

**CITY OF NORTH ST. PAUL
CITY COUNCIL
WORKSHOP AGENDA
FEBRUARY 20, 2018
5:00 PM**

North St. Paul City Hall – Sandberg Room
2400 Margaret Street

I. CALL TO ORDER

II. ROLL CALL

Council Member Furlong
Council Member Petersen
Council Member Walczak
Council Member Sonnek
Mayor Kuehn

III. ADOPT AGENDA

IV. TOPIC(S)

- A. Granicus/iLegislate Update
- B. Review the Letter of Intent, from Bruggeman Builders, LLC, to purchase the City-Owned property at 2329 17th Avenue East (17th & Delaware) for a residential development
- C. Anchor Block Property Redevelopment Proposal From Inland Development Partners

V. OTHER BUSINESS

VI. ADJOURNMENT

Agenda Information Memorandum
North St. Paul City Council Workshop
February 20, 2018

FROM THE OFFICE OF THE CITY MANAGER

Subject: Granicus/iLegislate update

To the Honorable Mayor and City Council:

In June of 2017 the City Council transitioned from an iPad version of iLegislate for agendas to a laptop web based version. This transition has created some issues that staff would like to discuss with the council. There are several inefficiencies with this platform. Ideally, staff prefers to move away from the Granicus platform entirely and introduce a PDF version only of the agenda packet.

Terre Heiser of Roseville IT will be present to discuss the issues we are currently experiencing, as well as provide options if we move away from Granicus. We will cover the benefits/need for city laptops versus using personal computers but retaining a city email.

Recommendation: It is recommended the City Council authorize the Interim City Manager to negotiate cancelling the program with Granicus, refunding the balance on the year paid, and allow staff to prepare a transition plan for the preparation of council and commission agendas.

Attachments

Memo on inefficiencies of Granicus program

Respectfully submitted,

MM	JD by mm	SD by mm
Mary Mills Deputy Clerk	Jeanne Day Finance Director	Scott Duddeck Fire Chief

APPROVED FOR AGENDA ENCLOSURE:

CW by mm

Dr. Craig Waldron
Interim City Manager

Granicus iLegislate inefficiencies

For every agenda uploaded to iLegislate the following steps must be completed:

1. Create a Plain Text version of the agenda action list and upload
2. Create a PDF of each document to be uploaded
3. For each document to be uploaded there is a series of 7 actions (mouse clicks) just to attach the item
4. In addition, for each document uploaded there must be a description/title typed in and saved. This is duplication as the document has already been named
5. Once all the documents have been uploaded a PDF of the agenda must be uploaded and then the agenda saved
6. The agenda list on the iPad version must be refreshed in order for the new agenda to populate

A regular PDF version of the agenda is already being compiled in order to have it placed on the city website and to provide the copy for the public meeting. This means that for every packet – council, workshop and commission – uploaded to iLegislate there are two complete versions of the agenda being created. Not only is this time consuming, but the repetitive motion utilized for the iLegislate version is a strain on the person who must complete the process.

An example of a small agenda versus a large agenda:

26 documents = 182 mouse clicks. 26 items where a duplicate description is typed

46 documents = 322 mouse clicks. 46 items where a duplicate description is typed

This occurs twice a month, every month for the workshop and council agendas, and once a month for the commissions.

Items of concern with the laptop version:

1. The web based version on the laptops requires additional steps to return to a document
2. There seems to be a major slow-down of the laptop version once in the council chambers

Mary Mills

From: Erin Perdu <EPerdu@wsbeng.com>
Sent: Tuesday, January 2, 2018 9:00 AM
To: Debra Gustafson; Mary Mills; Erin Perdu
Subject: RE: For your review and comment

I would second what Debra said! I do this for the PC and DRC...they do not have iPads and some prefer hard copy packets, so I am preparing complete pdf packets (one pdf file to email) and hard copy to deliver to their door as well as going through the process you documented.

Erin N. Perdu, AICP, GISP
Senior Planner
WSB & Associates
(763) 287-8316

Erin Perdu
Senior Planner
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WSB & Associates, Inc. | 701 Xenia Avenue South, Suite 300 | Minneapolis, MN 55416



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From: Debra Gustafson [mailto:Debra.Gustafson@northstpaul.org]
Sent: Tuesday, January 02, 2018 8:56 AM
To: Mary Mills <Mary.Mills@northstpaul.org>; Erin Perdu <planner@northstpaul.org>
Subject: RE: For your review and comment

Hi Mary,

Thanks for putting this together.

Another inefficiency is that the Commission Members do not have the Granicus/iLegislate program, so I have to print out the agenda packet for them anyways and also email them the PDF packet. If we did provide them with Granicus/iLegislate (I assume we'd also have to provide them with ipads?), there would be some issues with accessing since we regularly meet offsite in summer and do not have access to internet. Council Members that attend the meetings often request a paper copy at the meeting instead of using Granicus.

Let me know if you have any questions.

Debra Gustafson
Strategic Operations Director

direct 651.747.2423
office 651.747.2400
fax 651.747.2425
debra.gustafson@northstpaul.org



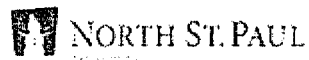
From: Mary Mills
Sent: Friday, December 29, 2017 2:07 PM
To: Erin Perdu <planner@northstpaul.org>; Debra Gustafson <Debra.Gustafson@northstpaul.org>
Subject: For your review and comment

Hi Erin and Debra,
Craig has asked me to do a summary of the inefficiencies of the Granicus/iLegislate program for creating agendas. I started with the attached. Can you please add any comments you might have, or if I missed anything, so that all of us who use this are being heard from. Many thanks.

Mary Mills
Deputy Clerk – MCMC CAP-OM

direct 651.747.2403
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mary.mills@northstpaul.org

2400 Margaret Street
North St. Paul, MN 55109



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Agenda Information Memorandum
North St. Paul City Council
February 14, 2018

FROM THE OFFICE OF THE CITY MANAGER

SUBJECT: Letter Of Intent from Bruggeman Builders, LLC

ACTION TO BE CONSIDERED

Approve the Letter of Intent, from Bruggeman Builders, LLC, to purchase the City-Owned property at 2329 17th Avenue East (17th & Delaware) for a residential development.

FACTS

- The city-owned property at 17th & Delaware, which was previously owned and operated by religious organization, has sat vacant for many years.
- Several other developers have considered redeveloping the property for various residential uses, but have backed away due to difficulties of developing an irregular shaped parcel.
- Bruggeman Builders, LLC has submitted a Letter Of Intent to purchase the 2.47 acre property for \$70,000 and construct several residential units, ranging from 7 twin homes to a 30+ unit apartment building, that best meet the City's desires for the neighborhood.
- Bruggeman Builders would begin construction of the development in 2018, resulting in a significant new tax base to be assessed in 2019.
- Staff as reviewed the land purchase proposal and recommend approving the Letter Of Intent.

ATTACHMENTS

Letter Of Intent

Respectfully Submitted,

PA by mm

Paul Ammerman
Community Development Director

APPROVED FOR AGENDA ENCLOSURE

CW by mm

Dr. Craig Waldron
Interim City Manager

Letter Of Intent

January 26, 2018

Bruggeman Builders, LLC (Buyer)
Attn: Paul Bruggeman paul@bruggemanbuilders.com
9260 Jeffrey Blvd No.
Stillwater, MN 55082
Phone: (651) 248-4365

City of North St. Paul (Seller)
Attn: Paul Ammerman paul.ammerman@northstpaul.org
2400 Margaret Street
North St. Paul, MN 55109
Phone: (651) 747-2437

RE: Property referred to as 2329 17th Avenue East, North St. Paul, MN 55109

This letter ("Letter of Intent") outlines the general terms of a proposal by Bruggeman Builders, LLC and/or its assigns ("Buyer"), to purchase from your ownership entity City of North St. Paul ("Seller"), the above referenced property. The proposed transaction would be based upon the following general terms and conditions:

Property: **ADDRESS 2329 17th Avenue East, North St. Paul, MN 55109**
full legal description to follow PID#-012922330125
(See attached exhibit A)

1. Purchase Price: Buyer shall pay \$70,000.00 ("Purchase Price") The Purchase Price shall be payable as follows:
 - a. Terms: Buyer will pay the Purchase Price of Seventy Thousand and no/100 (\$70,000) as follows: Earnest money of \$3,000 will be escrowed with Land Title Company, closing will be thirty (30) days after final plat approval from the city of North St. Paul.
 - b. The sale shall be pursuant to a Contract for Private Development of 14-28 Residential units pursuant to City of North St. Paul preference.
2. Review of Documents: Seller shall deliver to Buyer the following information, in writing, within fifteen (15) days after execution of this Letter of Intent:
 - a. Any existing site plans, concept plans or survey for the acres;
 - b. Copy of the Property Tax Statement for 2016 & 2017 applicable to the Property;

- d. Prior site lay out including any due diligent items such as soil boring/test etc.
3. Due Diligence. The contemplated transaction will be subject, among other things, to Buyer determining within sixty (60) days after the date of a Contract for Private Development, that Buyer is satisfied with the results of its Due Diligence Investigations. Buyer agrees to perform all Due Diligence Investigations at Buyer's expense, unless otherwise agreed with Seller.
4. Timing. The Buyer would start the development review process with the city of North St. Paul as soon as possible. Listed below in bullet points are some of the items that we will need to be completed, we would like to obtain all necessary government approvals and start construction in the spring of 2018. The building will take approximately 8 months to build.
- Meet with City staff
 - Concept design
 - Neighborhood meeting
 - Soil borings
 - Phase one
 - Civil plans/ designed
 - Updated architectural building plans
 - Watershed
 - Submit application to city for PUD
 - City P & Z actions
 - City Council actions
 - Small utility design
 - Etc.
5. Title. Examination: Seller will furnish Buyer with a title insurance commitment within fifteen (15) days of the execution of the Contract for Private Development. Said commitment shall be based on the current edition of ALTA Form B Owner's Policy, subject only to those matters disclosed by the preliminary title report and specifically approved by Buyer. Buyer shall have thirty (30) days from receipt of the title insurance commitment to object to conditions thereon. Seller shall have thirty (30) days after Buyer's written objections to satisfy all title objections to Buyer's satisfaction, during which time Buyer's due diligence period is automatically extended. If Buyer's objections are not satisfied, Buyer may waive its objections or declare the Contract for Private Development null and void in writing within ten (10) days of the expiration of the Seller's cure period.
6. Cost Allocations. Seller shall pay: (a) charges imposed by the Title Company for issuance of its title insurance commitment; (b) all transfer and sales taxes; (c) all special and levied assessments; and Buyer shall pay the premium for any title insurance policy issued pursuant to any mortgages resulting from the purchase or development of the Property. Closing costs and expenses shall be allocated between Buyer and Seller in the manner

customary in the purchase and sale of commercial real estate in the State of Minnesota. Seller agrees to pay High Point Realty Group Chris Bennett a standard broker fee.

7. Closing Date. The transaction contemplated herein shall be closed thirty (30) days after receipt of development approvals from the City of North St. Paul, or sooner as buyer and seller may agree.
8. No Other Negotiation. In recognition and consideration of the fact that Buyer will invest substantial money, time and effort in conducting the Due Diligence Investigations, in preparing and negotiating the Contract for Private Development and in completing other necessary ancillary activities related to the contemplated transaction, Seller agrees, so long as negotiations between Buyer and Seller are continuing, that: (a) Seller will cause all discussions and negotiations with other persons or entities relating to the sale of the Property or Seller's interest in it, to cease; and (b) Seller will not, directly or indirectly, solicit offers or negotiate, or permit any of Seller's representatives to solicit offers or negotiate with any other person or entity with respect to the sale of the Property or Seller's interest in it.
9. If a Contract for Private Development is not executed by the parties by January 30, 2019, this Letter of Intent shall terminate.

Buyer understands Seller's interest in closing this transaction as soon as possible. If the foregoing is acceptable, please execute this Letter of Intent and return in to the undersigned. Upon receipt, Seller will prepare of a Contract for Private Development for the Property.

Sincerely,

Bruggeman Builders, LLC (BUYER)

CITY OF NORTH ST. PAUL (SELLER)

Buyer

Seller

By: 

By: _____

Name: Paul Bruggeman

Name: _____

Its: President/Chief Managing Officer

Its: _____

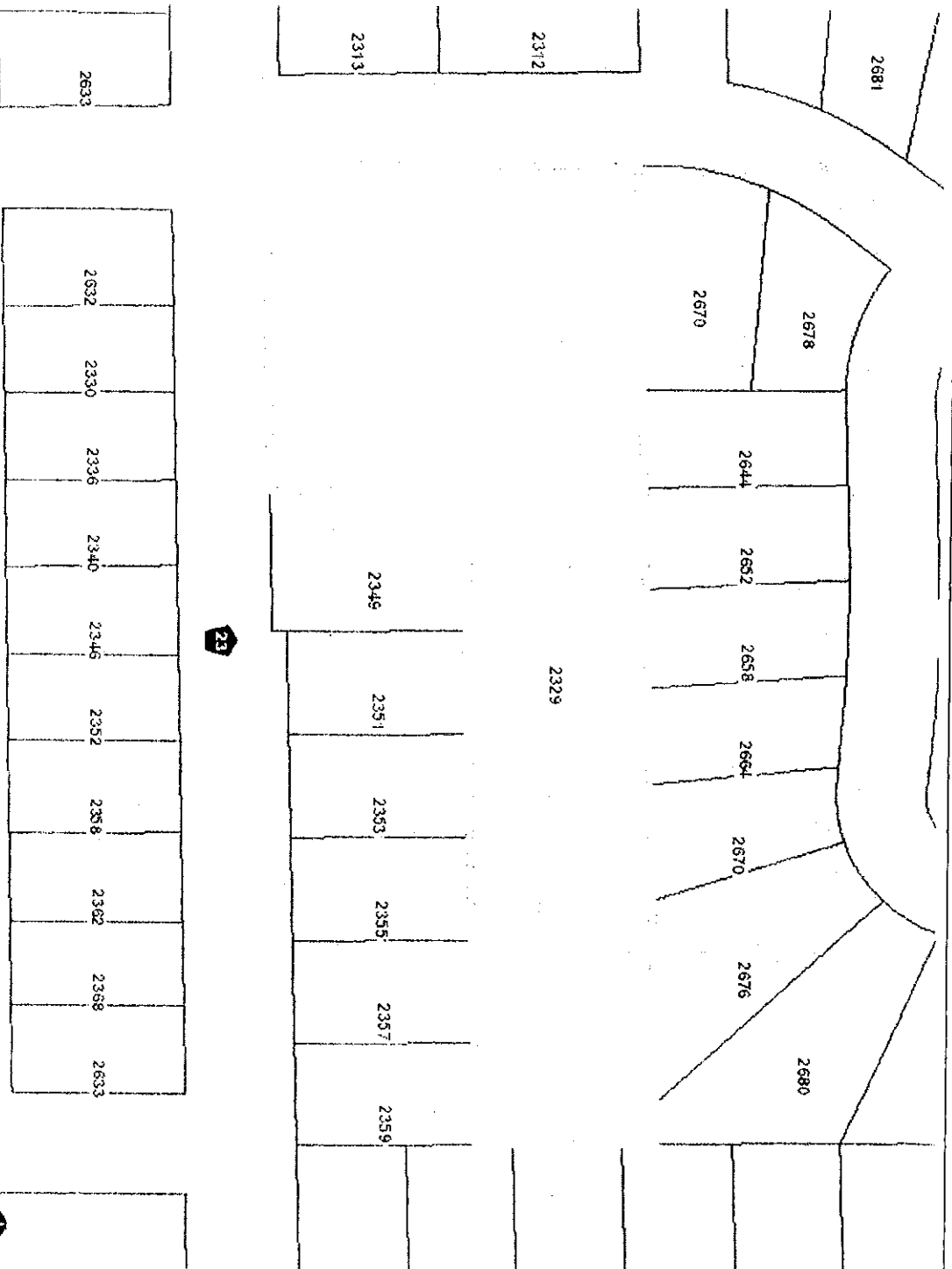
Bruggeman Builders, LLC Date: _____

Date: _____

EXHIBIT A



2329 17th Ave E North St. Paul, MN 55109



200.0 0 100.00 200.0 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

This map is a user generated static output from an Internet mapping site and is for reference only. Date layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries

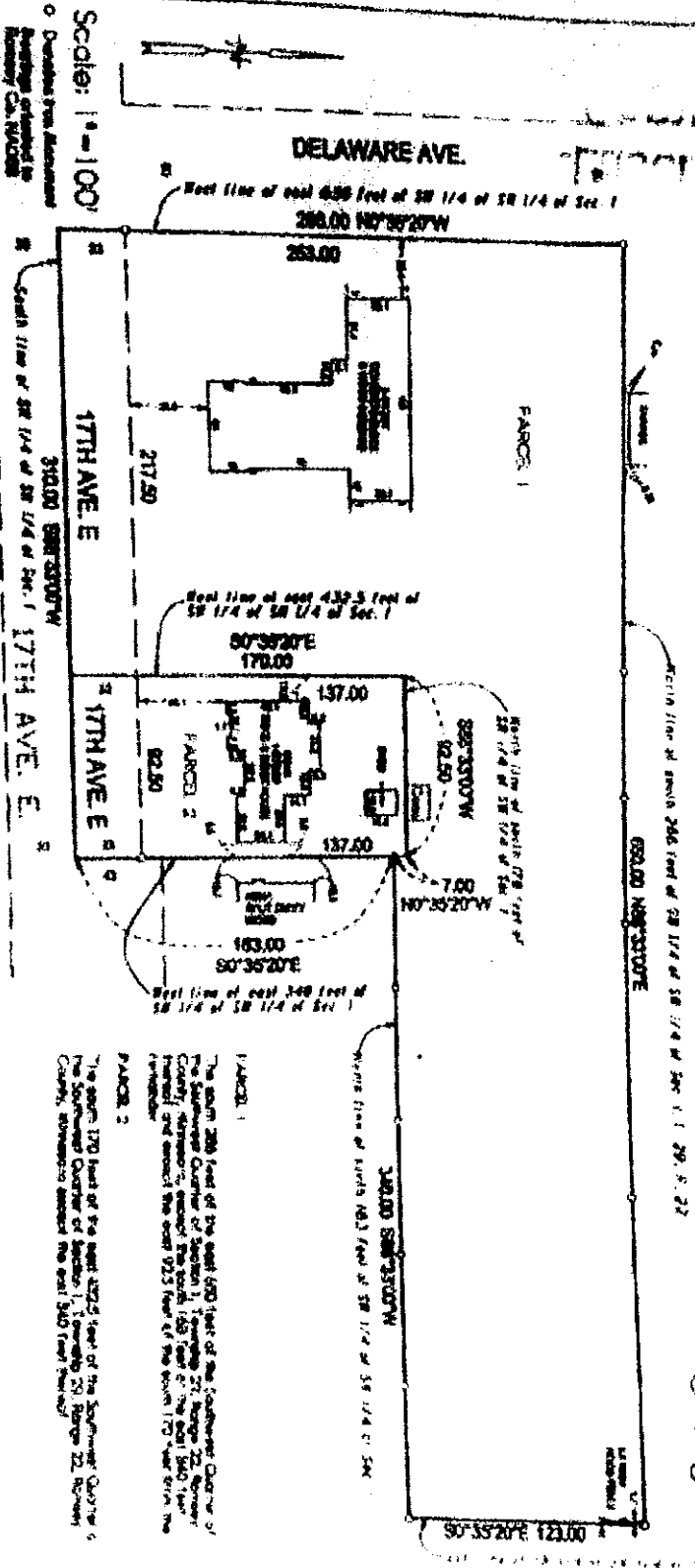
Notes

PID 012922390125

EXHIBIT A

Certificate of Survey

For 18 Property Company



WE HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT REPRESENTATION OF A SURVEY OF THE SQUARES OF THE LAND AND THE LOCATION OF THE LOCATIONS OF ALL BUILDINGS, N.W. 1/4, T. 21, R. 22, AND OF ALL VEHICLES, BUILT, PLANT, MOON OR ON LAND

C. R. WILSON & ASSOCIATES, P.C.

by *Charles A. Wilson*
REGISTERED PROFESSIONAL SURVEYOR

DATE: 12/15/2004

310 X 286 = 88,660

123 X 340 = 41,820

120,480 = 129,480 = 2,9954

C. R. WILSON & ASSOCIATES, P.C.
LAND SURVEYING, ENGINEERING & SITE DESIGN
2800 W. 1st Street - Suite 200
St. Paul, MN 55104-7701

EXHIBIT A

34U.UU 288 33UU.VV

North line of south 163 feet of SW 1/4 of SW 1/4 of Sec. 1

PARCEL 1

The south 286 feet of the east 650 feet of the Southwest Quarter of the Southwest Quarter of Section 1, Township 29, Range 22, Ramsey County, Minnesota, except the south 169 feet of the east 345 feet thereof and except the east 92.5 feet of the south 170 feet from the remainder.

PARCEL 2

The south 170 feet of the east 650 feet of the Southwest Quarter of the Southwest Quarter of Section 1, Township 29, Range 22, Ramsey County, Minnesota except the east 345 feet thereof.

Agenda Information Memorandum
North St. Paul City Council Workshop
February 20, 2018

FROM THE OFFICE OF THE CITY MANAGER

Subject: Anchor Block Property Redevelopment Proposal from Inland Development Partners

To the Honorable Mayor and City Council:

- Inland Development Partners is considering the purchase, and redevelopment, of the north and south parcels of the former Anchor Block property (approx. 19 acres).
- The south parcel concept envisions a 108 unit row townhome development
- The north parcel concept calls for a multi-tenant/owner mixed-use commercial development.
- The developer has calculated their preliminary cost and revenue numbers to purchase the property and make the necessary land development improvements needed prior to constructing the various structures.
- Based upon the developer's initial land redevelopment figures, they have identified losses for both parcels.
- In order for the project to be profitable for the developer, the city may have to provide public subsidies (e.g. tax increment financing, etc.)
- Staff wishes to review the project's merits, and community impacts, with the Council to determine the Councils' interest, and level of support for the proposed project and subsidy levels.

Recommendation:

Provide guidance to staff as to the merits of the project and level of support of a public subsidy.

Attachments

North/South Parcel Concept Sketch Plans

Respectfully submitted,

PA by mm

Paul Ammerman
Community Development Director

APPROVED FOR AGENDA ENCLOSURE:

CW by mm

Dr. Craig Waldron
Interim City Manager

HWY 36

median
divided

LOT 5

LOT 4

LOT 3

40,000
SF

LOT 2

120'

400'

100'

FULL
ACCESS

right in/
right out

LOT 1

2310

2237

2229

2219

CONCEPT SKETCH PLAN

CONCEPT DATA

Gross Site Area:

8.6 ac

Proposed Row Townhomes:

108 units

22' wide x 36' deep typical unit

Gross Density:

12.5 un/ac

Aerial photography from State of Minnesota;
Topography from State LIDAR

MCKNIGHT ROAD N.

3RD STREET N.

7TH AVENUE E.

SOUTH AVENUE E.

Westwood

Phone (952) 937-5150
Fax (952) 937-5822
Toll Free (888) 937-5150
7699 Anagram Drive
Eden Prairie, MN 55344
westwoods.com
Westwood Professional Services, Inc.
01-22-2018 0014524

IDP INLAND DEVELOPMENT PARTNERS

MCKNIGHT RD. PROPERTY
NORTH ST. PAUL, MN

0' 60' 120' 180'

