		Ordinance	Appendix A
Billboards	\$200 per billboard	Ordinance	Appendix A
Commercial Entertainment	\$325	Ordinance	Appendix A
Courtesy Bench	\$85 per bench	Ordinance	Appendix A
Designated Outdoor Dog Area	\$75	Ordinance	Appendix A
Dog Kennel	\$200	Ordinance	Appendix A
Environmental Emissions	\$375	Ordinance	Appendix A
Fats, Oils & Grease Producer License	\$400		
Fats, Oils & Grease Producer Provisional License	\$1,100		
Massage Therapy		Ordinance	Appendix A
Massage Therapy Establishment	\$450	Ordinance	Appendix A
Massage Therapy License	\$145	Ordinance	Appendix A
Therapists holding a Massage Therapy Establishment License	\$55	Ordinance	Appendix A

2025 Proposed City of St. Louis Park - FEES			
SERVICE	2025 PROPOSED FEE	Action	Appendix A
Pawnbroker		Ordinance	Appendix A
License Fee	\$2,100	Ordinance	Appendix A
Per Transaction Fee	\$3	Ordinance	Appendix A
Investigation Fee	\$1,050	Ordinance	Appendix A
Penalty	\$50 per day	Ordinance	Appendix A
Sexually Oriented Business		Ordinance	Appendix A
Investigation Fee (High Impact)	\$525	Ordinance	Appendix A
High Impact	\$4,700	Ordinance	Appendix A
Limited Impact	\$135	Ordinance	Appendix A
THC edible license	\$0		
THC retest fee	\$0		
Tobacco Products & Related Device Sales	\$750	Ordinance	Appendix A
Vehicle Parking Facilities		Ordinance	Appendix A
Enclosed Parking	\$400	Ordinance	Appendix A
Parking Ramp	\$315	Ordinance	Appendix A
Tanning Bed Facility	\$325	Ordinance	Appendix A
Certificate of Occupancy		Ordinance	Appendix A
For each condominium unit completed after building occupancy	\$100	Ordinance	Appendix A
Change of Use (does not apply to 1 & 2 family dwellings)		Ordinance	Appendix A
Up to 5,000 sq ft	\$600	Ordinance	Appendix A
5,001 to 25,000 sq ft	\$950	Ordinance	Appendix A
25,001 to 75,000 sq ft	\$1,450	Ordinance	Appendix A
75,001 to 100,000 sq ft	\$1,900	Ordinance	Appendix A
100,000 to 200,000 sq ft	\$2,350	Ordinance	Appendix A
above 200,000 sq ft	\$2,950	Ordinance	Appendix A
Temporary Certificate of Occupancy - Single Family	\$250	Ordinance	Appendix A
Temporary Certificate of Occupancy - All other occupancies	\$475	Ordinance	Appendix A
Certificate of Property Maintenance			
Change in Ownership			
Condominium Unit	\$245	Ordinance	Appendix A
Duplex (2 Family dwellings)	\$450	Ordinance	Appendix A
Multi-Family (apartment) Buildings	\$400 per building + 30 per unit	Ordinance	Appendix A
Single Family Dwellings	\$350	Ordinance	Appendix A
All Other Buildings:		Ordinance	Appendix A
Up to 5,000 sq ft	\$575	Ordinance	Appendix A
5,001 – 25,000 sq ft	\$910	Ordinance	Appendix A
25,001 to 75,000 sq ft	\$1,375	Ordinance	Appendix A
75,001 to 100,000 sq ft	\$1,825	Ordinance	Appendix A
100,000 to 200,000 sq. ft	\$2,275	Ordinance	Appendix A
above 200,000 sq. ft	\$2,850	Ordinance	Appendix A
Temporary Certificate of Property Maintenance - SF Residential	\$150	Ordinance	Appendix A
Temporary Certificate of Property Maintenance - All others	\$340	Ordinance	Appendix A
Certificate of Property Maintenance Extension	\$100	Ordinance	Appendix A
Construction Permits (building, electrical, fire protection, mechanical, plumbing, pools, utilities)		Ordinance	Appendix A
Building and Fire Protection Permits Valuation		Ordinance	Appendix A
Up to \$500	Base Fee \$75 plus \$2 for each additional (or fraction thereof) \$100 over \$500.01	Ordinance	Appendix A

2025 Proposed City of St. Louis Park - FEES			
SERVICE	2025 PROPOSED FEE	Action	Appendix A
\$500.01 to \$2,000.00	Base Fee \$75 plus \$100 for each additional (or fraction thereof) \$100 over \$500.01	Ordinance	Appendix A
\$2,000.01 to \$25,000.00	\$105 base fee plus \$15 for each additional \$1,000 or fraction thereof above \$2,000	Ordinance	Appendix A
\$25,000.01 to \$50,000.00	\$450 base fee plus \$10 for each additional \$1,000 or fraction thereof above \$25,000	Ordinance	Appendix A
\$50,000.01 to \$100,000.00	\$700 base fee plus \$7 for each additional \$1,000 or fraction thereof above \$50,000	Ordinance	Appendix A
\$100,000.01 to \$500,000.00	\$1,050 base fee plus \$6.00 for each additional \$1,000 or fraction thereof above \$100,000	Ordinance	Appendix A
\$500,000.01 to \$1,000,000.00	\$3,450 base fee plus \$5.50 for each additional \$1,000 or fraction thereof above \$500,000	Ordinance	Appendix A
\$1,000,000.01 and up	\$6,200 base fee plus \$5.00 for each additional \$1,000 or fraction thereof above \$1,000,000	Ordinance	Appendix A
Single Family Building Permit Exceptions:		Ordinance	Appendix A
Reroofing – asphalt shingled, sloped roofs only		Ordinance	Appendix A
House or House and Garage	\$165	Ordinance	Appendix A
Garage Only	\$90	Ordinance	Appendix A
Residing		Ordinance	Appendix A
House or House and Garage	\$165	Ordinance	Appendix A
Garage Only	\$90	Ordinance	Appendix A
Solar		Ordinance	Appendix A
Building Mounted Photovoltaic Panels	\$200	Ordinance	Appendix A
Commercial Building Permit Exceptions:		Ordinance	Appendix A
Solar		Ordinance	Appendix A
Building Mounted Photovoltaic Panels	\$400	Ordinance	Appendix A
Electrical Permit		Ordinance	Appendix A
Installation, Replacement, Repair	\$80	Ordinance	Appendix A
Installation of traffic signals per location	\$165	Ordinance	Appendix A
Installation, Single Family Photovoltaic Panels	\$160	Ordinance	Appendix A
Single family, one appliance	\$80 + 1.75% of valuation	Ordinance	Appendix A
ISTS Permit		Ordinance	Appendix A
Sewage treatment system install or repair	\$135	Ordinance	Appendix A
Mechanical Permit		Ordinance	Appendix A
Installation, Replacement, Repair	\$80 + 1.75% of job valuation	Ordinance	Appendix A
Single Family Exceptions:		Ordinance	Appendix A
Replace furnance, boiler or furnance/AC	\$90	Ordinance	Appendix A
Install single fuel burning appliance with piping	\$90	Ordinance	Appendix A
Install, replace or repair single mechanical appliance	\$90	Ordinance	Appendix A
Plumbing Permit		Ordinance	Appendix A
Backflow Prevention Assembly Registration	\$40		
Monthly non-compliance registration service fee	\$100		
Installation, Replacement, Repair	\$80 + 1.75 of job valuation	Ordinance	Appendix A
Single Family Exceptions:		Ordinance	Appendix A

2025 Proposed City of St. Louis Park - FEES			
SERVICE	2025 PROPOSED FEE	Action	Appendix A
Repair/replace single plumbing fixture	\$80	Ordinance	Appendix A
Private Swimming Pool Permit	Building permit fees apply	Ordinance	Appendix A
Public Swimming Pool Permit	Building permit fees apply	Ordinance	Appendix A
Sewer and Water Permit (all underground private utilities)		Ordinance	Appendix A
Installation, Replacement, Repair	\$80 +1.75% of valuation	Ordinance	Appendix A
Single Family Exceptions:		Ordinance	Appendix A
Replace/repair sewer or water service	\$120	Ordinance	Appendix A
Water Access Charge - per SAC unit charged on new or enlarged water services.	\$800 per SAC unit Charged on new or enlarged water services.	Ordinance	Appendix A
SAC/WAC Assessment Fee	one-half of one percent (0.5%) of the petitioned amount, with a minimum fee of \$150 and a maximum fee of \$750		
Energy Improvement Assessment Fee	one-half of one percent (0.5%) of the petitioned amount, with a minimum fee of \$150 and a maximum fee of \$750		
Certificate of Competency		Ordinance	Appendix A
Mechanical /Gas Piping	\$35	Ordinance	Appendix A
Annual Renewal	\$20	Ordinance	Appendix A
Contractor Licenses		Ordinance	Appendix A
Mechanical	\$135	Ordinance	Appendix A
Solid Waste	\$250	Ordinance	Appendix A
Tree Maintenance	\$135	Ordinance	Appendix A
Dog Licenses		Ordinance	Appendix A
1 year	\$25	Ordinance	Appendix A
2 year	\$40	Ordinance	Appendix A
3 year	\$50	Ordinance	Appendix A
Potentially Dangerous Dog License – 1 year	\$100	Ordinance	Appendix A
Dangerous Dog License – 1 year	\$250	Ordinance	Appendix A
Interim License	\$15	Ordinance	Appendix A
Off-Leash Dog Area Permit (non-resident)	\$55	Ordinance	Appendix A
Penalty for no license	\$40	Ordinance	Appendix A
Inspections		Ordinance	Appendix A
After Hours Inspections	\$250 plus \$100 per hour after the first hour	Ordinance	Appendix A
Installation of permanent sign w/footing inspection	valuation using building permit fee table	Ordinance	Appendix A
Re-Inspection Fee (after correction notice issued has not been corrected within 2 subsequent inspections)	\$130	Ordinance	Appendix A
Insurance Requirements		Ordinance	Appendix A
Circus	\$1,000,000 General Liability	Ordinance	Appendix A
Commercial Entertainment	\$1,000,000 General Liability	Ordinance	Appendix A
Mechanical Contractors	\$1,000,000 General Liability	Ordinance	Appendix A
Solid Waste	\$1,000,000 General Liability	Ordinance	Appendix A
Tree Maintenance & Removal	\$1,000,000 General Liability	Ordinance	Appendix A
Vehicle Parking Facility	\$1,000,000 General Liability	Ordinance	Appendix A
License Fees - Other		Ordinance	Appendix A
Investigation Fee	\$330	Ordinance	Appendix A
Late Fee	25% of license fee (minimum \$50)	Ordinance	Appendix A
License Reinstatement Fee	\$260	Ordinance	Appendix A

2025 Proposed City of St. Louis Park - FEES			
SERVICE	2025 PROPOSED FEE	Action	Appendix A
Transfer of License (new ownership)	\$90	Ordinance	Appendix A
Plan Review - 50% of amount due at time of application. Exception: Single Family Residential additions, accessory structures and remodels.		Ordinance	Appendix A
Building Permits	65% of Permit Fee	Ordinance	Appendix A
Repetitive Building	25% of Permit Fee for Duplicate Structure	Ordinance	Appendix A
Electrical Permits	35% of Permit Fee	Ordinance	Appendix A
Mechanical Permits	35% of Permit Fee	Ordinance	Appendix A
Plumbing Permits	35% of Permit Fee	Ordinance	Appendix A
Sewer & Water Permits	35% of Permit Fee	Ordinance	Appendix A
Single Family Interior Remodel Permits	35% of Permit Fee	Ordinance	Appendix A
Non-owner Occupied License (Rental)		Ordinance	Appendix A
Condominium/Townhouse/ Cooperative per unit	\$175	Ordinance	Appendix A
Duplex both sides non-owner occupied	\$305	Ordinance	Appendix A
Housing Authority owned single family dwelling units	\$15	Ordinance	Appendix A
Multiple Family		Ordinance	Appendix A
Per Building	\$400	Ordinance	Appendix A
Per Unit	\$30	Ordinance	Appendix A
Single Family Unit/Duplex one-side only	\$275	Ordinance	Appendix A
Temporary Noise Permit	\$95	Ordinance	Appendix A
Temporary Use Permits		Ordinance	Appendix A
Amusement Rides, Carnivals & Circuses	\$290	Ordinance	Appendix A
Commercial Film Production Application	\$135	Ordinance	Appendix A
Petting Zoos	\$75	Ordinance	Appendix A
Temporary Outdoor Retail Sales	\$135	Ordinance	Appendix A
Vehicle Decals		Ordinance	Appendix A
Solid Waste	\$35	Ordinance	Appendix A
Tree Maintenance & Removal	\$20	Ordinance	Appendix A
<u>CITY CLERK'S OFFICE</u>		Ordinance	Appendix A
Copies	No Charge 0-9 pages; 10 pages \$2.50; \$0.25/page thereafter up to 100 pages		
Domestic Partnership		Ordinance	Appendix A
Registration Application Fee	\$50	Ordinance	Appendix A
Amendment to Application Fee	\$25	Ordinance	Appendix A
Termination of Registration Fee	\$25	Ordinance	Appendix A
Liquor Licenses		Ordinance	Appendix A
Brewpub Off-sale Malt Liquor	\$200	Ordinance	Appendix A
Brewer's Off-sale Malt Liquor	\$200	Ordinance	Appendix A
Microdistillery Cocktail Room	\$600	Ordinance	Appendix A
Microdistillery Off-Sale	\$200	Ordinance	Appendix A
Brewer's On-sale Taproom	\$600	Ordinance	Appendix A
Club (per # members)		Ordinance	Appendix A
1 - 200	\$300	Ordinance	Appendix A
201 - 500	\$500	Ordinance	Appendix A
501 - 1000	\$650	Ordinance	Appendix A
1001 - 2000	\$800	Ordinance	Appendix A
2001 - 4000	\$1,000	Ordinance	Appendix A
4001 - 6000	\$2,000	Ordinance	Appendix A

2025 Proposed City of St. Louis Park - FEES			
SERVICE	2025 PROPOSED FEE	Action	Appendix A
6000+	\$3,000	Ordinance	Appendix A
Off-sale 3.2 Malt Liquor	\$200	Ordinance	Appendix A
Off-sale Intoxicating Liquor	\$380	Ordinance	Appendix A
Off-sale Intoxicating Liquor fee, per M.S. 340A.480-3(c)	\$280	Ordinance	Appendix A
On-sale 3.2 Malt Liquor	\$750	Ordinance	Appendix A
On-sale Culinary Class Limited	\$100	Ordinance	Appendix A
On-sale Intoxicating Liquor	\$8,750	Ordinance	Appendix A
On-sale Sunday Liquor	\$200	Ordinance	Appendix A
On-sale Wine	\$2,000	Ordinance	Appendix A
New License Background Investigation (non-refundable)	\$500 in-state applicant; actual costs for out-of-state applicant may be billed up to a maximum of \$10,000		
New Store Manager Background Investigation	\$500		
On-sale license renewal per 340A.412, Subd. 2	\$500		
Temporary On-sale License Fee	\$100/day		
Proclamations			
Framed Proclamation	\$15		
<u>Communications & Technology</u>			
Cable TV			
Duplicate DVD, 1 to 4 copies	\$20/each		
Duplicate DVD, 5+ copies	\$15/each		
Duplicate Video USB (16GB)	\$20/each		
GIS Services			
Custom Mapping Fee - per hour minimum	\$50		
Custom GIS Analysis Fee - per hour minimum	\$50		
Printing			
8.5 x 11 (per copy)	\$0.25 black and white/\$0.75 color		
17 x 22	\$5		
24 x 36	\$10		
36 x 36	\$15		
<u>COMMUNITY DEVELOPMENT DEPARTMENT</u>			
Comprehensive Plan Amendments	\$2,300	Ordinance	Appendix A
Conditional Use Permit	\$2,300	Ordinance	Appendix A
Administrative	\$500		
Major Amendment	\$2,300	Ordinance	Appendix A
Minor Amendment	\$1,200	Ordinance	Appendix A
Fill or excavation only	\$1,200		
Fence Permit		Ordinance	Appendix A
Installation	\$50	Ordinance	Appendix A
Grant Technical Assistance (DEED, Met Council, Hennepin County, etc.)	\$3,000 (\$2,000 non-refundable)	Ordinance	Appendix A
Numbering of Buildings (New Addresses)	\$50	Ordinance	Appendix A
Official Map Amendment	\$2,250	Ordinance	Appendix A
Parking Lot Permit		Ordinance	Appendix A

2025 Proposed City of St. Louis Park - FEES			
SERVICE	2025 PROPOSED FEE	Action	Appendix A
Installation/Reconstruction	\$200	Ordinance	Appendix A
Driveway Permit	\$30	Ordinance	Appendix A
Planned Unit Development		Ordinance	Appendix A
Preliminary PUD	\$4,000	Ordinance	Appendix A
Final PUD	\$2,500	Ordinance	Appendix A
Prelim/Final PUD Combined	\$6,000	Ordinance	Appendix A
PUD - Administrative amendment	\$500		
PUD - Major Amendment	\$3,000	Ordinance	Appendix A
PUD - Minor Amendment	\$1,200	Ordinance	Appendix A
Recording Filing Fee		Ordinance	Appendix A
Single Family	\$75	Ordinance	Appendix A
Other Uses	\$150	Ordinance	Appendix A
Registration of Land Use			
	\$100	Ordinance	Appendix A
Sign Permit		Ordinance	Appendix A
Erection of Temporary Sign	\$40	Ordinance	Appendix A
Erection of Real Estate, Construction Sign 40+ ft	\$100	Ordinance	Appendix A
Installation of Permanent Sign without footings	\$110	Ordinance	Appendix A
Installation of Permanent Sign with footings	\$165	Ordinance	Appendix A
Super graphic (mural)	\$40	Ordinance	Appendix A
Special Permits		Ordinance	Appendix A
Administrative amendment	\$500		
Major Amendment	\$3,000	Ordinance	Appendix A
Minor Amendment	\$1,200	Ordinance	Appendix A
Street, Alley, Utility Vacations	\$1,000	Ordinance	Appendix A
Subdivision Dedication Fee		Ordinance	Appendix A
Park Dedication Fee (in lieu of land)		Ordinance	Appendix A
Commercial/Industrial Properties	5% of current market value of unimproved land as determined by City Assessor	Ordinance	Appendix A
Multi-family Dwelling Units (per dwelling unit)	\$1,500	Ordinance	Appendix A
Single-family Dwelling Units (per dwelling unit)	\$1,500	Ordinance	Appendix A
Trails (per dwelling unit)	\$225	Ordinance	Appendix A
Subdivisions/Replats		Ordinance	Appendix A
Preliminary Plat	\$2,000 plus 150 per lot	Ordinance	Appendix A

2025 Proposed City of St. Louis Park - FEES			
SERVICE	2025 PROPOSED FEE	Action	Appendix A
Final Plat	\$750	Ordinance	Appendix A
Combined Process and Replats	\$2,500 plus \$150 per lot	Ordinance	Appendix A
Exempt & Administrative Subdivisions	\$500	Ordinance	Appendix A
Registered Land Survey	\$2,500 plus \$150 per parcel	Ordinance	Appendix A
Subdivision sidewalk cash-in-lieu fee (per square foot)	\$13 per square foot		
Tax Increment Financing Application Fee	\$5,000		
Temporary Use		Ordinance	Appendix A
Carnival & Festival over 14 days	\$2,300	Ordinance	Appendix A
Mobile Use Vehicle Zoning Permit (Food or Medical)	\$50	Ordinance	Appendix A
Time Extension	\$250	Ordinance	Appendix A
Traffic Management Plan		Ordinance	Appendix A
Administrative Fee (per square foot gross floor area excluding parking garages)	0.10	Ordinance	Appendix A
Tree Replacement		Ordinance	Appendix A
Cash in lieu of replacement trees (per inch at diameter standard height)	\$235	Ordinance	Appendix A
Variances		Ordinance	Appendix A
Commercial	\$1,000	Ordinance	Appendix A
Residential	\$1,000	Ordinance	Appendix A

2025 Proposed City of St. Louis Park - FEES			
SERVICE	2025 PROPOSED FEE	Action	Appendix A
Zoning Appeal	\$325	Ordinance	Appendix A
Zoning Letter	\$100	Ordinance	Appendix A
Zoning Map Amendments (except PUDs)	\$2,250	Ordinance	Appendix A
Zoning Permit		Ordinance	Appendix A
Accessory Structures, 200 square feet or less	\$30	Ordinance	Appendix A
Zoning Text Amendments	\$3,200	Ordinance	Appendix A
ENGINEERING DEPARTMENT			
Permit Parking- High School & Medical need	No Charge	Ordinance	Appendix A
Mobility Sharing			
Device Impoundment			
Impoundment fee	\$60 per mobility sharing device		
Storage fee	\$20 per day if not retrieved on the same day of impoundment.		
License fee	\$100 per mobility sharing device		
Right-of-Way Permits		Ordinance	Appendix A
Base Fee	\$75.00	Ordinance	Appendix A
Installation/repair of Sidewalk, Curb Cut or Curb and Gutter Permit	\$135.00	Ordinance	Appendix A
Excavation		Ordinance	Appendix A
Hole in Boulevard (larger than 10" diameter)	\$75.00	Ordinance	Appendix A
Hole in Road (larger than 10" diameter)	\$135.00	Ordinance	Appendix A
Trenching in Boulevard	0-100 ft = \$200 Over 100 ft = \$200 + \$1 per ft over 100 ft	Ordinance	Appendix A
Trenching in Roadway	0-100 ft = \$400 Over 100 ft = \$400 + \$1 per ft over 100 ft	Ordinance	Appendix A
Delay penalty	3 times total permit fee	Ordinance	Appendix A
Trenchless installation			
Underground placement (boring) (0-100 ft)	\$1.50/ LF		
Underground placement (boring) (over 100 ft)	\$1.00/ LF		
Obstruction (road, lane, sidewalk, or bikeway closure)	\$100 per week	Ordinance	Appendix A
Small Cell Wireless Facility Permit		Ordinance	Appendix A
Permit fee	\$1,500 per antenna	Ordinance	Appendix A
Rent to occupy space on a city-owned wireless support structure	\$150 per year per antenna	Ordinance	Appendix A
Maintenance associated with space on a city-owned wireless support structure	\$25 per year per antenna	Ordinance	Appendix A
Electricity to operate small wireless facility, if not purchased directly from utility	(i) \$73 per radio node less than or equal to 100 max watts; (ii) \$182 per radio node over 100 max watts; actual costs of electricity, if the actual costs exceed the amount in item (i) or (ii).	Ordinance	Appendix A
Delay penalty	3 times total permit fee	Ordinance	Appendix A
Temporary No Parking signs (for right-of-way permit work)	Deposit of \$25/ sign (\$100 minimum per permit)	Ordinance	Appendix A
Temporary Private Use of Public Property	\$800	Ordinance	Appendix A
Dewatering Permit		Ordinance	Appendix A
Administrative Fee (all permits)	\$375.00	Ordinance	Appendix A

2025 Proposed City of St. Louis Park - FEES			
SERVICE	2025 PROPOSED FEE	Action	Appendix A
Discharge to Sanitary Sewer	Charge based on duration/volume of discharge	Ordinance	Appendix A
Erosion Control Permit		Ordinance	Appendix A
Application and Review - single family	\$375.00	Ordinance	Appendix A
Application and Review - other applicants	\$800.00	Ordinance	Appendix A
Deposit - single family	\$1,500.00	Ordinance	Appendix A
Deposit - other applicants	\$3,000 per acre (min. \$1,500)	Ordinance	Appendix A
<u>FIRE DEPARTMENT</u>		Ordinance	Appendix A
Car Seat Inspections			
Resident	\$0		
Non-Resident	\$0		
Knox Box Key Vault Intallation Fee (one-time)	\$50		
Fire Alarms (False)	\$325 is the current standby rate for a staffed engine	Ordinance	Appendix A
1st offense w/in year	\$0	Ordinance	Appendix A
2nd offense w/in year	\$325	Ordinance	Appendix A
3rd offense w/in year	\$325	Ordinance	Appendix A
4th offense w/in year	\$325	Ordinance	Appendix A
5th offense w/in year	\$325	Ordinance	Appendix A
Each subsequent in same year	\$325	Ordinance	Appendix A
Fire Protection Permits (sprinkler systems, etc.)		Ordinance	Appendix A
Operational permits - including commercial kitchen hoods	\$75 per hour (minimum 1 hour)	Ordinance	Appendix A
Fireworks Display Permit	\$75 - display set up only	Ordinance	Appendix A
Fire works standby	See service fees-fully equipped/staffed vehicle		
Recreational Fire Lifetime Permit		Ordinance	Appendix A
Service Fees	Hourly rate with 2 hours minimum	Ordinance	Appendix A
Service Fee for fully-equipped and staffed vehicles		Ordinance	Appendix A
		Ordinance	Appendix A
Service Fee of a Chief Officer	Hourly rate with 2 hours minimum	Ordinance	Appendix A
Inspections After Hours	\$90 per hour (2 hour minimum)	Ordinance	Appendix A
Tents and Membrane Permit		Ordinance	Appendix A
Tents/Membrane Structures over 400 sq. ft.	\$100	Ordinance	Appendix A
Tent over 200 sq. ft.		Ordinance	Appendix A
Canopy over 400 sq. ft.		Ordinance	Appendix A
Fire Sprinkler System Assessment Application fee	one-half of one percent (0.5%) of the petitioned amount, with a minimum fee of \$150 and a maximum fee of \$751		
<u>PARKS AND RECREATION DEPARTMENT</u>			
<u>RECREATION</u>			
Amphitheater, Wolfe Park Rental (per hour, 2 hour minimum)			

2025 Proposed City of St. Louis Park - FEES		Action	Appendix A
SERVICE	2025 PROPOSED FEE		
Resident	\$80/hour		
Non-Resident	\$90/hour		
Amphitheater & Park Building, Wolfe Park Rental (per hour, 2 hour minimum)			
Resident	\$110/hr		
Non-Resident	\$130/hr		
Court Rental (Tennis, Basketball, Sand Volleyball & Pickle Ball)			
Resident	\$30/hr		
Non-resident	\$35/hr		
Field Maintenance (OT rate)			
Resident	\$100/hr, two PSW workers		
Non-resident	\$120/hr, two PSW workers		
Field Rental (Baseball & Softball)			
Resident	\$90/hr		
Non-resident	\$100/hr		
Field Rental (Soccer)			
Resident	\$90/hr		
Non-resident	\$100/hr		
Mobile Stage Rental (per hour)			
Oak Hill Park Splash Pad Entrance Fee, 3201 Rhode Island Ave			
Resident	Free		
Non-Resident	\$1 per person		
Groups of 10-30 must pre-register	\$2 per person		
Park Building Rental (per hour, 2 hour minimum)			
Damage Deposit	\$100		
Birchwood			
Resident	\$70/hr		
Non-Resident	\$80/hr		
Browndale			
Resident	\$70/hr		
Non-Resident	\$80/hr		
Louisiana Oaks			
Resident	\$70/hr		
Non-Resident	\$80/hr		
Nelson Park			
Resident	\$70/hr		
Non-Resident	\$80/hr		
Oak Hill Park			
Resident	\$70/hr		
Non-Resident	\$80/hr		
Wolfe Park			
Resident	\$70/hr		
Non-Resident	\$80/hr		
Park Rental - Large Event			
Half Day fee	\$950		
Full Day fee	\$1,800		
Picnic Shelter Rental (per time block: 10 a.m. - 2 p.m. or 4 - 8 p.m.)			
Damage Deposit	\$100		
Additional Hours (before 11 a.m.)			
Resident	\$20/hr		
Non-resident	\$25/hr		

2025 Proposed City of St. Louis Park - FEES			
SERVICE	2025 PROPOSED FEE	Action	Appendix A
Fern Hill Park			
Resident	\$90/time block		
Non-resident	\$110/time block		
Oak Hill Park			
Central (resident)	\$95/time block		
Central (non-resident)	\$115/time block		
Main (resident)	\$120/time block		
Main (non-resident)	\$150/time block		
Wolfe Park			
East (resident)	\$95/time block		
East (non-resident)	\$115/time block		
West (resident)	\$95/time block		
West (non-resident)	\$115/time block		
Rec Center			
Banquet Room Rental (per hour; 2 hour minimum)			
Damage Deposit	\$700		
Maintenance Fee	\$75/time		
Resident Sunday - Friday	\$75/hr		
Resident Saturday (8 a.m. to midnight)	\$750/Saturday		
Non-resident Sunday - Friday	\$85/hr		
Non-resident Saturday (8 a.m. to midnight)	\$850/Saturday		
Police Officer (after 9 p.m. events where alcohol is served)	\$310/event		
Gallery Room Rental (per hour; 2 hour minimum)			
Damage Deposit	\$100		
Maintenance Fee	\$30/time		
Residents & Non Profit Groups	\$55/hr		
Non-resident	\$65/hr		
Ice Rink Rental	\$240/hr plus tax		
Ice Skating Party (2 hr use of Gallery, 15 pp adm open skate)			
Resident	\$115		
Non-resident	\$140		
Ice Skating Party (2 hr use of Banquet Room, 15 pp adm open skate)			
Resident	\$130		
Non-resident	\$165		
Skate rental	\$3		
Skate sharpening	\$5		
Skating Admission - adult	\$5		
Skating Admission - youth & senior	\$4		
Ten Punch Pass - adult	\$40		
Ten Punch Pass - youth & senior	\$35		
Open Hockey Admission	\$5		
Open Hockey Ten Punch Pass	\$45		
Aquatic Park			
Daily Entrance Rates (resident):			
Under 1 year old	Free		
1 to 54 years old	\$10		
55+ years old	\$6		
Twilight (after 4:30 p.m.)	\$6		
Daily Entrance Rates (non-resident):			
Under 1 year old	Free		

2025 Proposed City of St. Louis Park - FEES		Action	Appendix A
SERVICE	2025 PROPOSED FEE		
1 to 54 years old	\$15		
55+ years old	\$9		
Twilight (after 4:30 p.m.)	\$9		
Season Pass (Resident* & purchased on or before May 31)			
Under 1 year old	Free		
1 to 54 years old	\$60		
Caretaker/Nanny	\$65		
55+ years old	\$50		
Twilight (after 4:30 p.m.)	\$45		
Season Pass (Resident* & purchased on or after June 1)			
Under 1 year old	Free		
1 to 54 years old	\$70		
Caretaker/Nanny	\$75		
55+ years old	\$60		
Twilight (after 4:30 p.m.)	\$55		
Season Pass (Non-Resident & purchased on or before first day of Aquatic Park)			
Under 1 year old	Free		
1 to 54 years old	\$70		
Caretaker/Nanny	\$75		
55+ years old	\$60		
Twilight (after 4:30 p.m.)	\$55		
Season Pass (Non-Resident & purchased after first day of Aquatic Park)			
Under 1 year old	Free		
1 to 54 years old	\$80		
Caretaker/Nanny	\$85		
55+ years old	\$70		
Twilight (after 4:30 p.m.)	\$65		
Gazebo Rental (<i>Daily admission/season pass required</i>)			
Resident	\$55 per use		
Non-resident	\$65 per use		
Private Aquatic Park Rental	\$500/hour		
Lap Lane Rental	\$75/hr		
August Season Pass	\$30		
Recreation Outdoor Center (ROC)			
Dry Floor Rental			
Damage Deposit	\$300		
Food and Beverage Fee	\$75		
Two Hour Maximum (resident) - space only Resident, space only	\$55/hr		
Two Hour Maximum (resident) - space plus additional services - Resident, space plus services	\$100/hr		
Two Hour Maximum (resident) - space only Non-resident, space only	\$70/hr		
Two Hour Maximum (resident) - space plus additional services Non-resident, space plus services	\$115/hr		
Ice Rink Rental * (residents)	\$175/hr plus tax		
Ice Rink Rental * (non-residents)	\$180/hr plus tax		
Skate Rental	\$3		
Skate Sharpening	\$5		
Skating Admission - adult	\$5		

2025 Proposed City of St. Louis Park - FEES			
SERVICE	2025 PROPOSED FEE	Action	Appendix A
Skating Admission - youth & senior	\$4		
Ten Punch Pass - adult	\$40		
Ten Punch Pass - youth & senior	\$35		
Open Hockey Admission	\$5		
Open Hockey Ten Punch Pass	\$45		
Turf Field Rental (full field - 200' x 85')			
Resident	\$60/hr		
Non-resident	\$75/hr		
Skate Park Rental (outdoor)	Free admission		
Resident (private rental)	\$200/hr		
Non-Resident (private rental)	\$400/hr		
Westwood Hills Nature Center (indoor)			
Conference Room			
Damage Deposit	\$100		
Resident per hour (2 hr min.)	\$55/hr		
Non-Resident per hour (2 hr min.)	\$65/hr		
Multi-Purpose Rooms (A, B or C)			
Damage Deposit	\$100		
Resident per hour (2 hr min.)	\$60/hr		
Non-Resident per hour (2 hr min.)	\$70/hr		
Entire Facility Rental			
Damage Deposit	\$800		
Resident (12 hour rental)	\$1,600		
Non-Resident (12 hour rental)	\$1,900		
Westwood Hills Nature Center (outdoor)			
Park Building (lower) Rental			
Damage Deposit	\$300		
Resident - per hour (2 hr min.)	\$75/hr		
Non-Resident - per hour (2 hr min.)	\$85/hr		
Picnic Shelter (upper) Rental			
Damage Deposit	\$100		
Resident - per hour (2 hr min.)	\$135/time block		
Non-Resident - per hour (2 hr min.)	\$165/time block		
Oak Patio Rental			
Resident per hour (2 hr min.)	\$37/hr		
Non-Resident per hour (2 hr min.)	\$47/hr		
Observation Deck Rental			
Damage Deposit	\$100		
Resident per hour (2 hr min.)	\$40/hr		
Non-Resident per hour (2 hr min.)	\$50/hr		
Winter Outdoor Hockey Rink Rental			
Resident (during warming house hours)	\$30/hr		
Non-Resident (during warming house hours)	\$40/hr		
Warming House Rental			
Resident (after hours)	\$50/hr		
Non-resident (after hours)	\$60/hr		
Non-resident & Resident (during hours)	\$20/hr		
Mobile Food Truck Vendor Permit	\$50/day per truck		
Professional Photo & Park Video Shoot (does not include facility rental)			
Resident Individual	\$25/hr		

2025 Proposed City of St. Louis Park - FEES			
SERVICE	2025 PROPOSED FEE	Action	Appendix A
Non-resident Commercial	\$125/hr		
Special Equipment Rental (<i>delivery within City limits only</i>)			
Damage Deposit	Rent to Neighborhood Org. Only		
16 Folding Tables and 40 Chairs (resident)	\$110		
16 Folding Tables and 40 Chairs (St. Louis Park Organization)	-		
8 Folding Tables and 20 Chairs (resident)	-		
8 Folding Tables and 20 Chairs (St. Louis Park Organization)	-		
Natural Resources & Park Maintenance			
Community Garden Plot	\$45/yr		
Trees - nuisance abatement Fees			
Private	10% with maximum of \$500		
Weed Elimination			
Non-compliance of Weed Nuisance Notice	\$200		
Wood Chip Delivery (<i>within City limits only</i>)			
3 cubic yards	\$80		
<u>POLICE DEPARTMENT</u>			
Animals		Ordinance	Appendix A
Animal Impound		Ordinance	Appendix A
Initial impoundment	\$40	Ordinance	Appendix A
2nd offense w/in year	\$60	Ordinance	Appendix A
3rd offense w/in year	\$85	Ordinance	Appendix A
4th offense w/in year	\$110	Ordinance	Appendix A
Boarding Per Day	\$30	Ordinance	Appendix A
Dangerous Dog Annual Review Hearing	\$250	Ordinance	Appendix A
Potentially Dangerous Dog Annual Review Hearing	\$250	Ordinance	Appendix A
Copies & Reports			
Clearance Letters	\$5		
Accident Photo	\$10/disk		
Audio Recording	\$10		
Police Report Certification	\$1		
Body Camera Video Requests	\$30		
Defense Attorney Case Requests	\$20		
Case file request for matters transferred to outside agencies	\$50		
911 Audio Transcription	\$10		
Obtaining audio (if not part of case file) and transcribing	\$20		
Crime Free Multi-Housing Training	\$40/class		
Criminal Background Investigation		Ordinance	Appendix A
Volunteers & Employees	\$5	Ordinance	Appendix A
False Alarm (Police)	Residential/Commercial	Ordinance	Appendix A
1st offense w/in year	\$0/\$0	Ordinance	Appendix A
2nd offense w/in year	\$100/\$100	Ordinance	Appendix A
3rd offense w/in year	\$100/\$125	Ordinance	Appendix A
4th offense w/in year	\$100/\$150	Ordinance	Appendix A
5th offense w/in year	\$100/\$175	Ordinance	Appendix A
Each subsequent in same year	\$100/\$25 increase	Ordinance	Appendix A
Late Payment Fee	10%		
Fingerprinting			
St. Louis Park residents & business needs	\$25 per card		
Solicitor/Peddler Registration	\$150 Peddlers only	Ordinance	Appendix A
Vehicle Forfeiture		Ordinance	Appendix A
Administrative fee in certain cases	\$250	Ordinance	Appendix A

2025 Proposed City of St. Louis Park - FEES			
SERVICE	2025 PROPOSED FEE	Action	Appendix A
Public Works			
Block Party Application (MSC at 7305 Oxford St)	No Charge		
Cone Deposit	\$10/cone		
Event Recycling Bin Deposit	\$100/bin		
Bulk Water Filling Station (Pre-purchase at MSC)	\$7/1,000 gallons		
Fire Hydrant Use Permit (MSC - approval only by PW/Utilities)	\$200 connection fee per hydrant \$1,500 deposit, \$7/1,000 gallons		
Permit to Exceed Vehicle Weight Limitations (MSC)	\$50 each	Ordinance	Appendix A
Service Fees (Stop Box Repairs) - MSC Shop			
Public Service Worker			
Regular Business Hours	\$60		
After Hours	\$180		
Non-Accessible Meter Charge	\$100 per month		
Winter Parking Permit			
Caregiver parking	\$25	Ordinance	Appendix A
No off-street parking available	No Charge	Ordinance	Appendix A
Off-street parking available	\$125	Ordinance	Appendix A

Executive summary

Title: Resolution approving the assignment and assumption of Perspectives CDBG loan and transfer of ownership of property to Trellis Co. - Ward 3

Recommended action: Motion to adopt resolution approving assignment and assumption of Perspectives CDBG deferred loan and transfer of ownership of property to Trellis Co.

Policy consideration: Does the city council support the assignment and assumption of Perspectives CDBG deferred loan and the transfer of ownership of property to Trellis Co.?

Summary: Perspectives is a 56-unit affordable housing development located in five adjacent buildings at Louisiana Court apartments. The City of St. Louis Park and the City of Edina awarded the project a \$100,474 deferred loan on Dec. 27, 2001 utilizing Community Development Block Grant (CDBG) funds as a no-interest loan. The project also received financing from a variety of other funders and the St. Louis Park Housing Authority has provided project-based voucher (PBV) rental assistance for 22 units at these properties, further enhancing affordability for 22 tenant households.

The current owner, Perspectives, Inc. has filed for Chapter 11 bankruptcy and is required to sell the properties as part of its bankruptcy proceedings. Perspectives has accepted a suitable offer from Trellis Co. to purchase the five buildings, maintain all affordable restrictions, assume the project based rental assistance contract, and assume and continue all tenant leases. Trellis' acquisition and the bankruptcy court's approval of the sale are contingent upon both new financing from Greater Minnesota Housing Fund and the assignment and assumption of all secured debt.

To facilitate the transfer of ownership, Trellis has requested the assignment and assumption of the existing CDBG loan. Subordination to new debt and amendment of certain terms unrelated to the primary contract terms and principal loan amounts may be necessary to effectuate the transfer assignment and assumption of debt contemplated by this action. Contingent on required approvals from the bankruptcy court and other funders, Trellis anticipates closing on the sale of the properties in August 2024. Approval of this request will preserve affordability for 56 housing units in St. Louis Park.

Financial or budget considerations: None.

Strategic priority consideration: St. Louis Park is committed to providing a broad range of housing and neighborhood oriented development.

Supporting documents: Discussion
Resolution

Prepared by: Marney Olson, housing supervisor

Reviewed by: Karen Barton, community development director

Approved by: Kim Keller, city manager

Discussion

Background: Perspectives is a 56-unit affordable housing development located in five adjacent buildings at Louisiana Court apartments. The City of St. Louis Park and the City of Edina awarded the project a \$100,474 deferred loan on Dec. 27, 2001 utilizing Community Development Block Grant (CDBG) funds as a no-interest loan.

The duration of agreement states: The borrower, Perspectives, Inc., for itself and for its successors and assigns, shall take all necessary actions to maintain the property as rental housing affordable to very low-income persons and families as defined by HUD and to comply with the provisions and requirements of 24 CFR Part 570 and this Agreement for Thirty (30) years from the date of this agreement.

Both the cities of St. Louis Park and Edina (the lender) cooperated in the Urban Hennepin County CDBG program by virtue of a joint cooperation agreement effective October 1, 1999. The lender executed a subrecipient agreement with Hennepin County which allocated funds from the Urban Hennepin County CDBG program for the purpose of supporting the acquisition and rehabilitation of two 12-unit apartment buildings located at 2759 and 2765 Louisiana Court to create 20 affordable units for very low-income persons.

Present considerations: The current owner, Perspectives, Inc. has filed for Chapter 11 bankruptcy and is required to sell the properties as part of its bankruptcy proceedings. Perspectives has accepted a suitable offer from Trellis Co. to purchase the five buildings, maintain all affordable restrictions, assume the project based rental assistance contract, and assume and continue all tenant leases. Trellis' acquisition and the bankruptcy court's approval of the sale are contingent upon both new financing from Greater Minnesota Housing Fund and the assignment and assumption of all secured debt.

To facilitate the transfer of ownership, Trellis has requested the assignment and assumption of the existing CDBG loan. Subordination to new debt and amendment of certain terms unrelated to the primary contract terms and principal loan amounts may be necessary to effectuate the transfer assignment and assumption of debt contemplated by this action. Contingent on required approvals from the bankruptcy court and other funders, Trellis anticipates closing on the sale of the properties in August 2024. Approval of this request will preserve affordability for 56 housing units in St. Louis Park.

Trellis, Co. (Trellis) and Missions Inc. Programs (Missions)

Trellis Co. was founded in 1991 on the belief that long-term nonprofit ownership is the best way to sustain high quality affordable housing. Trellis owns and manages approximately 50 properties, more than 5,000 units of housing, primarily located in the Twin Cities. Nearly all Trellis properties are managed by their internal property management team.

Missions is a nonprofit organization who provides housing, emergency shelter and supportive services to domestic abuse survivors and those seeking recovery from substance use disorders.

Trellis will partner with Missions to continue to serve the population that Perspectives currently serves, which is single mothers with children where the head of household has a disability.

Many of these mothers have experienced addiction issues, domestic violence and/or have been homeless. Many residents will be referred by Missions programs, other county programs, coordinated entry as well as the general population.

Missions intends to provide the same services as Perspectives with the exception of childcare.

- Missions estimates 5.1 FTEs will provide services on-site including case management, life-skills, employment training, parenting skills, addiction recovery services, behavioral health, advocacy, domestic abuse recovery/support, mental health care, culturally specific assistance and some physical, occupational and speech services based on comorbidities.
- It will be a housing first, harm reduction approach based on current best practices.
- The existing county services contracts will be transferred to Missions.

Trellis will have a full-service property management team on-site with security, maintenance, and admin/office staff. Trellis does not plan to add a 24-hour secure front desk, but Trellis management staff will be on-site full-time. Trellis will work with Missions to ensure residents are given the supports they need to thrive.

Impact: These 56 supportive housing units serve a critical need in St. Louis Park. Approval of this request will preserve affordability for 56 housing units and prevent displacement of current tenants during the Chapter 11 bankruptcy process.

The St. Louis Park Housing Authority Board passed a resolution July 10, 2024 authorizing the Housing Authority to assign the PBV contract with Perspectives, Inc. to Trellis, Co. or a single asset entity whose sole member is Trellis Co. upon sale of the property.

Next steps: Upon the sale of the property to Trellis, Co. the city will negotiate the assignment, assumption and amendment of the deferred loan agreement allowing the transfer of ownership and assumption of debt.

Resolution No. 24 - __

Approving the assignment and assumption of Perspectives CDGB deferred loan and transfer of ownership of property to Trellis Co.

Whereas, the City of St. Louis Park, through execution of a joint cooperation agreement with Hennepin County effective October 1, 1999, cooperated in the Urban Hennepin County Community Development Block Grant (CDBG) Program and executed a subrecipient agreement with Hennepin County allocating funds from the CDBG Program; and

Whereas, the City of St. Louis Park and the City of Edina entered into a 30 year deferred loan agreement December 27, 2001, lending a total of \$100,474 of CDBG funds to Perspectives, Inc. as a no-interest loan to finance a portion of the cost of acquisition of existing residential housing located at 2759 and 2765 Louisiana Court; and

Whereas, the deferred loan required Perspectives, Inc., for itself and for its successors and assigns, to take all necessary actions to maintain the Property as rental housing affordable to very low-income persons and families as defined by HUD for thirty (30) years from the date of the agreement; and

Whereas, Perspectives, Inc. has filed for Chapter 11 bankruptcy and is required to sell the properties as part of its bankruptcy proceedings and Perspectives has accepted a suitable offer from Trellis Co. to purchase the property and maintain all affordability requirement; and

Now therefore be it resolved that the city council of St. Louis Park authorizes the assignment and assumption of Perspectives CDBG deferred loan and the transfer of ownership of property to Trellis Co. or a single asset entity whose sole member is Trellis Co. and

It is further resolved that the city manager be authorized to negotiate the agreement with Trellis Co. or affiliated entity and modify agreement terms as necessary to facilitate a change in property ownership and to subordinate mortgages to newly incurred debt with no change in the contract term or the total combined loan principal amount of \$100,474; that following review and approval by the city attorney’s office the city manager and mayor be authorized to sign the amendments and related documents on behalf of the city.

Reviewed for administration:

Adopted by the city council July 15, 2024:

Kim Keller, city manager

Nadia Mohamed, mayor

Attest:

Melissa Kennedy, city clerk

Executive summary

Title: Operating budget

Recommended action: No action is recommended at this time; this report is for discussion purposes only.

Policy consideration:

1. Does council support the recommended general fund budget and associated levy increase of \$669,052 as presented, understanding that a) it is a portion of the overall levy increases needed and b) staff will continue to work toward lowering the levy increases?
2. Does council support a flat Housing Redevelopment Authority levy in 2025 of \$1.74 million before salaries and associated levy are moved to the general fund, with the understanding that additional external revenues are going to the Affordable Housing Trust Fund to support programs?
3. Does council support an Economic Development Authority levy of \$187,000 in 2025 and \$375,000 in 2026 to cover non-personnel programming funded out of the development fund and stop the spend down of that fund?

Summary: On July 8, 2024, council received an update to forecasted non-property tax city revenues and expenses in 2025. This report includes recommended operating spending proposals in the general fund, the city's largest fund that supports core city services and is supported largely by the property tax levy as well as recommendations for the development fund and Affordable Housing Trust Fund (AHTF) and associated Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) levies. This report lays out the 2025 budget process, provides context and details recommendations for inclusion in the preliminary 2025 general fund budget.

Staff is seeking specific feedback on whether council priorities have been accurately captured and reflected in the proposed budget, and whether the council is seeking additional investments in other city adopted priorities.

On Aug. 28, 2023, council will receive a report on forecasted capital expenses and revenues as well as recommended new spending proposals for 2024. At that meeting staff will present a more complete proposed 2024 budget and a comprehensive recommended levy increase for 2024.

Financial or budget considerations: All.

Strategic priority consideration: All.

Supporting documents: Discussion, 2025 Operating Proposals and Levy Impact

Prepared by: Amelia Cruver, finance director

Approved by: Kim Keller, city manager

Discussion

Background: On July 8, 2024, council discussed the base budget projections for 2025. This report will lay out the recommended new operating programming recommendations and their levy impact. On August 12, council will discuss the new Capital Improvement Plan for 2025 and the next four (4) years, as well as the overall preliminary levy increase.

This report assumes the restructuring of levies in the general fund, HRA and EDA line items that moves all staff and associated revenues to the general fund.

2025 City Council Budget Calendar

Date	Agenda Item	Topics
July 8, 2024	Council report and discussion: Base budget and fee update	<ul style="list-style-type: none"> • Learnings from 2023 • Base Budget spending and revenues and levy impact • 2025 economic conditions
July 15, 2024	Council report and discussion: Operating budget Public Hearing: Fee update	<ul style="list-style-type: none"> • Proposed new operating budget spending items in the 2025 budget and levy impact
Aug. 12, 2024	Council report and discussion: Capital budget and levy recommendation	<ul style="list-style-type: none"> • Proposed capital projects for 2025 and levy impact • Proposed 5 year Capital Improvement Plan (CIP) • Preliminary 2025 levy
Sept. 16, 2024	Council report, discussion and vote: Approve maximum levy	<ul style="list-style-type: none"> • Revisions, if any, to the proposed capital and operating budgets and associated levies • Adoption of maximum 2025 levy
October <i>TBD</i> 2024	Council report and discussion: TIF Management Report and discussion	<ul style="list-style-type: none"> • TIF district performance • TIF district recommended transfers and decertification, if any.
<i>Mid November</i> 2024	<i>Truth in taxation property tax notices sent out by the county</i>	<i>Residents receive an estimate of their 2025 tax bill and information on the public hearing in December</i>
Nov. 18, 2024	Council report and discussion: Revised budget	<ul style="list-style-type: none"> • Revisions to the budget and adjustments to the levy, as needed. In November the levy can only go down from the maximum set in September
Dec. 2, 2024	Council report and public hearing: Truth in Taxation	<ul style="list-style-type: none"> • Residents share feedback on the proposed 2025 budget
Dec. 16, 2024	Council report, discussion and vote: Budget adoption	<ul style="list-style-type: none"> • Council adopts the 2025 budget and CIP

Must-do budget items

Department/division if applicable	Title of proposal	Strategic priority	2025 Cost	FTEs	Notes and follow up
Admin Services	Auditing Services	All	\$22,000	0	Increased to meet contract costs
Administrative Services	Arts and culture grant funds	Social Capital	\$67,000	0	Moved from development fund, no increase in budget
Administrative Services	Neighborhood grant funds	Social Capital	\$50,000	0	Moved from development fund, no increase in budget
Administrative Services	Legislative lobbying funds - administrative transfer	All	\$60,000	0	Moved from development fund, no increase in budget
Park/Rec-Facilities	Trash/Recycling/Organics Collection Line-Item Budget Increase	All	\$20,000	0	Increased to meet actual costs
Police	Police Embedded Social Worker	Racial Equity	\$26,000	0	Increased to meet actual costs
Parks and Recreation	Special programs budget increase (contractual services and supplies)	Social Capital	\$0	0	Additional spending offset by revenue increases
Parks and Recreation	Youth programs budget increase (contractual services)	Social Capital	\$0	0	Additional spending offset by revenue increases
IT and Comms	Cellular service and hardware (mobile phones, iPads, cases, and accessories)	All	\$15,000	0	Increased to meet actual costs
Administrative Services	Boards and commissions program support	Social Capital	\$45,000	0	Council direction
Natural Resources	New Forestry Technician position	Environmental Stewardship	\$16,000	1	Council direction
Finance	Personnel costs growing faster than anticipated	All	\$200,000	0	Place holder to ensure the max levy covers personnel costs that are being finalized in the next month.
IT and Comms	LOGIS software	All	\$9,000	0	Increased to meet actual costs
Total			\$530,000	1	

These must-do proposals would add an ongoing \$530,000 to the property tax levy, increasing the preliminary levy increase estimate to 6.66%. The 2025 Operating Proposals and Levy Impact handout includes the year-over-year comparison.

Ongoing general fund recommendations

These proposals would add an ongoing \$209,052 to the budget and property tax levy, increasing the preliminary levy increase estimate to 7.15%

Department/ division if applicable	Title of proposal	Strategic Priority	2025 Cost	FTE's	Notes and follow up
Building & energy	Reclassify a sr. construction codes inspector position to an assistant building official position - requested effective mid-2024.	All	\$9,000	0	
Community Development	Social Services Program	Racial Equity	\$50,000	0	Additional \$100k to be added to AHTF Budget for this same grant program
HR	NeoGov Onboard	All	\$9,700	0	
Police	Guardian Tracking Software Annual Subscription	All	\$4,952	0	
Police	Paid Chaplain Services	All	\$16,400	0	
Police	Property and Evidence Software	All	\$19,000	0	
Police Department	Community Outreach Budget	Social Capital	\$0	0	\$22,500 to be funded through fund balance reserved for PD outreach programming
Community Development	CD Specialist position	All	\$100,000	1	
Total			\$209,052	1	

One-Time Recommendations

Department/division if applicable	Title of proposal	Strategic Priority	2025 Cost
HR	Employee Recognition/years of service - increase to maintain current service level	All	\$5,000
Police	Police Jiu Jitsu Pilot Program	All	\$15,000
IT and Comms	Telephone landline services	All	\$30,000
Administrative Services /HR	Temp Payroll Specialist	All	\$60,000
IT and Comms	Website redesign and intern	All	\$50,000
Total			\$160,000

These proposals can be funded with excess fund balance in the general fund. Increasing the use of fund balance by \$160,000 will keep us in compliance with our fund balance targets of 40-50 percent of the current year's budgeted expenses.

Budget Process:

In April, staff begins to work on the annual budget by first analyzing the closed year's budget performance. Departments use the information gleaned from the prior year's budget to actual results to adjust line-item budgets and plan for budget requests.

In May, departments prepare budget requests. For any new or expanded programs or additional full time employees (FTEs) requested, departments prepare proposals that describe the request and the rationale, share any results data on the effectiveness of the proposal, community engagement around the request and a racial equity analysis of the proposed change. In addition to new proposals, department heads are also working with finance staff to confirm personnel rosters and project revenue from fees, licenses and permits.

Present considerations: 2025 operating budget recommendations

In June, the city manager meets with each department to review and ask questions about the budget requests. As a result of those meetings and the data in the proposals, finance staff and the city manager have worked to identify three groupings of budget requests that are recommended for funding in 2025:

- **Must-do budget items:** these proposals fall into two groups: 1) are essential for maintaining the current service level for residents and have been underbudgeted in previous years or experienced increased cost from previous years, or 2) are proposals that council has given staff direction to fund in future budgets.
- **Ongoing general fund recommendations:** These proposals are recommended by the city manager as key investments to move the city toward its goals.
- **One-time general fund recommendations:** These proposals are recommended by the city manager and can be funded with one-time resources, outside of the levy if approved.

2025 Must-Do Proposals

These proposals are essential for maintaining the current service level for residents or are proposals that council has given staff direction to fund in future budgets.

The following additions to the 2025 budget are recommended by the city manager and staff:

- **Auditing Services.** The city must complete a financial audit before June 30 each year and the cost for those services has grown over the past five (5) years, while the budget has not been adjusted. \$22,000 is recommended to cover the current cost of financial services.
- **Arts and culture grant funds, Neighborhood grant funds and legislative lobbying funds.** These three bodies of work are currently funded at \$177,000 per year out of the development fund and staff recommends moving those budgets to the general fund. Currently each of these activities is funded out of the development fund, which does not have an ongoing revenue source for these expenditures. In addition, the management of these programs has moved over time from the community development department to the administrative services department and this recommendation will move the budgets to the appropriate department.
- **Trash/Recycling/Organics collection.** Staff recommends increasing this budget to cover increased costs.

- **Police embedded social worker.** This existing program has expanded in scope in recent years but has not had the budget adjusted to cover the full costs. This change will cover the current service level for this program.
- **Budget increase in special and youth programs.** Budget increases are recommended to cover increased costs to respond to demand for events, as well as to ensure the safety and accessibility of the events as participation grows year over year.
- **Cellular Service, hardware costs, and increases in software costs.** These proposals are recommended to cover the known increases in costs to cover these services.
- **Boards and commissions program support.** Council recently directed staff to provide stipends to board members. This request is directly related to that council direction. Staff is proposing a total of \$35,000 to cover the costs of board member stipends and an additional \$10,000 to cover the cost of boards and commission program coordination which could include expenses such as printing and creating of program materials for orientation as well as for outreach materials, potential room rentals and other related costs.
- **New Forestry Technician position.** Council recently directed staff to implement a “Tree Preservation Permit” for commercial and new residential subdivisions. As a part of that presentation and report, staff shared with council the need to increase staffing in order to implement the program. This position would assist the natural resources manager to increase management capacity to meet community demanded service levels. Primary duties include facilitating grant programs, commercial tree preservation inspections, private property inspections, and a focus on coordinating canopy enhancement programs in Environmental Justice areas.
- **Placeholder levy increase for maximum levy discussion.** Finance recommends including \$200,000 in increased levy resources in the September levy approval to manage adjustments to the base budget that are still being resolved. Staff will be taking several steps in the next month to verify allocation of salary costs between funds and ensure they are in line with actual work and our own financial policies. Adjustments to those allocations may increase general fund costs and put pressure on the levy. Staff will report back on the need for this revenue before the maximum levy is approved in September and will adjust this recommendation as needed.

2025 recommended ongoing proposals

These proposals are recommended by the city manager and staff as key investments to move the city toward its goals:

- **Reclassify an inspector position.** Staff recommend a slight increase in budget to convert an existing position to an assistant building official position. This creates a promotional pipeline for staff and adds needed redundancy to ensure continuous services.
- **Social Services Program.** Staff is proposing to create a competitive RFP program to provide funding to non-profit social service providers serving the St. Louis Park community. The program will focus on agencies that deliver services and activities to help St. Louis Park’s most vulnerable residents, including low-income, seniors, and children. Housing security and stability, economic stability, healthy food access and senior services are some of the program priorities that will be addressed through this program. This program is recommended to be funded with \$100,000 in AHTF revenue for housing focused services and \$50,000 general fund revenue for economic stability and senior services. This would replace legacy funding that has been awarded in the

past and agencies that have historically received funding would be eligible to apply through the new program.

- **NeoGov Onboard.** Staff recommends adding this service to streamline the hiring process at the city and improve the experience for hiring managers and new employees.
- **Increased contractual services budget for key police programs.** Staff recommend small increases in a few important programs in the police department. Tracking software will better track and document police training, wellbeing and performance throughout their careers, Chaplain services support the wellbeing of officers and the public during traumatic events, and software to better run the property and evidence processes will bring efficiency to a high demand area of work. In addition, the community outreach budget is recommended to be increased by \$22,500 to support community events. This increase will be supported by the reserved funds for this purpose in our general fund and will not increase the levy.
- **Community Development Specialist.** This position will support the city's small business community to help these businesses get started, grow, and remain economically viable. This function has existed in years past at the city but a full time FTE dedicated to this work has not been funded in the last two years as restructuring of the position was undertaken.

2025 recommended one-time proposals:

One-time general fund recommendations: These proposals are recommended by the city manager and can be funded with one-time resources, outside of the levy if approved.

The city manager recommends the following additions to the 2025 budget:

- **HR Increase for employee recognition.** After analyzing the budget needed for anticipated employee milestones, Staff are recommending a \$5,000 onetime increase in this budget.
- **Pilot Program at Police.** Funding for ten (10) officers to receive a year-long training program/study associated with Jiu Jitsu. The pilot program will partner with external trainers to teach the cohort skills in the discipline of Jiu-Jitsu with the goal of providing officers with another tool for de-escalation.
- **Telephone landline services.** The city still maintains many landlines as a part of our operations and the cost is increasing steeply in the next year. The city is re-evaluating our use of these services and in future years plans to reduce our use and the ongoing cost.
- **Payroll support.** The city needs to update its payroll processes and systems to lower the amount of manual work and staff time involved. This will be a multi-year plan to improve processes, update policies and move to a new HR and ERP system. In the short term, staff are recommending temporary support to document current inefficiencies and implement new procedures with the short-term goal of lowering staff overtime spent on payroll processes and help to cross train other staff on the process.
- **Website redesign.** Staff recommend updating the current city website in 2025. This request includes funding for contractual services as well as additional temporary staffing support for interns to help launch the project.

Not all proposals submitted by departments are funded in this recommended budget. Unfunded proposals included requests for new positions, new fleet vehicles, and increased professional services budgets.

In order to create more transparency in 2025, we have created a separate budget for city council related spending. In previous years these costs were folded into the administrative services department and were difficult to capture. The city council budget includes funding for salaries and benefits, conferences and meeting supplies and totals \$179,000 in 2025.

Spending Category	2025 Budget
Personnel	\$107,942
Non-Personnel	\$71,000

Other operating funds:

Affordable Housing Trust Fund and Housing Rehab Fund

The city established the AHTF in 2018 to provide opportunities to expand funding resources for affordable housing and advance the city's affordable housing goals. Along with pooled Tax Increment Financing (TIF), the HRA levy funds the AHTF. The 2025 proposed budget adds to these sources with new state dollars in Local Affordable Housing Aid. These revenues are expected to begin in 2024 and are estimated at \$330,000 annually. As discussed in previous reports, the special state legislation allowing for the city to deposit unobligated pooled tax increment for affordable housing into the city's AHTF will sunset at the end of 2026 unless continued by the state legislature. Making that change will remain a top legislative priority for the city in the 2025 legislative session.

The HRA levy has been in place since 2001. Based on current budget needs and the other revenue sources coming into the AHTF, staff recommends maintaining the current level of support through the HRA levy, holding the levy amount steady at \$1,744,133 before reducing the levy to move salary costs and revenues to the general fund. This puts the recommended HRA levy for 2025 at \$1,194,133, after \$550,000 of levy revenue is moved to the general fund to cover salaries which will no longer be charged to housing special revenue funds.

Staff recommends that the city continue directing pooled TIF to the AHTF to the fullest extent possible and maintain the current level of levy support for this work (albeit, now split between general and HRA) so that the city can maximize assets for affordable housing opportunities. Additional expenditures on the horizon include assistance to the Wooddale Station development, additional prospective developments, increased program funding to meet community needs and potential need for future housing improvement areas.

The AHTF supports both housing programs for things like home purchase support, rental assistance as well as the larger housing projects mentioned above. Outside of the recommended new social services program that adds \$100,000 to the budget in the AHTF, the proposed budget for housing programs 2025 does not include any increases from 2024. Economic factors like other available funding, interest rates, and the housing market impact the uptake of these programs, making actual spending fluctuate from year to year compared to

budget. Spending on these programs as a whole is trending under budget for 2024, so maintaining that level of funding will likely meet demand for these programs in 2025.

Development Fund

The development fund serves as the primary funding source for the EDA's activities and operations. Its primary revenue source is currently one-time dollars from the sale of EDA-owned properties. Beginning in 2022, EDA levy dollars have also been contributed to the fund; in 2023 the amount was \$500,000 and in 2024 the amount was increased to \$877,000 to cover all ongoing personnel costs being charged to the fund. However, this amount falls short of the ongoing expenditures budgeted in this fund resulting in a spending down of fund balance over time.

At one time, the development fund grew to a balance of over \$30 million. Over the last decade, it has been significantly drawn down for:

- EDA operations and administration including personnel costs, and planning studies/initiatives-
- Strategic property acquisitions (e.g. 4800 Excelsior, Bridgewater Bank Corporate Center as well as the Beltline and Wooddale Station developments). These strategic acquisitions have allowed the EDA to assert greater control and direction over what is constructed on those sites. In 2022, the fund was also used to acquire a commercial building for the affordable commercial land trust pilot.
- Economic development activities, programs and initiatives, along with small business assistance within the city. Recent loan recipients include The Block, Practical Systems, STEP, Honey & Rye Bakehouse, London Square mixed-use building and Mexico City Café. In 2023, the EDA established a new commercial business assistance program as well as a façade assistance program for the Texa Tonka commercial area.

Since 2019, the development fund has spent down an average of \$1.8 million each year from its accumulated fund balance. At the end of 2023, the cash balance in the development fund was \$7.6 million, and if this trend is not interrupted the fund could be spent down by 2027. To further preserve the fund, in light of rising operational expenses as well as the increased costs of various economic development and redevelopment initiatives, staff recommends the following actions:

- Move \$177,000 of expenses from the Development Fund to the General Fund, as recommended in the above general fund proposals
- Set the EDA levy at \$187,000 in 2025 and \$375,000 in 2026 to cover the cost of land maintenance, non-loan business development supports, and the cost of zoning analysis and outreach related to land sales that are budgeted out of the development fund annually. Staff estimates that there is a total of \$375,000 in average ongoing expenses in the development fund that do not currently have an ongoing source of revenue. Staff is recommending spreading the levy increase out over two years to reduce the impact to taxpayers.
- The development fund will continue to fund business and development loan programs, as those programs generate revenue that can be used to finance new loans in the future.

A two-year plan to set the levy at \$187,000 in 2025 and \$375,000 in 2026 would cover the ongoing costs associated with EDA activities and stop the spend down of development funds.

Next steps: On August 12, 2024, council will receive a report on the 2025 capital improvement recommendations and an all-inclusive levy recommendation for 2025.

Action	Dates
Council Report: Base budget and fee update	July 8, 2024 – study session
Council Report: Operating budget	July 15, 2024 – special study session
Public Hearing: Fee update	July 15, 2024 – council meeting
Council Report: Capital Budget and levy recommendation	August 12, 2024 – study session
Council Report: Approve maximum levy	September 16, 2024 – council meeting
Council Report: Revised budget	November 18, 2024 – study session
Council Report and Public Hearing: Truth in Taxation	December 2, 2024 – council meeting
Council Report: Budget Adoption	December 16, 2024 – council meeting

Executive summary

Title: Pre-eviction notice ordinance

Recommended action: Provide staff direction on policy questions.

Policy consideration:

- Does the council wish to amend City Code Section 8-335 to require a 30-day notice period?
- Does the council wish to recommend or require the use of a city provided notice form?

Summary: Since Feb. 1, 2021, in St. Louis Park, property owners/managers are required to provide a seven-day notice to renters before filing an eviction action alleging a material breach of the lease for nonpayment of rent or other unpaid financial obligations.

In 2023, the Minnesota State Legislature enacted MN State Statute 504B.321 requiring a 14-day notice of eviction, effective Jan. 1, 2024. In response to this legislation, at the [Oct. 23, 2023](#) city council study session staff recommended the city's notice of eviction ordinance be amended to align with the state's new 14-day notice of eviction requirements. Staff also recommended the notice be called a "pre-eviction notice" and that property owners/managers be encouraged to use a city-prepared pre-eviction form in multiple languages. A majority of council members expressed interest in a 30-day notice and multiple were interested in learning more about requiring the use of a city-prepared pre-eviction form. The council directed staff to engage in further outreach to gather input on the potential impacts of both.

Staff collected comments provided through a survey, attorney recommendations, eviction data from the Hennepin County eviction dashboard, as well as the State's comprehensive process leading to a 14-day notice period. Staff also consulted with the city attorney on changes to the ordinance. Staff prepared a [March 25, 2024](#) study session report seeking direction from council on preferred amendments to the ordinance. At that meeting, a majority of council members expressed support for a 30-day notice, and the city attorney recommended that the city not require use of a city prepared form for the notice. Following the council meeting staff consulted with the city attorney to draft an ordinance based on council direction included in the [April 24, 2024](#) study session report. Council requested a follow-up discussion on this ordinance.

Financial or budget considerations: Staff time to implement and monitor the ordinance.

Strategic priority consideration: St. Louis Park is committed to providing a broad range of housing and neighborhood oriented development.

Supporting documents: Discussion, draft 14-day notice, draft 30-day notice

Prepared by: Marney Olson, housing supervisor

Reviewed by: Karen Barton, community development director

Approved by: Kim Keller, city manager

Discussion

Background: Since Feb. 1, 2021, in St. Louis Park, property owners/managers are required to provide a seven-day notice to renters before filing an eviction action alleging a material breach of the lease for nonpayment of rent or other unpaid financial obligations.

In 2023, the Minnesota State Legislature enacted MN State Statute 504B.321 requiring a 14-day notice of eviction, effective Jan. 1, 2024. In response to this legislation, at the [Oct. 23, 2023](#) city council study session staff recommended the city's notice of eviction ordinance be amended to align with the state's new 14-day notice of eviction requirements. The council directed staff to engage in further outreach to gather input.

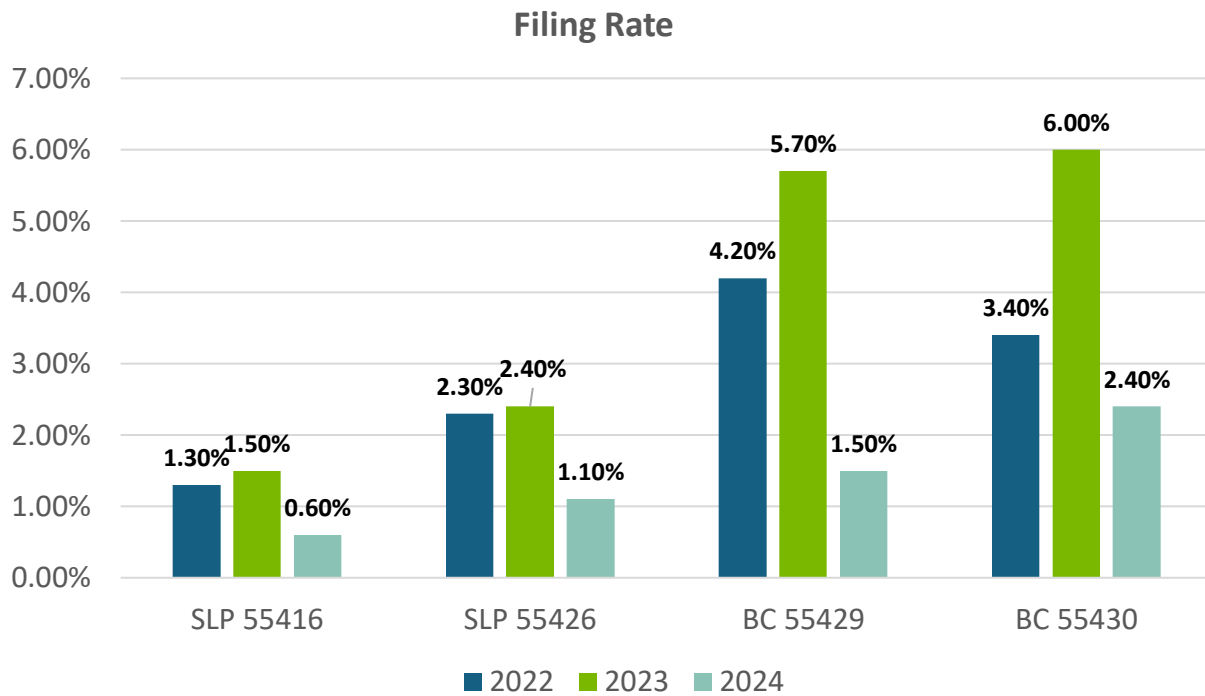
Staff collected comments and consulted with the city attorney on changes to the ordinance. Staff prepared a [March 25, 2024](#) study session report seeking direction from council on preferred amendments. At that meeting, the majority of council members expressed support for preparing a 30-day notice for consideration, and the city attorney recommended that the city not require use of a city prepared form for the notice. Council members expressed concern about renters knowing when the 30-day notice period ends, confusing/intimidating language in the notice, and renters knowing where/how to access resources. Staff prepared a draft ordinance for the council to review at the [April 24, 2024](#) study session.

Eviction data: Brooklyn Center is the only city in the state that has adopted a 30-day notice of eviction ordinance, to date. Brooklyn Center adopted its 30-day pre-eviction notice in April 2022. The City of Brooklyn Center does not track nor have any data on eviction filings or the number of eviction notices served by property owners.

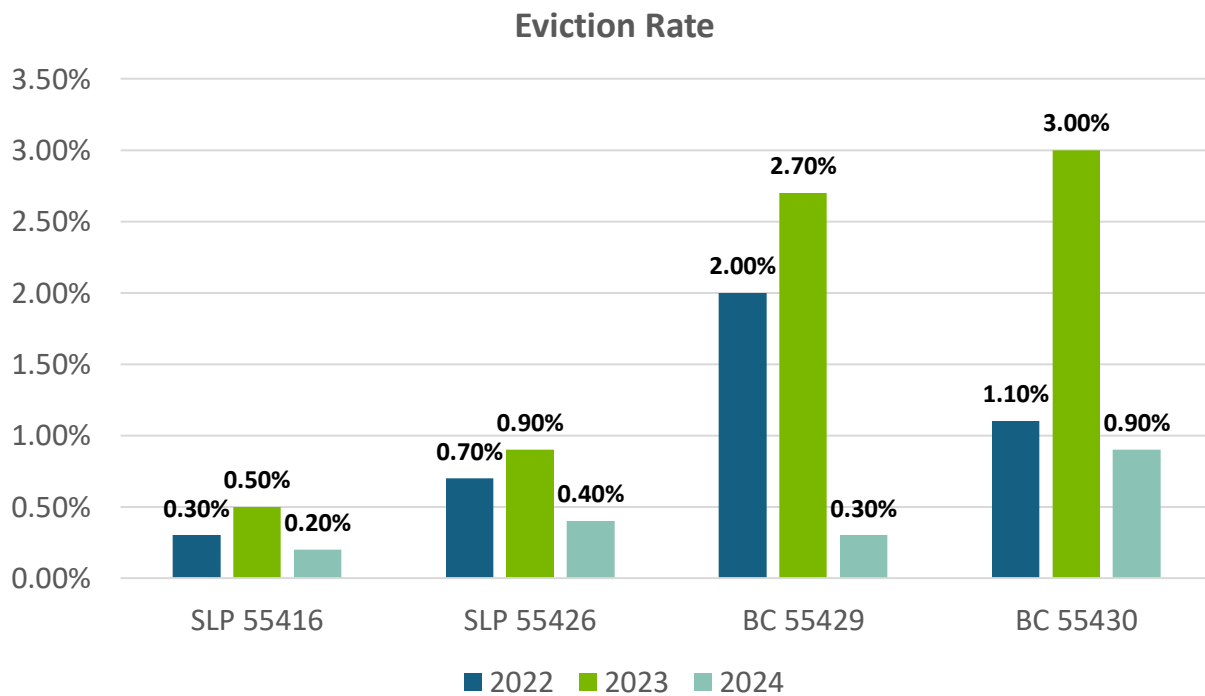
The [Hennepin County eviction dashboard](#) provides eviction data, but only includes public filings. Cases that are made confidential or expunged are not public. Staff utilized the dashboard to provide data for evictions in 2022 and 2023 in the March 25, 2024 report for zip codes that include St. Louis Park and Brooklyn Center. Hennepin County does not track filings by city; only by zip codes. Therefore, the zip codes for St. Louis Park and Brooklyn Center are not exclusive to the respective cities. Staff re-ran the data most recently on July 8, 2024 for 2022, 2023 and 2024. The graph below has been updated to reflect the most current data for 2022, 2023 and 2024 eviction filing and eviction rates. Because only public filings are included, the number and percentage of filings and evictions are reduced as cases are made confidential or expunged.

Beginning on June 1, 2022, all tenant protections from Minnesota's COVID-19 related eviction moratorium phaseout law expired. Brooklyn Center's 30-day notice period began mid-year in 2022 and remains in place in 2024. St. Louis Park landlords were required to provide a seven-day notice period in 2022 and 2023 per city code and a 14-day notice period in 2024 to comply with state statute. The filing rate and eviction rate in all four zip codes through July 8, 2024 is lower than in 2022 and 2023 for each respective zip code. The St. Louis Park eviction filing rate is lower than Brooklyn Center each year. The eviction rate was lower in 2022 and 2023 in both St. Louis Park zip codes compared to Brooklyn Center zip codes. The eviction rate continues to be low in St. Louis Park in 2024 and much lower in Brooklyn Center than in 2023.

Filing rate as of July 8, 2024



Eviction rate as of July 8, 2024



Present considerations: At the April 24, 2024 meeting, council requested a follow-up meeting to discuss the ordinance.

Based on staff direction from council, the ordinance will require the following be included in the notice:

- Must be called a “pre-eviction notice.”
- State that the landlord may file an eviction case if the tenant fails to pay the total amount due or move out within 30 days from the date of the notice, and such date must be included in the notice.
- Must include, “If you need legal or financial help you may contact the resources listed in this pre-eviction notice.”
- Must provide a description of how to access legal and financial assistance through information posted on the city’s website.

The city ordinance is a supplement to state statute. Landlords are required to comply with state statute and city ordinance; therefore, *the city ordinance only includes requirements that are supplementary to the state statute.*

In 2023, the Minnesota State Legislature enacted MN State Statute 504B.321 requiring a 14-day notice of eviction, effective Jan. 1, 2024. Subd. 1a. of the statute addresses the written notice.

Staff and the city attorney recommend a city prepared form not be required and therefore not be referenced in ordinance. City staff worked with the city attorney to provide a sample 14-day and 30-day notice attached to this council report. Landlords are responsible for ensuring compliance with state statute, city code and any other requirements that they may have.

Policy: The following is a summary of the feedback, research, legislative changes, and housing market dynamics listed as pros and cons of requiring a city-provided form and a 30-day notice from the March 25, 2024 council report:

Requiring a city provided pre-eviction notice form	
Pros	Cons
All St. Louis Park renters receive the same notice and provide clear, concise language	The city attorney has concerns that requiring a city notice form to be used will lead to tenant confusion
Availability of the notice in multiple languages	Some programs or funding sources require specific language or an entirely separate notice, resulting in multiple notices being sent to the tenant which could cause confusion
All notices would have the same notice title with an intention of making the purpose of the notice clear	The city-provided notice cannot include all lease provisions that landlords want included in a notice which could result in multiple notices being sent, adding to tenant confusion

Requiring 30-day notice	
Pros	Cons
30 days gives renters more time to secure funds to pay outstanding rent	Property owners rely on timely rent payments to pay mortgage, utilities, taxes, insurance and other financial obligations. Small business owners are especially concerned about financial hardship. A 30-day notice creates the risk of the owner losing two or more months of rent.
30 days allows the tenant more time to gather required documents for rental assistance and would provide more time for a determination for emergency rental assistance	Input from community research suggests residents who fall behind 30 or more days on rent have less chance of catching up and restoring their current housing situation. The tenant's future housing may be impacted by incurring high balances owed to a previous landlord.
For tenants unable to pay within 30 days or unable to qualify for emergency rental assistance, this gives more time to find alternate housing	Most landlords work with tenants to resolve issues without going to housing court. A 30-day notice may limit flexibility to address nonpayment situations without going to court.
30 days would provide more time to resolve non-payment to reduce number of evictions filed	Could result in unintended consequences such as requiring higher security deposits, stricter screening criteria, increased cost of doing business passed on to tenants in the form of higher rent, reduced developer interest.
	The 14-day notice passed by the legislature effective January 1, 2024 doubled the time period previously enacted by the city council. There has not been time to evaluate the effectiveness of the 14-day notice period in St. Louis Park.
	Tenants that are not eligible or able to obtain rental assistance will now owe two months' rent.

Next steps: Staff will work with the attorney on revisions to the ordinance based on council direction. Proposed schedule of readings:

Action	Tentative date
First reading	August 5, 2024
Second reading	August 19, 2024
Date of publication	August 29, 2024
Date ordinance takes effect	November 1, 2024

Date: _____

DRAFT 30-day notice

Landlord name
Landlord Address
City, State, Zip

Tenant name
Tenant address
St. Louis Park, MN ZIP

Pre-eviction notice

Dear _____,

This notice is a pre-eviction notice for unpaid rent or other unpaid financial obligations under the lease. You are advised as follows:

You have unpaid rent or other unpaid financial obligations in violation of the lease. The specific accounting of the amount of the total due is: (or see attached ledger)

Rent past due: _____
Late fee: _____
Other fees: _____
Total amount due: _____

The name and address of the person authorized to receive rent and unpaid financial obligations and receive and give receipts on behalf of the Landlord is (name and address):

In accordance with St. Louis Park city code:

You can access legal and financial assistance through information posted on the city's website by visiting <https://www.stlouisparkmn.gov/rental-assistance>.

The City of St. Louis Park requires a 30-day pre-eviction notice before a landlord files an eviction. If you do not pay the total amount due or move out within 30 days from the date of this notice, your landlord can file an eviction. 30 days from the date of this notice is _____.

If you need legal or financial help, contact the resources listed in this pre-eviction notice.

In accordance with state law:

DRAFT 30-day notice

You have the right to seek legal help. If you can't afford a lawyer, free help may be available. Contact Legal Aid or visit www.LawHelpMN.org to know your rights and find your local Legal Aid Office.

To apply for financial help, contact your local county or Tribal social services office, apply online at MNBenefits.mn.gov or call the United Way toll-free information line by dialing 2-1-1 or 800 543-7709.

Under Minnesota state law, your landlord can file an eviction case if you do not pay the total amount due or move out within 14 days from the date of this notice. Some local governments may have an eviction notice period longer than 14 days. The City of St. Louis Park has a 30-day notice.

Sincerely,
