

City of South St. Paul

CITY COUNCIL

COUNCIL CHAMBERS

125 3RD AVE NORTH
SOUTH ST. PAUL, MN 55075

Monday, March 18, 2024

7:00 p.m.

(If you use the hearing assistance PA system, please remove your hearing aid so it does not cause a feedback problem.)

1. CALL TO ORDER:

2. ROLL CALL:

3. INVOCATION:

4. PLEDGE OF ALLEGIANCE:

5. PRESENTATIONS:

A. Presentation: IGH SSP WSP Relay for Life

6. CITIZEN'S COMMENTS *(Comments are limited to 3 minutes in length.)*

7. AGENDA:

A. Approval of Agenda

Action – Motion to Approve

Action – Motion to Approve as Amended

8. CONSENT AGENDA:

All items listed on the Consent Agenda are items which are considered to be routine by the City Council and will be approved by one motion. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event the item will be removed from the consent agenda and considered at the end of the Consent Agenda.

A. City Council Meeting Minutes of March 4, 2024

B. Accounts Payable

C. Business Licenses

D. Approve Change Order No's 4, 6, 7, 8, and 9 Wakota Scenic Trailhead Project

E. Approve Proposal for Materials Testing for the 7th Avenue South and I-494 Watermain Improvements

F. Approve Change Order No. 2 for the Well No. 3 Water Treatment Plant

- G. Conditional Employment Offer – Entry Level Police Officer
- H. Award of Bid – 2024 Miscellaneous Concrete Repair Project
- I. Approve Change Order No. 1 for the Levander Pond Maintenance Project
- J. Accept Donation from Jason Christiansen
- K. Approve Agreement with CivicPlus for Agenda Management Software
- L. Approve Policy on Council Resolutions and Proclamations
- M. Accept Donation from SSP Lions Club for Giant Easter Egg Hunt
- N. Accept Donation from Quality Auto Care for Seasonal Open Skate Special Events
- O. Accept Donation from Luther Collision & Glass for 2024 Color Run
- P. Accept Donation from Brian Handwerk Marie Avenue Service for 2024 Color Run
- Q. Authorize Submittal of Application to LCCMR Environmental and Natural Resources Trust Fund
- R. Approve Agreement with Flight Deck Disc Golf for the Kaposia Park Disc Golf Operation
- S. Accept Donation from Gallagher-Hansen VFW Post #295 & Croatian Hall for the Flagpole at Harmon Field

9. PUBLIC HEARINGS:

10. GENERAL BUSINESS:

- A. Second Reading – Ordinance 1420 Amendment Updating Section 62-47 Rates for metered water
- B. Second Reading – Ordinance 1421 Amendment Updating Section 62-163 Sanitary sewer rates and charges
- C. First Reading- Ordinance Updating Rental Licensing Regulations
- D. Second Reading- Ordinance Creating Performance Standards for Outdoor Dining

11. MAYOR AND COUNCIL COMMUNICATIONS:

12. ADJOURNMENT:

**SOUTH ST. PAUL CITY COUNCIL
MINUTES OF March 4, 2023**

8-A

1. Acting Mayor Tom Seaberg called the regular meeting of the City Council to order at 7:00 PM on March 4, 2024.

2. **ROLL CALL:**

Present: Council Members, Bakken, Hansen, Kaliszewski, Podgorski, Seaberg, Thompson

Absent: Mayor Francis

Staff Present: City Administrator, Ryan Garcia
City Attorney, Amanda Johnson
City Clerk, Deanna Werner
City Engineer, Nick Guilliams
Director of Finance, Clara Hilger

3. Deanna Werner gave the invocation.

4. Pledge of Allegiance

5. Presentations:

A. 55075 Food Drive

B. Dakota County Board Chair Joe Atkins: Kaposia Library Recognition

6. Citizen Comments: Tyler Fehrman

7. **Agenda**

Moved by: Kaliszewski / Bakken

Moved: To approve the agenda.

Vote: 6 ayes / 0 nays, motion carried

8. **Consent Agenda**

Resolved, the City Council of South St. Paul does hereby approve the following:

A. City Council Meeting Minutes of February 20, 2024

B. Accounts Payable

C. Business License

D. Approve Job Description and Pay Range for Seasonal/Variable Hour Position of Fitness Instructor

E. Purchase of Replacement Vehicles and Related Equipment from Midway Ford, Boyer Trucks, TowMaster, and Crysteel Equipment

F. Accept Donation from AKC Reunite

G. Resolution Accepting Grant from the Metropolitan Council for the 2024 Private Inflow and Infiltration Grant Program

H. Award of Bid – 7th Avenue South and I-494 Watermain Improvements

I. Award of Bid – Concord Exchange Corridor Improvement Project

- J. Approve Proposal from Bolton and Menk for Construction Support Services for the 7th Avenue South and I-494 Improvements
- K. Approve Proposal from WSB for Construction Inspection and Construction Administration for the Concord Exchange Corridor Improvement Project
- L. Supporting MACTA and LMC Bills Related to Local Access Programming – Resolution 2024 – 39
- M. Approve Assignment of Lease at the Fleming Field Airport.

Moved by: Thompson / Kaliszewski
Vote: 6 ayes / 0 nays, motion carried

9. Public Hearing: None

10. General Business:

- A. First Reading- Ordinance Amendment Updating Section 62-47, Rates for metered Water.
1st Reading Offered by: Council Member Kaliszewski
- B. First Reading- Ordinance Amendment Updating Section 62-163, Sanitary Sewer Rates and Charges.
1st Reading Offered by: Council Member Bakken

11. Council Communications

12. Adjournment

Moved by: Thompson / Hansen
Moved: Adjourn the meeting.
Vote: 6 ayes / 0 nays, motion carried

The meeting was adjourned at 7:37 PM.

Approved:

City Clerk



City Council Agenda
Date: March 18, 2024
Department: Finance
Prepared by: Jeff Hines
Administrator: RG

8-B

Agenda Item: Accounts Payable

Action to be considered:

Motion to Adopt Resolution 2024-046 approving accounts payable.

Overview:

The City Council approves all payments of claims. Approval of audited claims is required before issuance of payment.

Source of Funds:

N/A

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2024-046

RESOLUTION APPROVING ACCOUNTS PAYABLE

WHEREAS, the City Council is required to approve payment of claims;

NOW, THEREFORE, BE IT RESOLVED that the audited claims listed in the check register attachment are hereby approved for payment:

Check and wires:	
149889-150030	\$ 618,238.22
2024067-2024078	244,805.36
801010-801017	<u>140,950.98</u>
Total	\$ 1,003,994.56

Adopted this 18th day of March, 2024.

Deanna Werner, City Clerk

CITY OF SOUTH ST PAUL
 Council Check Register by GL
 Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
149914	3/11/2024		1511 GRAYBAR ELECTRIC CO.						Continued...	
149915	3/11/2024		5857 GREATAMERICA FINANCIAL SERVICES							
		187.85	POSTAGE MACH RENT FEB24		111889	36008263	10150.6371		REPAIRS & MAINT CONTRACTUAL	FINANCE
		<u>187.85</u>								
149916	3/11/2024		11834 GUARDIAN SUPPLY LLC							
		49.99	01-HOLSTER		111798	17570	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		10.00	JACKET REPAIR FOR CSO		111799	17571	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		119.99	C2-BOOTS		111800	17598	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		49.95	BATON STOPS FOR MFF		111801	17492	10210.6580		OTHER EQUIPMENT	POLICE PROTECTION
		<u>229.93</u>								
149917	3/11/2024		6660 HAMERNICK DECORATING CENTER							
		2,728.00	JC#210 RMV & INSTL VINYL		111891	CG418192	50678.6560	229057	BUILDING FIXTURES AND IMPRS	JOHN CARROLL APT BLDG
		2,348.90	JC#713 RMV&INSTL VINYL		111892	CG418825	50678.6560	229057	BUILDING FIXTURES AND IMPRS	JOHN CARROLL APT BLDG
		<u>5,076.90</u>								
149918	3/11/2024		6678 HD SUPPLY FACILITIES MAINTENANCE , LTD							
		92.89	JC MAINT/LGT/FLASH LGT		111809	9223471703	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		<u>92.89</u>								
149919	3/11/2024		11819 HEIN, ANDREW							
		5,000.00	PRIVATE II SAN SERV REPLACE		111810	2222024-6057	10315.6371	202406	REPAIRS & MAINT CONTRACTUAL	ENGINEERING
		<u>5,000.00</u>								
149920	3/11/2024		10732 INTERSTATE POWER SYSTEMS, INC.							
		485.00	NM GENERATOR-ANL INSPECT		111802	R001206253:01	50677.6371.110		MTNCE-CONTRACTS	NAN MCKAY APT BLDG
		485.00	JC GENERATOR-ANL INSPECT		111803	R001206252:01	50678.6371.110		MTNCE-CONTRACTS	JOHN CARROLL APT BLDG
		<u>970.00</u>								
149921	3/11/2024		1667 INVER GROVE FORD							
		300.48	OIL FILTERS		111804	5340889	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		103.86	BLWR & COOLING PARTS #A-2		111805	5340924	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		255.30	THROTTLE BODY/SPACER #A3		111806	5341070	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		255.30-	RTN THROTTLE BODY/SPACER		111807	5341122	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		16.76	AIR ELEMENT ASY		111808	5341071	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>421.10</u>								
149922	3/11/2024		6642 JOHNSON CONTROLS, INC							
		5,593.00	NM MINI SPLIT RPL FEB24		111893	00047116658	50677.6560		BUILDING FIXTURES AND IMPRS	NAN MCKAY APT BLDG

CITY OF SOUTH ST PAUL
 Council Check Register by GL
 Council Check Register and Summary

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149922	3/11/2024		6642 JOHNSON CONTROLS, INC						Continued...	
		5,593.00								
149923	3/11/2024		14086 JOHNSON, DONNETTA							
		100.00	NM AFTER HR LOCKOUT FEB24		111894	FEBRARY2024	50677.6375.1		OTHER CONTR SVCS-KEYPERSON	NAN MCKAY APT BLDG
		100.00								
149924	3/11/2024		13950 JONES, ROBERT							
		200.00	JC AFTER HRS CLNR FEB24		111895	FEBRUARY2024	50678.6375.1		OTHER CONTR SVCS-KEYPERSON	JOHN CARROLL APT BLDG
		200.00								
149925	3/11/2024		11377 KATH FUEL OIL SERVICE CO.							
		950.12	DYED DIESEL		111811	792667	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		950.12								
149926	3/11/2024		1740 KIMLEY-HORN AND ASSOCIATES, INC.							
		1,395.21	CONCORD CONST SVC THRU1/31/24		111813	27125736	40432.6530	201611	IMPR OTHER THAN BUILDING	2016 LOCAL IMPROVEMENTS
		1,395.21								
149927	3/11/2024		14172 KRUEGER REAL ESTATE ADVISORS							
		6,000.00	FEBRUARY SERVICES EDA		111812	FEBRUARY 2024	20280.6375		OTHER CONTRACTED SERVICES	ECON DEV GENERAL
		6,000.00								
149928	3/11/2024		7503 KWIK TRIP, INC.							
		248.41	FUEL-AIRPORT		111926	02202024	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		5,587.29	FUEL-PUBLIC WORKS		111926	02202024	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		7,208.14	FUEL-POLICE		111926	02202024	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		318.62	FUEL-ENG/CODE/P&R		111926	02202024	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		13,362.46								
149929	3/11/2024		1803 LANGUAGE LINE SERVICES							
		805.26	OTP TRANSLATION		111814	11209571	10210.6302		PROFESSIONAL SERVICES	POLICE PROTECTION
		805.26								
149930	3/11/2024		1864 MACQUEEN EQUIPMENT, LLC							
		474.21	SEAL ASSY #315		111815	P55644	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		474.21								
149931	3/11/2024		6681 MANN'S SOFTENER SALT DELIVERY							
		268.00	NM 50# SOLAR SALT (27)		111816	INV236	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		322.00	JC 50# SALT (33)		111817	INV237	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG

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149931	3/11/2024		6681 MANN'S SOFTENER SALT DELIVERY						Continued...	
		590.00								
149932	3/11/2024		1911 MENARDS, INC-WEST ST PAUL							
		90.93	GORILLA ADHESIVE		111818	89501	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		419.66	SHELVING-WORKSHOP		111819	89557	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		91.96-	WIRE COAT RACK - RETURN		111820	89558	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		92.37	SAW BLADES		111821	89754	20243.6240		MINOR EQUIPMENT AND FURNITURE	DOUG WOOG ARENA
		94.56	CONCESSION RESALE		111822	89877	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		33.59	CABLE TRKR/STPLS/BOLTS/NUTS		111823	88718	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		19.98	MAG TORPEDO LEVEL		111824	88297	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		59.85	POTHOLE PATCH		111825	89846	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		28.58	HOLE SAW BLADES		111826	89826	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		29.98	ALUM ASTRAGAL		111827	89823	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		40.78	GARAGE DOOR INSERT		111828	89816	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		10.04	BULBS/EXT RING		111829	89878	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		90.45	RUNNER MATS		111830	88106	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		163.56	SCREWS/HOOKS/DRIVES		111831	90131	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		649.01	TABLE SAW/MITER SAW		111832	90156	20243.6240		MINOR EQUIPMENT AND FURNITURE	DOUG WOOG ARENA
		37.02	CONCESSION RESALE		111833	90234	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		114.26	CONCESSION RESALE		111834	90245	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		1,882.66								
149933	3/11/2024		1917 METRO CITIES							
		7,463.00	2024 MEMBERSHIP DUES		111835	1772	10110.6471		DUES & SUBSCRIPTIONS	MAYOR AND COUNCIL
		7,463.00								
149934	3/11/2024		6090 MPCA							
		345.00	CONCORD PIPE JACKING PERMIT		111836	10000177306	40432.6530	201611	IMPR OTHER THAN BUILDING	2016 LOCAL IMPROVEMENTS
		150.00	PETRO BROWNSFIELDS REIMB		111837	10000181974	40490.6302		PROFESSIONAL SERVICES	CONCORD TIF
		495.00								
149935	3/11/2024		9298 NAPA NEWPORT							
		99.58	OIL FILTERS		111838	2514-093817	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		54.00	BATTERY CORES		111839	2514-038498	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		63.30-	RETD CORES		111840	040625	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		3.98-	CREDITED TAX-BILLED IN ERROR		111841	2514-039659	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		123.42	OIL FILTERS		111842	2514-093909	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		209.72								
149936	3/11/2024		14367 NORTH RIDGE OUTDOOR SERVICES							

CITY OF SOUTH ST PAUL
 Council Check Register by GL
 Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
149936	3/11/2024		14367 NORTH RIDGE OUTDOOR SERVICES						Continued...	
		120.00	1628 S CONCORD		111843	21064	20280.6375		OTHER CONTRACTED SERVICES	ECON DEV GENERAL
		65.00	1138 S CONCORD		111844	21065	20280.6375		OTHER CONTRACTED SERVICES	ECON DEV GENERAL
		120.00	330 ARMOUR AVE		111845	21067	20280.6375		OTHER CONTRACTED SERVICES	ECON DEV GENERAL
		65.00	130 E GRAND		111846	21068	20280.6375		OTHER CONTRACTED SERVICES	ECON DEV GENERAL
		<u>370.00</u>								
149937	3/11/2024		2286 QUILL LLC							
		17.98	BINDERS		111847	37200007	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		<u>17.98</u>								
149938	3/11/2024		13906 RENOVATION WORK, LLC							
		1,161.50	NM#612-PAINT/PATCH		111897	2024368	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		920.00	NM#604-COUNTER TOP		111897	2024368	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		360.00	NM#809-PAINT/PRIME		111897	2024368	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		469.00	NM DARTS OFFICE-PAINT		111897	2024368	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		1,505.00	NM#202-PAINT/PATCH		111897	2024368	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		1,337.00	NM#919-PAINT/PATCH		111897	2024368	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		<u>5,752.50</u>								
149939	3/11/2024		1636 RICOH USA, INC.							
		60.18	COPIER USAGE FEB24		111848	5069050548	10160.6378		COPIER MAINTENANCE AGREEMENT	INFORMATION TECHNOLOGY
		243.35	COPIER USAGE FEB24		111848	5069050548	10160.6378		COPIER MAINTENANCE AGREEMENT	INFORMATION TECHNOLOGY
		96.53	COPIER USAGE FEB24		111848	5069050548	10160.6378		COPIER MAINTENANCE AGREEMENT	INFORMATION TECHNOLOGY
		71.02	COPIER USAGE FEB24		111848	5069050548	10320.6378		COPIER MAINTENANCE AGREEMENT	PUBLIC WORKS
		70.09	COPIER USAGE FEB24		111848	5069050548	10210.6378		COPIER MAINTENANCE AGREEMENT	POLICE PROTECTION
		72.70	COPIER USAGE FEB24		111848	5069050548	20243.6378		COPIER MAINTENANCE AGREEMENT	DOUG WOOG ARENA
		7.51	COPIER USAGE FEB24		111848	5069050548	20245.6378		COPIER MAINTENANCE AGREEMENT	AIRPORT
		83.12	COPIER USAGE FEB24		111849	5069050731	10160.6378		COPIER MAINTENANCE AGREEMENT	INFORMATION TECHNOLOGY
		<u>704.50</u>								
149940	3/11/2024		7376 RIVERTOWN ELECTRIC, INC.							
		927.50	JC LOT LGT POLE SVC 2/28		111898	11079	50677.6371.070		MTNCE-ELECTRICAL	NAN MCKAY APT BLDG
		<u>927.50</u>								
149941	3/11/2024		13979 SAFETY-KLEEN SYSTEMS INC							
		408.03	SVC PARTS WASHER		111850	93702622	60703.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL GARAGE FUND
		<u>408.03</u>								
149942	3/11/2024		2389 SAINT PAUL PUBLISHING COMPANY							
		57.11	NM SR PH NEWSPPR MAR24		111860	32850	50677.6341		ADVERTISING	NAN MCKAY APT BLDG

CITY OF SOUTH ST PAUL
 Council Check Register by GL
 Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
149942	3/11/2024		2389 SAINT PAUL PUBLISHING COMPANY						Continued...	
		57.10	NM/JC SR PH NEWSPPR MAR24		111860	32850	50678.6341		ADVERTISING	JOHN CARROLL APT BLDG
		<u>114.21</u>								
149943	3/11/2024		2410 SCHLOMKA SERVICES LLC							
		6,810.00	HYDRO EXCAVATE/ARMOUR A		111851	32287	50605.6371		REPAIRS & MAINT CONTRACTUAL	WATER UTILITY
		<u>6,810.00</u>								
149944	3/11/2024		2632 SHERWIN-WILLIAMS CO., THE							
		57.74	TRAY LINERS		111852	8665-7	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		<u>57.74</u>								
149945	3/11/2024		5059 SOUTH ST PAUL STEEL SUPPLY CO INC							
		30.00	STEEL FOR PARKS		111853	01170175	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		<u>30.00</u>								
149946	3/11/2024		4140 STANTEC CONSULTING SERVICES INC							
		197.97	MCES SITE HUD PART 58 EA		111854	2198946	20284.6302		PROFESSIONAL SERVICES	DEVELOPMENT
		<u>197.97</u>								
149947	3/11/2024		2558 STATE INDUSTRIAL PRODUCTS							
		521.67	JC FRAGRANCE BURST		111861	903247680	50678.6211		CLEANING SUPPLIES	JOHN CARROLL APT BLDG
		137.01	NM AIR PROGRAM		111862	903252536	50677.6211		CLEANING SUPPLIES	NAN MCKAY APT BLDG
		283.13	JC DRAIN MAINT PRGM		111863	903252657	50678.6211		CLEANING SUPPLIES	JOHN CARROLL APT BLDG
		<u>941.81</u>								
149948	3/11/2024		2561 STATE OF MINNESOTA DEPT OF PUBLIC SAFETY							
		25.00	EPRCA PROGRAM FEE		111855	1915500362023 M-139558	20245.6471		DUES & SUBSCRIPTIONS	AIRPORT
		<u>25.00</u>								
149949	3/11/2024		13599 THE APPAREL LAB							
		48.00	EMBROIDERED SHIRTS		111864	248034-A	10340.6245		CLOTHING ALLOWANCE	PARKS FACILITIES AND MTNCE
		<u>48.00</u>								
149950	3/11/2024		2677 TRI STATE BOBCAT INC							
		520.00	STIHL BACKPACK BLOWER		111865	A32326	10320.6240		MINOR EQUIPMENT AND FURNITURE	PUBLIC WORKS
		<u>520.00</u>								
149951	3/11/2024		3646 U.S. BANK EQUIPMENT FINANCE							
		112.00	COPIER LEASE		111866	522804285	10160.6210		OPERATING SUPPLIES	INFORMATION TECHNOLOGY

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149951	3/11/2024		3646 U.S. BANK EQUIPMENT FINANCE						Continued...	
		112.00								
149952	3/11/2024		2744 VAN PAPER COMPANY							
		141.89	LINERS/PAPER TOWELS		111924	062758	10330.6210		OPERATING SUPPLIES	BUILDINGS
		141.89								
149953	3/11/2024		2751 VERIZON WIRELESS							
		90.03	PW IPAD		111868	9957345840	10320.6390		POSTAGE AND TELEPHONE	PUBLIC WORKS
		60.01	PW PARKS IPAD		111868	9957345840	10340.6390		POSTAGE AND TELEPHONE	PARKS FACILITIES AND MTNCE
		243.02	ENG		111868	9957345840	10315.6390		POSTAGE AND TELEPHONE	ENGINEERING
		95.33	INSP & HOTSPOT		111868	9957345840	10410.6390		POSTAGE AND TELEPHONE	DEVELOPMENT SERVICES
		40.01	CODE ENF		111868	9957345840	10420.6390		POSTAGE AND TELEPHONE	CODE ENFORCEMENT
		40.01	P&R SPLASH POOL		111868	9957345840	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		40.01	P&R NV POOL		111868	9957345840	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		40.01	POLICE 4G MOBILE		111868	9957345840	10210.6390		POSTAGE AND TELEPHONE	POLICE PROTECTION
		124.47	HOUSING		111868	9957345840	20260.6201		OFFICE SUPPLIES	HOUSING GENERAL
		240.06	PW-H20		111868	9957345840	50605.6390		POSTAGE AND TELEPHONE	WATER UTILITY
		40.01	PW-SAN SEW NE LIFT 2971		111868	9957345840	50606.6390		POSTAGE AND TELEPHONE	SEWER UTILITY
		120.03	PW STORM LIFTS		111868	9957345840	50610.6302		PROFESSIONAL SERVICES	STORM WATER UTILITY
		1,173.00								
149954	3/11/2024		13833 WEST, GREGORY							
		200.00	JC AFTER HR LOCK OUT FEB24		111869	FEBRUARY2024	50678.6375.1		OTHER CONTR SVCS-KEYPERSON	JOHN CARROLL APT BLDG
		200.00								
149955	3/11/2024		2849 XCEL ENERGY							
		3.01	LIGHTS AT LORRAINE		111870	866486711	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		62.18	LIGHT @ 535 5TH A S		111871	866900891	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		642.15	LIBRARY		111872	866788936	10330.6385		UTILITY SERVICE	BUILDINGS
		34.72	UNIT LGT @ 140 8TH A N		111873	866996410	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		108.67	UNIT LGT-159 3RD A S		111876	867114014	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		67.51	UNIT LGT-497 CONCORD		111877	867132078	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		814.36	AIRPORT-FEB24		111878	867061853	20245.6385		UTILITY SERVICE	AIRPORT
		103.45	PED WALKWAY LGTS		111879	867038477	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		55.11	LGT BRYANT/922 CONCORD		111880	867140180	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		50.48	UNIT LGT @ 1301 CONCORD		111881	867128290	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		89.34	UNIT LGT @ 1115 SOUTHVIEW		111882	867113429	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		13.73	LGT-400 WENTWORTH RDBT		111883	867081513	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		33.84	GAS CHGS-681 VERDEROSA		111884	867072081	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
		65.63	UNIT LGT-437 CONCORD		111885	867127538	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY

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149955	3/11/2024		2849 XCEL ENERGY						Continued...	
		17,079.59	WATER SVC 1/28-2/27/24		111899	867432970	50605.6385		UTILITY SERVICE	WATER UTILITY
		179.37-	SPLASH POOL		111900	867238265	10527.6385		UTILITY SERVICE	SPLASH POOL
		219.10-	NV POOL		111900	867238265	10528.6385		UTILITY SERVICE	NORTHVIEW POOL
		401.70	PARKS		111900	867238265	10340.6385		UTILITY SERVICE	PARKS FACILITIES AND MTNCE
		322.28	ST LIGHT UTILITY FUND		111900	867238265	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		14,364.25	STREET LIGHTS		111901	867433164	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		23,948.62	WOOG ARENA		111902	867430011	20243.6385		UTILITY SERVICE	DOUG WOOG ARENA
		261.27	WOOG OFFICES		111903	867130642	20243.6385		UTILITY SERVICE	DOUG WOOG ARENA
		<u>58,123.42</u>								
149956	3/11/2024		14351 XIONG, ZAI							
		200.00	NM AFTER HR LOCKOUT FEB24		111875	FEBRUARY2024	50677.6375.1		OTHER CONTR SVCS-KEYPERSON	NAN MCKAY APT BLDG
		<u>200.00</u>								
149958	3/11/2024		2863 ZARNOTH BRUSH WORKS							
		200.00	TUBE/STAND #3046R		111874	0196962-IN	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>200.00</u>								
149959	3/18/2024		1016 ACE HARDWARE & PAINT							
		44.99	SCREWS		111929	549633/5	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		2.99	BUMPER SCREWS		111930	549651/5	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		12.99	ACETONE		111932	549606/5	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		26.97	DRILL BITS/WOOD FILLER		112051	549672/5	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		10.98	WOOD GLUE/SUPER GLUE		112052	549696/5	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		12.99	SCREWS		112060	549675/5	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		<u>111.91</u>								
149960	3/18/2024		6645 ALL INC							
		2,543.55	NM (3) 17CF REFRIG		111931	S1582090.001	50677.6580	229900	OTHER EQUIPMENT	NAN MCKAY APT BLDG
		823.95	JC (1) HOTPOINT RANGE		112015	S1582202.001	50678.6580	229900	OTHER EQUIPMENT	JOHN CARROLL APT BLDG
		<u>3,367.50</u>								
149961	3/18/2024		3910 ASTLEFORD INTERNATIONAL MINNEAPOLIS							
		258.03	LWR BRACKET/MIRROR KIT #339		111933	01P110142	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		617.74	BRAKE SHOES & DRUMS #339		111934	01P110233	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		90.00-	RETD BRAKE CORES		111935	01P110293	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>785.77</u>								
149962	3/18/2024		14388 AT&T							
		95.00	2400210 TOWER DUMP FOR INV		112018	498223	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION

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149962	3/18/2024		14388 AT&T						Continued...	
		95.00								
149963	3/18/2024		4590 ATEC, LLC							
		4.00	PARTS RPR #2151 FRONT BMPR		111936	1552	10210.6371		REPAIRS & MAINT CONTRACTUAL	POLICE PROTECTION
		95.00	LABOR RPR #2151 FRONT BMPR		111936	1552	10210.6371		REPAIRS & MAINT CONTRACTUAL	POLICE PROTECTION
		99.00	PARTS REPLACE OPTICOM #2159		111937	1551	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		125.00	LABOR REPLACE OPTICOM #2159		111937	1551	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		323.00								
149964	3/18/2024		9021 ATLAS STAFFING, INC.							
		588.00	NM TEMP-ZUNIGA 3/1/24		112016	1306134	50677.6302		PROFESSIONAL SERVICES	NAN MCKAY APT BLDG
		588.00	JC TEMP-ZUNIGA 3/1/24		112016	1306134	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		717.60	NM TEMP-MOUA 3/1/24		112017	1306135	50677.6302		PROFESSIONAL SERVICES	NAN MCKAY APT BLDG
		717.60	JC STEMP-MOUA 3/1/24		112017	1306135	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		2,611.20								
149965	3/18/2024		1087 BAUER BUILT TIRE & SERVICE							
		1,170.82	TIRES #335		111938	518025351	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		1,170.82								
149966	3/18/2024		5978 BAUER SERVICES							
		510.00	FLOOR DRAINS AT SHOP		112019	03082024-6066	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		510.00								
149967	3/18/2024		3948 BECKER, ANGELA							
		432.50	CANCELLED PAVILLION RENTAL		112053	3/12/2024	10520.4465		PARKS FACILITIES RENTAL	PARKS ADMINISTRATION
		5.00	ADMIN FEE		112053	3/12/2024	10520.4465		PARKS FACILITIES RENTAL	PARKS ADMINISTRATION
		427.50								
149968	3/18/2024		7263 BRO-TEX CO., INC.							
		221.00	NM SCRIM 4 PLY WHITE		111939	566887	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		221.00								
149969	3/18/2024		14193 CADY BUILDING MAINTENANCE INC							
		5,110.00	C.H. CLEANING SVS-MAR24		111940	4989223	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		1,000.00	P.W.MAR & STRIP/WAX BRKRM		111940	4989223	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		6,110.00								
149970	3/18/2024		14391 CARDIO PARTNERS INC.							
		150.80	AED BATTERY AND PADS		112046	95829	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION

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149970	3/18/2024		14391 CARDIO PARTNERS INC.						Continued...	
		150.80								
149971	3/18/2024		1184 CINTAS CORPORATION #754							
		351.06	SAFETY MATS		111941	4185416821	10320.6210		OPERATING SUPPLIES	PUBLIC WORKS
		77.92	UNIFORMS/SHOP TOWELS		111941	4185416821	60703.6245		CLOTHING ALLOWANCE	CENTRAL GARAGE FUND
		428.98								
149972	3/18/2024		2884 COMCAST							
		109.85	FOR WATER COMPUTER		112020	877210595017166 6 3/2/24	50605.6390		POSTAGE AND TELEPHONE	WATER UTILITY
		109.85								
149973	3/18/2024		10850 CONTROLOGIX SERVICES, LLC							
		1,565.00	C.H.AUTO/VETS F./P.W. SVRRM		104098	23-066	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		1,565.00								
149974	3/18/2024		2009 CORE & MAIN, LP							
		499.65	PINK PAINT		111942	U419124	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		499.65								
149975	3/18/2024		1226 CULLIGAN WATER							
		33.65	WATER SOFTNER SALT		112058	157-98478332-2 2/29/24	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		33.65								
149976	3/18/2024		1303 DOODY CLEANING SERVICES							
		370.00	FEB-24 CLEANING		111943	803	20245.6371		REPAIRS & MAINT CONTRACTUAL	AIRPORT
		370.00								
149977	3/18/2024		1326 EARL F. ANDERSEN, INC							
		560.40	SPEED LIMIT SIGNS		111944	0135438-IN	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		182.15	NO PARKING/SCH DAYS SIGN		111945	0135445-IN	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		742.55								
149978	3/18/2024		1400 FERGUSON WATERWORKS #2518							
		3,173.54	3" WATER METER		111946	0519681-1	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		3,173.54								
149979	3/18/2024		1428 FORCE AMERICA DISTRIBUTING, LLC							
		446.46	COUPLERS/NIPPLES #333		111947	IN001-1804759	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND

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149979	3/18/2024		1428 FORCE AMERICA DISTRIBUTING, LLC						Continued...	
		446.46								
149980	3/18/2024		1497 GOPHER STATE ONE-CALL							
		46.58	LOCATES		111948	4020752	50605.6302		PROFESSIONAL SERVICES	WATER UTILITY
		46.57	LOCATES		111948	4020752	50606.6302		PROFESSIONAL SERVICES	SEWER UTILITY
		93.15								
149981	3/18/2024		12365 GRAFIX SHOPPE							
		450.00	EMERGENCY RESPOND STICKERS		112023	155384	10210.6430		MISCELLANEOUS	POLICE PROTECTION
		450.00								
149982	3/18/2024		1505 GRAINGER							
		77.60	WEATHERSTIPS		111949	9030408927	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		73.02	NYLON BRUSH		111950	9030408935	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		150.62								
149983	3/18/2024		11834 GUARDIAN SUPPLY LLC							
		192.98	44 BOOT & UNIFORM SHIRT		112024	17617	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		153.98	30-UNIFORM SHIRT X2		112025	17672	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		346.96								
149984	3/18/2024		7581 HARTFORD, THE							
		2,276.74	LTD		111951	110684195066	10101.2177		LONG-TERM DISABILITY	GENERAL FUND
		1,386.30	LIFE-BASIC & VOLUNTARY		111951	110684195066	10101.2178		LIFE INSURANCE	GENERAL FUND
		125.99	CRITICAL ILLNESS		111951	110684195066	10101.2183		HARTFORD CRITICAL ILLNESS	GENERAL FUND
		249.76	ACCIDENT COVERAGE		111951	110684195066	10101.2184		HARTFORD ACCIDENT POLICY	GENERAL FUND
		1,113.23	SHORT TERM DISABILITY		111951	110684195066	10101.2185		SHORT TERM DISABILITY	GENERAL FUND
		5,152.02								
149985	3/18/2024		6678 HD SUPPLY FACILITIES MAINTENANCE , LTD							
		748.00	NM MAINT(2) AC UNITS		111955	9223507306	50677.6220	229900	REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		232.64	NM MAINT/SHWR HEADS		111955	9223507306	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		362.86	NM MAINT/GLOVES/MASKS		111956	9223588987	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		342.03	NM MAINT/KIT SINK STRNR		111957	9223639948	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		555.36	NM MAINT/VERTICAL VANE		111958	9223639949	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		2,240.89								
149986	3/18/2024		1560 HEALTHPARTNERS							
		1,128.17	DENTAL PREMIUMS - APR24		111952	767357011179	60709.6302		PROFESSIONAL SERVICES	SELF-INSURED DENTAL
		11.17-	RETRO ADJ - MAR24		111952	767357011179	60709.6302		PROFESSIONAL SERVICES	SELF-INSURED DENTAL

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150009	3/18/2024		2389 SAINT PAUL PUBLISHING COMPANY						Continued...	
150010	3/18/2024		2632 SHERWIN-WILLIAMS CO., THE							
		82.77	MULTI-MASTER PAINT		111989	8983-4	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		<u>82.77</u>								
150011	3/18/2024		14386 SOLDO CONSULTING, P.C.							
		4,965.06	ATTORNEY CONSULT FEE		111990	03/03/2024	10120.6302		PROFESSIONAL SERVICES	CITY ADMINISTRATION
		<u>4,965.06</u>								
150012	3/18/2024		2506 SOUTH METRO FIRE DEPARTMENT							
		17,817.50	DEPOSIT-BOAT RPR & UPGRADES		111991	3/8/24	20212.6580	227684	OTHER EQUIPMENT	GRANTS/DONATIONS POLICE
		<u>17,817.50</u>								
150013	3/18/2024		2558 STATE INDUSTRIAL PRODUCTS							
		276.75	NM CLEANING SUPPLY		111992	903262513	50677.6211		CLEANING SUPPLIES	NAN MCKAY APT BLDG
		1,048.68	JC CLEANING SUPPLY		111993	903261255	50678.6211		CLEANING SUPPLIES	JOHN CARROLL APT BLDG
		<u>1,325.43</u>								
150014	3/18/2024		11588 STEENBERG, HOWIE							
		111.22	MILEAGE/TRAINING ST. CLOUD		111994	3/4/24	10320.6331		CONFERENCES, TRAINING, TRAVEL	PUBLIC WORKS
		<u>111.22</u>								
150015	3/18/2024		4210 SUMMIT FIRE PROTECTION							
		720.00	ANNL FIRE MONITOR 2/24-1/2025		111996	130100909	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		2,345.40	ANNL INSP-EXTINGUISHERS		111997	130102036	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		<u>3,065.40</u>								
150016	3/18/2024		12514 SYMBOLARTS, LLC							
		140.00	K9 BADGE-RILEY		111998	388101	20212.6430	227589	MISCELLANEOUS	GRANTS/DONATIONS POLICE
		<u>140.00</u>								
150017	3/18/2024		13591 T-MOBILE USA, INC.							
		25.00	2400210 TOWER DUMP FOR INV		111999	9561164979	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		<u>25.00</u>								
150018	3/18/2024		14387 TNC INDUSTRIES, INC.							
		3,638.00	CH REMOD-FD EXHAUST VENTS		112002	35856	40402.6530		IMPR OTHER THAN BUILDING	CAPITAL PROGRAMS FUND
		<u>3,638.00</u>								
150019	3/18/2024		4658 TOTAL TOOL SUPPLY, INC.							

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2024076	3/8/2024		2013 MINNESOTA REVENUE (C)						Continued...	
		17,707.92			111908	03062411464910	10101.2172		STATE WITHHOLDING	GENERAL FUND
		17,707.92								
2024077	2/8/2024		6860 WELLS FARGO PURCHASING CARDS							
		57.47	TRACTOR SUPPLY CO HARDWARE TO		111588	001571318225.1	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		319.80	ACE HARDWARE SALT FOR SIDE WAL		111589	091835000051.1	10330.6210		OPERATING SUPPLIES	BUILDINGS
		295.80	EYEMED_JAN 2024 PREMIUM		111590	909600056164.1	10101.2181		EYE MED INSURANCE	GENERAL FUND
		175.00	NPELRA_2024 DUES		111591	000028808948.1	10125.6471		DUES & SUBSCRIPTIONS	HUMAN RESOURCES
		100.00	MPELRA_HR CONF FEE		111592	000039669510.1	10125.6331		CONFERENCES, TRAINING, TRAVEL	HUMAN RESOURCES
		25.00	FMSCA_CLEARINHOUSE QUERIES		111593	600121689069.1	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		295.80	EYEMED_FEB 2024 PREMIUM		111594	027600058069.1	10101.2181		EYE MED INSURANCE	GENERAL FUND
		20.53	AMAZON-IPAD CHARGE CORD		111595	107893396575.1	10320.6201		OFFICE SUPPLIES	PUBLIC WORKS
		96.54	8X8 PHONE SYSTEM NM JC		111596	104466685199.1	50677.6390		POSTAGE AND TELEPHONE	NAN MCKAY APT BLDG
		96.54	8X8 PHONE SYSTEM NM JC		111597	104466685199.2	50678.6390		POSTAGE AND TELEPHONE	JOHN CARROLL APT BLDG
		40.13	PREMIUM WATER JC AND NM		111598	892013597174.1	50677.6201		OFFICE SUPPLIES	NAN MCKAY APT BLDG
		40.13	PREMIUM WATER JC AND NM		111599	892013597174.2	50678.6201		OFFICE SUPPLIES	JOHN CARROLL APT BLDG
		448.07	COMCAST NM INTERNET		111600	100748321074.1	50677.6390		POSTAGE AND TELEPHONE	NAN MCKAY APT BLDG
		291.57	COMCAST JC PHONE SERV AND INTE		111601	106850391567.1	50678.6390		POSTAGE AND TELEPHONE	JOHN CARROLL APT BLDG
		1,565.43	MENARDS JC STORAGE BINS FOR PL		111602	100464469848.1	50678.6430	229901	MISCELLANEOUS	JOHN CARROLL APT BLDG
		1,565.43	MENARDS JC STORAGE BINS FOR TE		111603	100464469764.1	50678.6430	229901	MISCELLANEOUS	JOHN CARROLL APT BLDG
		161.27	QUILL NM COPY PAPER, TABLETS A		111604	105441079199.1	50677.6201		OFFICE SUPPLIES	NAN MCKAY APT BLDG
		270.19	QUILL JC PAPER, LG ENVELOPES		111605	105668499518.1	50678.6201		OFFICE SUPPLIES	JOHN CARROLL APT BLDG
		413.60	HOME DEPOT NM 143.93 JC REMAIN		111606	107298977863.1	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		143.92	HOME DEPOT NM 143.93 JC REMAIN		111607	107298977863.2	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		27.18	KWIK TRIP JC SNOW PLOWER		111608	691004587200.1	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		311.35	LOWES JC MAINTENANCE SUPPLIE		111609	104993504632.1	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		24.40	FEDEX-FTO MANUALS		111610	069739901540.1	10210.6201		OFFICE SUPPLIES	POLICE PROTECTION
		75.66	WALGREENS BATTERIES		111611	000895943298.1	10210.6201		OFFICE SUPPLIES	POLICE PROTECTION
		38.91	AMZN-K9 RILEY HARNESS		111612	083709660512.1	20212.6210	227589	OPERATING SUPPLIES	GRANTS/DONATIONS POLICE
		75.00	BCA-DMT-29		111613	120053244788.1	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		75.00	BCA-DMT-24		111614	120053244754.1	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		127.48	ENVISION-HOUSING ASSIS FAMILY		111615	937601770894.1	20212.6430	227605	MISCELLANEOUS	GRANTS/DONATIONS POLICE
		75.00-	BCA-TRNG REIMBURSE 29 DMT		111616	120112880327.1	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		8.39	FLANNEL FEST AWARDS		111617	100220514601.1	20215.6210	227675	OPERATING SUPPLIES	GRANTS/DONATIONS PARK AND REC
		21.19	FLANNEL FEST AWARDS		111618	101370343634.1	20215.6210	227675	OPERATING SUPPLIES	GRANTS/DONATIONS PARK AND REC
		22.51	FLANNEL FEST SUPPLY FOR AWARDS		111619	101397653915.1	20215.6210	227675	OPERATING SUPPLIES	GRANTS/DONATIONS PARK AND REC
		157.95	FLANNEL FEST SUPPLIES FEB 4-10		111620	108422063340.1	10529.6210	227675	OPERATING SUPPLIES	RECREATIONAL PROGRAMS
		120.00	LIFEGUARD INSTRUCTOR RECERTIFI		111621	872132449505.1	10527.6331		CONFERENCES, TRAINING, TRAVEL	SPLASH POOL
		350.00	EHLERS PUBLIC FINANCE SEMINAR		111622	000050406936.1	20280.6331		CONFERENCES, TRAINING, TRAVEL	ECON DEV GENERAL
		52.96-	RAYALLEN-K9DOUG-RETURN		111623	717927311549.1	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION

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2024077	2/8/2024		6860 WELLS FARGO PURCHASING CARDS						Continued...	
		59.45	FLTRFM-K9DOUG-SUPPLIES		111624	838005224044.1	20212.6210	227589	OPERATING SUPPLIES	GRANTS/DONATIONS POLICE
		97.53	LONSFEED-K9 DOUG FOOD		111625	130060555966.1	20212.6210	227589	OPERATING SUPPLIES	GRANTS/DONATIONS POLICE
		31.77	AMAZON-K9DOUG-TOYS		111626	101033851353.1	20212.6210	227589	OPERATING SUPPLIES	GRANTS/DONATIONS POLICE
		37.57	LONSDALEHRDWRE-DOUG-SUPLES		111627	500568497354.1	20212.6210	227589	OPERATING SUPPLIES	GRANTS/DONATIONS POLICE
		30.25	AMAZON-DOUG-SUPPLIES		111628	106349370694.1	20212.6210	227589	OPERATING SUPPLIES	GRANTS/DONATIONS POLICE
		42.96	WALGREENS MLK INVITES		111629	001021025635.1	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		36.98	OFFICE DEPOT MLK SENATE LABELS		111630	500730646721.1	10530.6201		OFFICE SUPPLIES	COMMUNITY AFFAIRS
		36.98	OFFICE DEPOT MLK SENATE LABELS		111631	500730646721.2	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		25.52	KNOWLANS AMBASSADORS VISIT		111632	720202486678.1	50678.6210		OPERATING SUPPLIES	JOHN CARROLL APT BLDG
		53.45	ULINE SENATE VISIT		111633	109954228890.1	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		44.46	KNOWLANS SENATE VISIT		111634	720203287709.1	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		38.15	KNOWLANS SENATE BONDING TOUR		111635	720202877811.1	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		28.64	WALGREENS MLK CELE BONDING TOU		111636	000877204473.1	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		42.96	WALGREENS MLK CELE BONDING TOU		111637	000877204473.2	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		330.00	THE COOP MLK CELEBRATION		111638	001886063650.1	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		187.00	THE COOP SENATE BONDING TOUR		111639	001886063643.1	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		121.70	WALGREENS MLK/SKATE PROGRAM		111640	000820302550.1	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		15.49	AMAZON JC NM ACTIVITY		111641	083707015734.1	50677.6210		OPERATING SUPPLIES	NAN MCKAY APT BLDG
		15.49	AMAZON JC NM ACTIVITY		111642	083707015734.2	50678.6210		OPERATING SUPPLIES	JOHN CARROLL APT BLDG
		10.00	OFFICE DEPOT CALENDAR BACKPACK		111643	100499301746.1	10530.6201		OFFICE SUPPLIES	COMMUNITY AFFAIRS
		12.80	OFFICE DEPOT CALENDAR BACKPACK		111644	100499301746.2	20216.6210	227559	OPERATING SUPPLIES	GRANTS/DONATIONS COMM AFFAIRS
		222.39	AMAZON BACKPACK CAMPAIGN MID Y		111645	105339446328.1	20216.6210	227559	OPERATING SUPPLIES	GRANTS/DONATIONS COMM AFFAIRS
		12.80	WALGREENS MONTHLY CALENDAR		111646	000852330058.1	50678.6210		OPERATING SUPPLIES	JOHN CARROLL APT BLDG
		18.99	OFFICE DEPOT BACKPACK		111647	100377366741.1	20216.6210	227559	OPERATING SUPPLIES	GRANTS/DONATIONS COMM AFFAIRS
		210.00	EROSION CONTROL TRAINING - C.R		111648	000024225747.1	10315.6331		CONFERENCES, TRAINING, TRAVEL	ENGINEERING
		240.00	MN SOCIETY OF PROF SURVEYORS T		111649	900019629088.1	10315.6331		CONFERENCES, TRAINING, TRAVEL	ENGINEERING
		1,125.00	GRADING AND CONCRETE FIELD TES		111650	286824000318.1	10315.6331		CONFERENCES, TRAINING, TRAVEL	ENGINEERING
		22.20	DOOR HANGERS FOR ENGINEERING		111651	083710715420.1	10315.6201		OFFICE SUPPLIES	ENGINEERING
		3,173.99	XCEL DISCONNECT UTIL 139 GRAND		111652	109744722000.1	40490.6302		PROFESSIONAL SERVICES	CONCORD TIF
		69.83	XCEL FEE 139 GRAND		111653	109731207460.1	40490.6302		PROFESSIONAL SERVICES	CONCORD TIF
		20.00	CROWNTRPHY NAMETAG		111654	027018588517.1	10120.6201		OFFICE SUPPLIES	CITY ADMINISTRATION
		73.50	VERIFIED BACKGRND CKS		111655	900016907475.1	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		39.99	AMAZON LEGAL PAPER COMMUNICATI		111656	107159548944.1	10120.6201		OFFICE SUPPLIES	CITY ADMINISTRATION
		100.00	NPELRA MBRSHIP		111657	000039116926.1	10125.6471		DUES & SUBSCRIPTIONS	HUMAN RESOURCES
		105.74	TARGET POPWELLNESS		111658	083054861918.1	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		43.04	INNOVATIVE PEN FILES TABS		111659	520000001612.1	10120.6201		OFFICE SUPPLIES	CITY ADMINISTRATION
		116.98	AMAZON GYM EQUIPMNT WLNES		111660	083341742987.1	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		10.57	TARGET TIP ON SODA DELIV WLNES		111661	083006769027.1	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		25.07	INNOVATIVE FILES EXPANDING		111662	520000000687.1	10120.6201		OFFICE SUPPLIES	CITY ADMINISTRATION

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2024077	2/8/2024		6860 WELLS FARGO PURCHASING CARDS						Continued...	
		55.00	RIVERHGTS CHAMBER CONFERENCE		111663	000042716093.1	20280.6331		CONFERENCES, TRAINING, TRAVEL	ECON DEV GENERAL
		165.00	RIVERHGTS CHAMBER CONFERENCE		111664	000042442708.1	20280.6331		CONFERENCES, TRAINING, TRAVEL	ECON DEV GENERAL
		165.16	AMAZON WGHTS GYM MULT SHIPMNTS		111665	083738495153.1	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		57.61	AMZN WEIGHTS GYM MULT SHPMENT		111666	083351690460.1	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		156.07	TARGET MMS MARCH MDNS WELLNS		111667	091237502239.1	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		89.99	AMZ BULLETIN BOARD		111668	103769983302.1	10120.6201		OFFICE SUPPLIES	CITY ADMINISTRATION
		130.32	CDWG-APPLE PENCIL		111669	083155322686.1	10160.6240		MINOR EQUIPMENT AND FURNITURE	INFORMATION TECHNOLOGY
		138.07	COMCAST-VETS INTERNET		111670	105226888006.1	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		64.99	AMAZON - IPAD CASE		111671	000010519743.1	10160.6240		MINOR EQUIPMENT AND FURNITURE	INFORMATION TECHNOLOGY
		264.39	AMAZON - MICE		111672	108990921256.1	10160.6240		MINOR EQUIPMENT AND FURNITURE	INFORMATION TECHNOLOGY
		598.00	AMAZON-TV/MONITORS		111673	109089160071.1	40407.6571		COMPUTER HARDWARE	EQUIPMENT ACQUISITION F
		378.75	AMAZON-TVS/MONITORS		111674	100428072886.1	40407.6571		COMPUTER HARDWARE	EQUIPMENT ACQUISITION F
		312.02	AMAZON-SECURITY CAMERAS		111675	102744554461.1	40407.6571		COMPUTER HARDWARE	EQUIPMENT ACQUISITION F
		54.39	23 SHREDIT NOV/DEC 2023		111676	026885774796.1	10150.6375		OTHER CONTRACTED SERVICES	FINANCE
		54.38	23 SHREDIT NOV/DEC 2023		111677	026885774796.2	20260.6210		OPERATING SUPPLIES	HOUSING GENERAL
		54.38	23 SHREDIT NOV/DEC 2023		111678	026885774796.3	10140.6210		OPERATING SUPPLIES	CITY CLERK
		90.90	23 SHREDIT NOV/DEC 2023		111679	026885774796.4	50677.6210		OPERATING SUPPLIES	NAN MCKAY APT BLDG
		54.95	AMAZON TAX FORMS-BOXES		111680	101914310838.1	10150.6201		OFFICE SUPPLIES	FINANCE
		75.96	OFFDEP 1099NEC ENVELOPES		111681	100404994686.1	10150.6201		OFFICE SUPPLIES	FINANCE
		65.89	SPEEDWAY-KEROSENE		111682	001171710338.1	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		22.16	SPEEDWAY-KEROSENE		111683	001389870789.1	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		232.82	HOME DEPOT MAINTENANCE SUPPLIE		111684	101108895426.1	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		15.98	KRIK TRIP NM GAS FOR SNOW BLOW		111685	691004729289.1	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		139.86	HOME DEPOT MAINTENANCE SUP		111686	010187557525.1	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		214.99	NORTHERN TOOL-HOSE FOR VACTOR		111687	107369668685.1	50606.6240		MINOR EQUIPMENT AND FURNITURE	SEWER UTILITY
		63.96	WALMART-LAUNDRY DETERGENT		111688	400184429504.1	20212.6210	227681	OPERATING SUPPLIES	GRANTS/DONATIONS POLICE
		79.82	HME DPT CLEANING SPLS		111689	010196524101.1	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		412.54	ISTATE TRUCK-SWITCH #307		111690	939184099550.1	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		35.01	VERIZON-NOV DATA		111691	102383013911.1	10210.6390		POSTAGE AND TELEPHONE	POLICE PROTECTION
		47.55	VSTAPRNT-BIZ CARDS 09		111692	713916534083.1	10210.6201		OFFICE SUPPLIES	POLICE PROTECTION
		111.60	AMZN-SURGICAL TAPE		111693	100116052211.1	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		464.59	AMZN-SCANNERS & KEYBOARD		111694	101118405307.1	10210.6201		OFFICE SUPPLIES	POLICE PROTECTION
		94.10	SAMS-20240124 DEPT TRAINING		111695	400221162938.1	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		137.52	CUB-20240124 DEPT TRAINING		111696	730260480613.1	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		98.98	AMZN-EVIDENCE SUPPLIES&KEYBRD		111697	101106103489.1	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		7.39	CKFILA-20240124 DEPT TRNG		111698	710021381945.1	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		650.94	CKFILA-20240124 DEPT TRNG		111699	710021381937.1	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		41.62	SPRTSMNGDE-RANGE SUPPLIES		111700	100813941919.1	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		29.00	EDENK9-K9 TRACKING PROGRAM		111701	900016503034.1	10210.6375		OTHER CONTRACTED SERVICES	POLICE PROTECTION

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2024077	2/8/2024		6860 WELLS FARGO PURCHASING CARDS						Continued...	
		.29	FROM EDEN K9 CONSULTING CHARGE		111702	900016503034.1	10210.6375		OTHER CONTRACTED SERVICES	POLICE PROTECTION
		730.00	SOTA-29&47		111703	000024248561.1	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		998.00	STRMTRNG-28&45 VEH EXT TRNG		111704	000040996155.1	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		1,950.00	MNCIT-38&45 CIT TRNG		111705	104883895306.1	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		1,950.00	MNCIT-26&39 CIT		111706	104865780377.1	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		75.00	BCA-DMT 38		111707	120102733412.1	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		375.00	BCA-BASIC NARC 46		111708	120123197645.1	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		935.00	OHD-QUANTIFIT CALIBRATION		111709	167901375695.1	10210.6220		REPAIR & MAINTENANCE SUPPLIES	POLICE PROTECTION
		180.00	10,000 LAKES 24 MEMBERSHIP		111710	719874706480.1	10410.6471		DUES & SUBSCRIPTIONS	DEVELOPMENT SERVICES
		104.80	DAKOTA LUMBER-J-TRIM		111711	872750515545.1	20215.6520	227673	BUILDINGS AND STRUCTURE	GRANTS/DONATIONS PARK AND REC
		83.40	WALMART STORAGE BINS		111712	360940251136.1	10529.6210		OPERATING SUPPLIES	RECREATIONAL PROGRAMS
		432.00	SUNNY BUNNY EASTER EGGS		111713	900014366083.1	20215.6210	227593	OPERATING SUPPLIES	GRANTS/DONATIONS PARK AND REC
		77.82	AMAZON FLANNEL FEST SUPPLIES		111714	109437352443.1	10529.6210		OPERATING SUPPLIES	RECREATIONAL PROGRAMS
		27.16	MENARDS WARMING HOUSE KEYS		111715	000036818115.1	10529.6210		OPERATING SUPPLIES	RECREATIONAL PROGRAMS
		1,394.51	23MOBILE MINI WARMING HOUSE		111716	700849528892.1	10529.6381		OTHER RENTALS	RECREATIONAL PROGRAMS
		1,049.04	IGH STRM WTR FEES		111717	640083544688.1	20245.6302		PROFESSIONAL SERVICES	AIRPORT
		144.85	COMCAST JAN INTERNET		111718	109982315727.1	20245.6390		POSTAGE AND TELEPHONE	AIRPORT
		229.00	LOWES SAW		111719	100434092451.1	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		48.44	MNRDS SAWHORSES		111720	100406895895.1	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		170.73	BREEZY POINT LODGING		111721	036004316582.1	20245.6331		CONFERENCES, TRAINING, TRAVEL	AIRPORT
		679.00	SIMONS APPLIANCE FRIDGE		111722	900019300030.1	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		170.73	BREEZY POINT LODGING		111723	036004316558.1	20245.6331		CONFERENCES, TRAINING, TRAVEL	AIRPORT
		344.00	AIRNAV ANNUAL LISTING		111724	207499700090.1	20245.6341		ADVERTISING	AIRPORT
		450.00	MCOA CONF		111725	026468263719.1	20245.6331		CONFERENCES, TRAINING, TRAVEL	AIRPORT
		48.26	MNRDS TOOLS		111726	100464474616.1	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		103.00	MN FLYER JAN AD		111727	984200043380.1	20245.6341		ADVERTISING	AIRPORT
		73.16	IGH STRMWTR FEES		111728	939115868506.1	20245.6302		PROFESSIONAL SERVICES	AIRPORT
		324.15	USACLEAN-PARTS 4 FLOOR SCRUBER		111729	900010914003.1	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		375.00	MCFOA SPRING CONFERENCE		111730	286824003429.1	10140.6331		CONFERENCES, TRAINING, TRAVEL	CITY CLERK
		90.00	ST OF MN-POST LIC-TORY NELSON		111731	120090082908.1	10210.6471		DUES & SUBSCRIPTIONS	POLICE PROTECTION
		1.94	ST OF MN-POST LIC FEE-T NELSON		111732	730095793521.1	10210.6471		DUES & SUBSCRIPTIONS	POLICE PROTECTION
		1.94	POST BOARD-SERV FEE		111733	730175009749.1	10210.6471		DUES & SUBSCRIPTIONS	POLICE PROTECTION
		90.00	ST OF MN-LATUFF POST LIC		111734	120170075848.1	10210.6471		DUES & SUBSCRIPTIONS	POLICE PROTECTION
		2,312.15	AT&T-DEC CELL & DATA		111735	812462763349.1	10210.6390		POSTAGE AND TELEPHONE	POLICE PROTECTION
		272.96	2023-COSTCO-CONC RESALE		111736	898000055674.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		39.90	2023-SAMS CLUB-CONC RESALE		111737	400204276196.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		11.99	2023-KNOWLANS-CONC RESALE		111738	720203487768.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		349.99	2023-COSTCO-REPL TV CAMERAS		111739	898000034042.1	20243.6570		OFFICE EQUIP & FURNISHINGS	DOUG WOOG ARENA
		4.77	2023-KWIK TRIP-CONC RESALE		111740	691003400177.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2024077	2/8/2024		6860 WELLS FARGO PURCHASING CARDS						Continued...	
		220.58	2023-SAMS CLUB-CONC RESALE		111741	360923075168.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		43.60	2024-TARGET-CONC RESALE		111742	091017366430.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		61.30	2024-WALMART-OFFICE SUPPLIES		111743	360944398925.1	20243.6201		OFFICE SUPPLIES	DOUG WOOG ARENA
		1,058.03	2023-CULLIGAN WATER IGH - SALT		111744	000000720871.1	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		470.59	2024-SAMS CLUB-CONCESSION RESA		111745	360947487914.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		145.34	2024-TARGET-CONC RESALE BEV		111746	091016224866.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		96.16	2024-SAMS CLUB-CONC RESALE		111747	360968511853.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		131.74	2024-SAMS CLUB-CONC RESALE		111748	400161175059.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		9.05	2024-KNOWLANS-CONC RESALE		111749	720202487197.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		25.86	2024-SAMS CLUB-CONC RESALE		111750	400001159231.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		79.91	2024-AMAZON-CONC RESALE		111751	109477859869.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		85.51	2024-AMAZON-CONC CONDMNTS		111752	109839705123.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		39.24	2024-PARTSTOWN-HOT CHOC DISP		111753	000020783698.1	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		51.90	2024-GETSLING-SCHEDULING MO		111754	000058266335.1	20243.6375		OTHER CONTRACTED SERVICES	DOUG WOOG ARENA
		40.98	2024-COSTCO-BATTERIES		111755	898000021040.1	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		104.28	2024-TARGET-CONC RESALE BEV		111756	091017399361.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		11.34	2024-SAMS CLUB-CONC RESALE		111757	400002517820.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		148.18	2024-SAMS CLUB-CONC RESALE		111758	400182339382.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		135.22	2024-COMCAST-MO CABLE		111759	103847894633.1	20243.6375		OTHER CONTRACTED SERVICES	DOUG WOOG ARENA
		224.14	2024-SAMS CLUB-CONC RESALE		111760	400190224470.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		90.35	2024-COSTCO-CONC RESALE		111761	898000045187.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		66.58	2024-WALMART-CONC ST RACKS		111762	400184057675.1	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		10.00	OFFICE MAX - CALENDARS		111763	100404897335.1	20243.6201		OFFICE SUPPLIES	DOUG WOOG ARENA
		528.19	SAMS CLUB - CONCESSION RESALE		111764	360052591422.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		276.32	HAMILTON-PNEUMATIC WHEEL		111765	612419749225.1	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		276.57	HAMILTON-PNEUMATIC WHEEL		111766	612434766823.1	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		<u>41,714.11</u>								
2024078	3/11/2024		10755 OPTUM							
		8.37	FSA REIMB-HEALTH-2024		112056	514008881	10101.2179		FLEXIBLE BENEFIT PLAN	GENERAL FUND
		561.61	HRA REIMBURSEMENT 2024		112056	514008881	70805.6131		EMPLOYEE HRA REIMBURSEMENT	EMPLOYEE HEALTH REIMBUR
		<u>569.98</u>								
		<u>1,003,994.56</u>	Grand Total							

<u>Payment Instrument Totals</u>	
Checks	618,238.22
EFT Payments	244,805.36
A/P ACH Payment	<u>140,950.98</u>
Total Payments	1,003,994.56



CITY COUNCIL AGENDA REPORT
DATE: MARCH 18, 2024
DEPARTMENT: CITY CLERK
Prepared by: Deanna Werner
ADMINISTRATOR: RG

8-C

AGENDA ITEM: Business Licenses

ACTION TO BE CONSIDERED:

Motion to adopt attached list, approving Business Licenses.

OVERVIEW:

Municipal Code requires that all licenses are approved by the City Council and subject to submittal of insurance certificates, forms and background investigation, when required, prior to issuance.

The attached listing contains new and/or renewal applications which have been applied for since the last City Council Meeting. These licenses will expire as indicated on the attached report.

SOURCE OF FUNDS:

N/A

City of South St Paul City Council Report

<u>ID</u>	<u>Company</u>	<u>License #</u>	<u>License Type</u>	<u>Status</u>	<u>Issued</u>	<u>Expires</u>	<u>Address</u>	<u>Complex</u>	<u>Council</u>
14559	Church of St. John Vianney	00014274	Temp Intoxicating Liquor License	P	03/14/2024	04/29/2024	789 17th Ave N	Spring Festival	03/18/2024



AGENDA ITEM: Wakota Trailhead Improvements – Change Orders #4, 6, 7, 8, and 9

ACTION TO BE CONSIDERED:

Motion to approve Change Orders No. 4, 6, 7, 8, and 9 for the Wakota Trailhead Improvements with Ebert Construction in the total amount of \$36,673.19.

OVERVIEW:

On April 17, 2023, the City Council awarded the bid for the Wakota Trailhead Improvements to Ebert Construction in the amount of \$1,580,152.47. On November 6, 2023, the City Council approved Change Orders No. 2, 3, and 4*. Change Order No. 4, previously approved by the City Council, removed the rain garden from the project and was renumbered to Change Order No. 5 during the MnDOT review process. All change orders are reviewed by MnDOT's estimating team per contract requirements.

Change Order No. 4 is for additional work not identified in the plans. After the new trail was constructed, runoff and rainwater flooded areas of the City's compost site. Additional fill material was needed to correct the grading and provide positive flow away from the compost piles. The contractor requested additional funds to bring in additional materials and to grade the area. Change Order No. 4 adds \$8,131.20 to the total contract amount.

Change Order No. 6 includes changing the quantity of bituminous wear course mixture. Approximately 73 additional tons of bituminous wear course mixture were used during paving and the contractor requested that this additional quantity be added to the contract via a change order. Change Order No. 6 adds \$8,817.17 to the original contract amount.

Change Order No. 7 alters the completion date. The original completion date for the project was November 30, 2023. Unforeseen circumstances on the project site and fabrication delays required additional work and time to complete the project. Change Order No. 7 changes the completion date to May 24, 2024. Change Order No. 7 does not impact the contract cost.

Change Order No. 8 includes modifications to the steel brackets for the roof of the building. The steel brackets that attach to the structural wood trusses needed to be modified from the plan design. Change Order No. 8 includes the cost of the fabrication of the new brackets and the additional time needed for the carpenter to measure, set, and install the brackets and trusses. Change Order No. 8 adds \$11,941.89 to the original contract amount.

Change Order No. 9 includes compensation for lost time due to unforeseen utility conflicts. A buried Metropolitan Council Environmental Services (MCES) sanitary pipe was found during the sanitary sewer installation. The MCES pipe was not identified on the plans, during the Gopher State One Call utility locate, or on any as-built drawings. MCES required approximately

2.5 days to investigate the pipe and provide a revision to the sanitary sewer connection. The contractor requested compensation for the delay via Change Order No. 9, which adds \$7,782.93 to the original contract amount.

The net change to the contract amount from Change Orders No. 4, 6, 7, 8, and 9 is an additional \$36,673.19. The table below summarizes the contract changes:

Original Contract Amount	\$1,580,152.47
Change Orders No. 1, 2, 3, and 5* (formerly No. 4)	\$38,148.34
Change Order No. 4	\$8,131.20
Change Order No. 6	\$8,817.17
Change Order No. 7	-
Change Order No. 8	\$11,941.89
Change Order No. 9	\$7,782.93
Proposed Contract Amount	\$1,654,974.00

RECOMMENDATIONS:

Staff recommends the City Council consider approving the Change Orders No. 4, 6, 7, 8, and 9 in the total amount of \$36,673.19 for a new contract amount of \$1,654,974.00.

SOURCE OF FUNDS:

The funding for the project includes DNR Local Trail Grant funds, National Park Service Grant funds, Federal Land Access Program, Capital Program Funds, and Dakota County Matching Funds.



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	168-090-004	MN Project No.:	FLAP 1922 (125)	Change Order No.	4
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Project Location	675 Verderosa Avenue, South St. Paul, MN 55075				
Local Agency	City of South St. Paul	Local Project No.			
Contractor	Ebert Construction	Contract No.			
Address/City/State/Zip	23350 County Road 10, Loretto, MN 55357				
Total Change Order Amount \$	\$8,131.20				

Whereas water is backing up behind the new trail connection and additional fill material is required south of the trail connection to allow for positive drainage of the City of South St. Paul Compost Site.

Therefore, the Engineer has determined that the contract needs to be revised in accordance with Specification 1402.5 to add 224 cubic yards of common borrow material to the compost site to allow for drainage. Work will be paid at the unit price listed below.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)

**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
	2105.607	Common Borrow	CY	\$33.00	+224	+\$7,392.00
		Contractor 10% markup	LS	\$739.20	+1	+\$739.20
Net Change this Change Order						+\$8,131.20

****Group/funding category is required for federal aid projects**

Due to this change, the contract time: (check one)

<input checked="" type="checkbox"/> (X) Is NOT changed	<input type="checkbox"/> () May be revised as provided in MnDOT Specification 1806
<input type="checkbox"/> () Is Increased by _____ Working Days	<input type="checkbox"/> () Is Increased by _____ Calendar Days
<input type="checkbox"/> () Is Decreased by _____ Working Days	<input type="checkbox"/> () Is Decreased by _____ Calendar Days

Approved by Project Engineer: Stewart Crosby Date: 12/12/2023

Print Name: Stewart Crosby, SRF Phone: 763-452-4780

Approved by Contractor: Randy Pavey Date: 12/19/23

Print Name: Randy Pavey, Ebert Construction Phone: 763-498-7844

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds

District State Aid Engineer: _____ Date: _____



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	168-090-004	MN Project No.:	FLAP 1922 (125)	Change Order No.	6
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Project Location	675 Verderosa Avenue, South St. Paul, MN 55075				
Local Agency	City of South St. Paul	Local Project No.			
Contractor	Ebert Construction	Contract No.			
Address/City/State/Zip	23350 County Road 10, Loretto, MN 55357				
Total Change Order Amount \$	\$8,817.17				

Whereas the trail alignment and final lift of the parking lot required additional asphalt to complete.

Therefore, the Engineer has determined that the contract needs to be revised in accordance with Specification 1402.5 to account for the additional bituminous wearing course mix required to complete trail and parking lot paving. Work will be paid at the approved Contract Unit Price of \$120.75 per Ton for the additional 73.02 tons.

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
	2360.509	Type SP 9.5 Wearing Course Mix (2,C)	Ton	\$120.75	+73.02	+\$8,817.17
Net Change this Change Order						\$8,817.17

****Group/funding category is required for federal aid projects**

Due to this change, the contract time: <i>(check one)</i>	
<input checked="" type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in MnDOT Specification 1806
<input type="checkbox"/> Is Increased by _____ Working Days	<input type="checkbox"/> Is Increased by _____ Calendar Days
<input type="checkbox"/> Is Decreased by _____ Working Days	<input type="checkbox"/> Is Decreased by _____ Calendar Days

Approved by Project Engineer: Stewart Crosby Date: 2/26/2024
 Print Name: Stewart Crosby, SRE Phone: 763-452-4780

Approved by Contractor: Randy Pavey Date: 2/26/24
 Print Name: Randy Pavey, Ebert Construction Phone: 763-498-7844

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds

District State Aid Engineer: _____ Date: _____



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	168-090-004	MN Project No.:	FLAP 1922 (125)	Change Order No.	7
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Project Location	675 Verderosa Avenue, South St. Paul, MN 55075				
Local Agency	City of South St. Paul	Local Project No.			
Contractor	Ebert Construction	Contract No.			
Address/City/State/Zip	23350 County Road 10, Loretto, MN 55357				
Total Change Order Amount \$	\$0				

Whereas unforeseen circumstances on the project site required additional work and time to complete such that site work needs to be completed in the spring of 2024.

Whereas delays in material fabrication and delivery for the restroom building pushed the building construction schedule into February 2024.

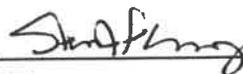
Therefore, the Engineer has determined that the contract needs to be revised in accordance with Specification 1806 Contract Time/Contract Delay.

The completion date will be modified from November 30, 2023, to May 24, 2024.

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
**Group/funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Net Change this Change Order						\$0

****Group/funding category is required for federal aid projects**

Due to this change, the contract time: <i>(check one)</i>	
<input type="checkbox"/> Is NOT changed	<input checked="" type="checkbox"/> May be revised as provided in MnDOT Specification 1806
<input type="checkbox"/> Is Increased by _____ Working Days	<input checked="" type="checkbox"/> Is Increased by <u>176</u> Calendar Days
<input type="checkbox"/> Is Decreased by _____ Working Days	<input type="checkbox"/> Is Decreased by _____ Calendar Days

Approved by Project Engineer:  Date: 11/30/2023
 Print Name: Stewart Crosby, SRE Phone: 763-452-4780

Approved by Contractor:  Date: 11/30/2023
 Print Name: Randy Pavey, Ebert Construction Phone: 763-498-7844

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds

District State Aid Engineer: _____ Date: _____



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	168-090-004	MN Project No.:	FLAP 1922 (125)	Change Order No.	8
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Project Location	675 Verderosa Avenue, South St. Paul, MN 55075				
Local Agency	City of South St. Paul	Local Project No.			
Contractor	Ebert Construction	Contract No.			
Address/City/State/Zip	23350 County Road 10, Loretto, MN 55357				
Total Change Order Amount \$	\$11,941.89				

Whereas modifications to the building design were necessary to accommodate variable site conditions.

Whereas fabrication of new steel brackets that attach the structural wood trusses to vertical pillars is required to provide required structural integrity to the building frame.

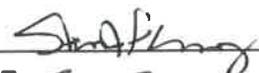
Whereas additional time for carpenters to measure, temporarily set wood trusses, and install wood trusses is required to complete the building framing.

Therefore, the Engineer has determined that the contract needs to be revised in accordance with Specification 1402.5 to fabricate and galvanize four steel brackets, and for rough carpentry to measure and install the new brackets and wood trusses. Prime Contractor overhead, insurance and bond are included in the contract price. Payment will be made at the contract price Structural Wood Brackets, and as listed below.

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
		Structural Wood Brackets	LS	\$11,941.89	+1	+11,941.89
Net Change this Change Order						+\$11,941.89

****Group/funding category is required for federal aid projects**

Due to this change, the contract time: <i>(check one)</i>	
<input checked="" type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in MnDOT Specification 1806
<input type="checkbox"/> Is Increased by _____ Working Days	<input type="checkbox"/> Is Increased by _____ Calendar Days
<input type="checkbox"/> Is Decreased by _____ Working Days	<input type="checkbox"/> Is Decreased by _____ Calendar Days

Approved by Project Engineer:  Date: 1/9/2024
 Print Name: Stewart Crosby, SRF Phone: 763-452-4780

Approved by Contractor:  Date: 1/16/24
 Print Name: Randy Pavey, Ebert Construction Phone: 763-498-7844

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds

District State Aid Engineer: _____ Date: _____



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	168-090-004	MN Project No.:	FLAP 1922 (125)	Change Order No.	9
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Project Location	675 Verderosa Avenue, South St. Paul, MN 55075				
Local Agency	City of South St. Paul	Local Project No.			
Contractor	Ebert Construction	Contract No.			
Address/City/State/Zip	23350 County Road 10, Loretto, MN 55357				
Total Change Order Amount \$	\$7,782.93				

Whereas an unforeseen buried sanitary pipe was found during excavation for the sanitary sewer installation that was not identified on plans, during the GSOC utility locate, or on as-built drawings.

Whereas the utility owner, Metropolitan Council Environmental Services, required two and ½ days to investigate and provide a revision to the sanitary sewer connection because of the unknown pipe.

Therefore, the Engineer has determined that the contract needs to be revised in accordance with Specification 1806.2.B to provide compensation for the delay in installing the sanitary sewer due to the unforeseen buried utility. Payment will be made at the lump sum unit price as listed below.

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
		Utility Interference Compensable Delay	LS	\$7,832.43	+1	+\$7,782.93
Net Change this Change Order						+\$7,782.93

****Group/funding category is required for federal aid projects**

Due to this change, the contract time: <i>(check one)</i>	
<input checked="" type="checkbox"/> (X) Is NOT changed	<input type="checkbox"/> () May be revised as provided in MnDOT Specification 1806
<input type="checkbox"/> () Is Increased by _____ Working Days	<input type="checkbox"/> () Is Increased by _____ Calendar Days
<input type="checkbox"/> () Is Decreased by _____ Working Days	<input type="checkbox"/> () Is Decreased by _____ Calendar Days

Approved by Project Engineer: Stewart Crosby Date: 2/19/2024
 Print Name: Stewart Crosby, SRF Phone: 763-452-4780

Approved by Contractor: Randy Pavey Date: 2/26/24
 Print Name: Randy Pavey, Ebert Construction Phone: 763-498-7844

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds

District State Aid Engineer: _____ Date: _____

SP 168-090-004 Wakota Trailhead Ebert Construction Change Order #9 Calculations

Date	Description	Amount	Unit	Unit Price	Amount	Notes
11/13/2023	Lost time due to changes					
	Operator		8 Hourly	\$69.69	\$557.52	
	Labor		8 Hourly	\$59.39	\$475.12	
	Foreman		8 Hourly	\$69.19	\$553.52	
	2019 Kobelco SK 201 LC		8 Hourly	\$30.00	\$240.00	Rate provided by MnDOT, listed as half of ownership cost
	Trench Box		1 LS	\$2,425.47	\$2,425.47	Receipt confirmed
11/14/2023	Operator Reg Time		8 Hourly	\$69.69	\$557.52	
	Operator Overtime		0 Hourly	\$91.93	\$0.00	
	Labor Reg Time		8 Hourly	\$59.39	\$475.12	
	Labor Overtime		0 Hourly	\$77.89	\$0.00	
	Foreman Reg Time		8 Hourly	\$69.19	\$553.52	
	Foreman Overtime		0 Hourly	\$91.93	\$0.00	
	2019 Kobelco SK 201 LC		8 Hourly	\$30.00	\$240.00	Rate provided by MnDOT, listed as half of ownership cost
	Trench Box		0 LS	\$3,385.40	\$0.00	Receipt showed use for another job
11/21/2023	Sanitary shift/buried structure					
	Operator		4 Hourly	\$69.69	\$278.76	
	Labor		4 Hourly	\$59.39	\$237.56	
	Foreman		4 Hourly	\$69.19	\$276.76	
	8" sdr35 22.5 bends		0 LS	\$44.00	\$0.00	No compensation for materials
	2019 Kobelco SK 201 LC		4 Hourly	\$30.00	\$120.00	Rate provided by MnDOT, listed as half of ownership cost
	2021 Kobelco SK 75 SR		4 Hourly	\$21.13	\$84.52	Rate provided by MnDOT, listed as half of ownership cost
	Subtotal				\$7,075.39	
	Mark up 10%				\$707.54	
				Total	\$7,782.93	
				Tax		
				TOTAL Due	\$7,782.93	



City Council Agenda

Date: March 18, 2024

Department: Engineering

Prepared by: Nick Guilliams, City Engineer

Administrator: RG

8-E

Agenda Item: Approve Proposal with WSB for Construction Materials Testing for the 7th Avenue South and I-494 Watermain Improvements

Action to be considered:

Approve a proposal with WSB in the amount of \$35,888.00 to perform construction materials testing for the 7th Avenue South and I-494 Watermain Improvements

Overview:

A construction contract for the 7th Avenue South and I-494 Watermain Improvements was awarded to McNamara Contracting on March 4, 2024. Staff requires a firm to perform construction materials testing throughout construction as required by State-Aid.

Staff sent out a request for quotes to three qualified firms that perform this service. Two quotes were received, with the quote submitted by WSB being the lowest. Below is a summary of the quotes:

FIRM	QUOTE
WSB	\$35,888.00
American Engineering Testing	\$45,377.00
Braun Intertec	No Quote Submitted

Recommendation:

Staff recommends that the Council approve a proposal with WSB in the amount of \$35,888.00.

Source of Funds:

Infrastructure Fund

March 13, 2024

Mr. Nick Guilliams, PE
City Engineer
City of South St. Paul
125 3rd Avenue South
South St. Paul, MN 55075



Re: Proposal for 7th Avenue South and I-494 Watermain Improvements Materials Testing Services
City Project 2023-012 / SAP 168-108-006
South St. Paul, MN

Dear Mr. Guilliams,

WSB is pleased to present this estimate of services to provide construction materials testing in conjunction with the Request for Quote (RFQ) received from the City of South St. Paul for the 7th Avenue South and I-494 Watermain Improvements project. Our cost estimate includes a description of our understanding of services to be provided and an estimate including the various services that may be rendered.

If you have any questions about this proposal, please feel free to contact Emily DeSchepper at 612.289.3048 or edeschepper@wsbeng.com.

ACCEPTANCE

This letter represents the entire understanding of the project scope. All work under this letter proposal will be governed by the Master Professional Services Agreement entered into between the City of South St. Paul and WSB on 22nd day of March 2023. If the scope and fee appear to be appropriate, please sign the space provided and return a copy with signature. We are available to being work once we have received signed authorization.

Sincerely,

WSB

Mark Watson, PE
Director of Materials Engineering

Emily DeSchepper
Project Coordinator

I hereby authorize WSB to proceed with the above referenced work under the terms and conditions of the Master Professional Services Agreement entered into between the City of South St. Paul and WSB on the 22nd day of March 2023.

Signature: _____

Name: _____

Title: _____

Date: _____



City of South St. Paul

7th Ave S & I-494 Watermain Improvements

City Project: 2023-012 / SAP 168-108-006

Construction Materials Testing Estimate of Costs (2023 SALT)

WSB Unit	Test Type/Material	Minimum Required Testing Rate	Quantity of Material	Minimum Tests	Probable Tests	Cost Per Test	Minimum Cost	Probable Cost
Gradation Testing								
3025	Aggregate Surfacing	Random Sampling: < 250 CY (CV) or 500 Tons = Small Quantity > 2000 CY (CV) or 4000 Tons. Divide into lots with lot size no greater than 2000 CY (CV) or 4000 Tons. Test two random samples from each lot and average.	Small Quantity CL 5: 185 CY	0	0	\$150.00	\$0.00	\$0.00
3025	Aggregate Base		CL 5: 8578 T ~ 4718 CY	6	8	\$150.00	\$900.00	\$1,200.00
3025	Select Granular Embankment	1 / 40,000 CY (CV)	1341 CY	1	2	\$150.00	\$150.00	\$300.00
Total Minimum Cost for Section							\$1,050.00	
Total Probable Cost for Section							\$1,500.00	

WSB Unit	Test Type/Material	Minimum Required Testing Rate	Major Soil Types	Minimum Tests	Probable Tests	Cost Per Test	Minimum Cost	Probable Cost
Proctor Test								
3260	Proctor Test	1 / Major soil type. Additionally, one for each granular material, if using specified density.	Trench Backfill	6	8	\$150.00	\$900.00	\$1,200.00
Total Minimum Cost for Section							\$900.00	
Total Probable Cost for Section							\$1,200.00	

WSB Unit	Test Type/Material	Minimum Required Testing Rate	Quantity of Material	Minimum Tests	Probable Tests	Cost Per Test	Minimum Cost	Probable Cost
Compaction Testing - Nuclear Density Gauge and Dynamic Cone Penetrometer								
3500	Aggregate Base	1 DCP tests per 500 CY (CV) or 1 per 1000 Tons. If test rolled, 1 test / 1,500 CY (CV) or 3000 Tons.	CL 5: 8578 T ~ 4718 CY	Quality Compaction				
3500	Aggregate Surfacing	1 DCP tests per 500 CY (CV) or 1 per 1000 Tons. If test rolled, 1 test / 1,500 CY (CV) or 3000 Tons.	Small Quantity CL 5: 185 CY	Quality Compaction				
3510	Granular Materials	Roadway Embankment: 1 test per 2,000 CY (CV) or if test rolled, 1 test per 4,000 CY (CV).	Select Granular 1341 CY	Quality Compaction				
3510	Non-Granular Materials	Structures and Longitudinal Trenches (Sidewalk/Trails/Watermain/Storm Sewer/Sanitary Sewer/Retaining Walls): 1 test per 500 feet of each structure length per every 2 feet of fill.	Storm: 750 LF (3) Sanitary: 44 LF (1) Watermain: 6263 LF (38)	42	53	\$20.00	\$840.00	\$1,060.00
3510		Subgrade Preparation: 1 test per 25 road stations. 100% proctor density	30.5 RDST	Quality Compaction				
Total Minimum Cost for Section							\$840.00	
Total Probable Cost for Section							\$1,060.00	

WSB Unit	Test Type/Material	Minimum Required Testing Rate	Quantity of Material	Minimum Tests	Probable Tests	Cost Per Test	Minimum Cost	Probable Cost
Moisture Content Test								
3250	Aggregate Base	1 / 1,000 CY up to 10 maximum. For Quality Compaction: Test as directed by Engineer.	4718 CY	Quality Compaction				
3250	Aggregate Surfacing	1 / 1,000 CY up to 10 maximum. For Quality Compaction: Test as directed by Engineer.	185 CY	Quality Compaction				
3250	All Embankment Materials	1 / 10,000 CY up to 10 maximum. For Quality Compaction: Test as directed by Engineer.	1341 CY	Quality Compaction				
3250	Subgrade Preparation	1 per 25 Road Stations. For Quality Compaction: Test as directed by Engineer.	30.5 RDST	Quality Compaction				
Total Minimum Cost for Section							\$0.00	
Total Probable Cost for Section							\$0.00	

WSB Unit	Test Type/Material	Minimum Required Testing Rate	Number of Sources	Minimum Tests	Probable Tests	Cost Per Test	Minimum Cost	Probable Cost
Aggregate Quality								
4030	Aggregate Base Recycled/Salvaged/Reclaimed Bitumen content	At the discretion of the Engineer.	1	0	1	\$165.00	\$0.00	\$165.00
Total Minimum Cost for Section							\$0.00	
Total Probable Cost for Section							\$165.00	

Test Type/Material	Minimum Required Testing Rate
Test Rolling	
Test Rolling	As directed by the Engineer the contractor will perform test rolling at the top of all subgrade, base layers (2211), non stabilized FDR (2215) and granular layers not meeting the requirements of 3149.2B2 (2105 & 2106). Minimum 12' width and 300' length. Agency to observe test rolling. See G&B Manual 5-692.270. *Assuming responsibility of on-site representative, but can be performed upon request.

WSB Unit	Test Type/Material	Minimum Required Testing Rate	Quantity of Material	Minimum Tests	Probable Tests	Cost Per Test	Minimum Cost	Probable Cost
Concrete Testing								
2040	Concrete Testing	1 / 100 CY / mix type / day (1 set of 4 cylinders) *Field Cure Cylinders = Additional. Called Upon Request*	4" Walk: 192 CY 6" Walk: 3 CY B618 C&G: 413 CY 6" Drive: 72 CY V Curb: 70 CY Light Foundation (#): 23 Equipment Pad (#): 1 Flowable Fill: 1972 LF	15	32	\$120.00	\$1,800.00	\$3,840.00
Total Minimum Cost for Section							\$1,800.00	
Total Probable Cost for Section							\$3,840.00	

WSB Unit	Test Type/Material	Minimum Required Testing Rate	Quantity of Material	Minimum Tests	Probable Tests	Cost Per Test	Minimum Cost	Probable Cost
Bituminous Testing								
4090	Verification Testing - MnDOT Gyrotory Mix Properties	1 / mix type / day	9.5W(3,C): 1422 T 12.5NW(3,C): 3653 T	5	8	\$600.00	\$3,000.00	\$4,800.00
4080	Compaction / Density Testing	Per Project Special Provisions		11	14	\$55.00	\$605.00	\$770.00
Total Minimum Cost for Section							\$3,605.00	
Total Probable Cost for Section							\$5,570.00	

WSB Unit	Test Type/Material	Minimum Required Testing Rate	Quantity of Material	Minimum Tests	Probable Tests	Cost Per Test	Minimum Cost	Probable Cost
Miscellaneous Testing								
3253	Topsoil Material - Gradation, Hydrometer, Organic Content, pH	As directed by the Engineer	1044 CY	0	1	\$300.00	\$0.00	\$300.00
Total Minimum Cost for Section							\$0.00	
Total Probable Cost for Section							\$300.00	

WSB Unit	Project Charges	Rate (\$)	Quantity	Subtotal
CMT02	Field Technician Time	100	100	\$10,000.00
2140	Trip Charge	40	82	\$3,280.00
CMT01	Sample Pick-Up Time	79	48	\$3,792.00
CMT90	Project Administration	90	2	\$180.00
CMT70	Project Assistant	111	24	\$2,664.00
CMT80	Project Engineer	158	8	\$1,264.00
Field and Overhead Subtotal				\$21,180.00
Testing Subtotal (minimum-probable)				\$8,195.00 - \$13,635.00

Total Estimated Minimum Cost	\$29,375.00
Total Estimated Probable Cost	\$34,815.00

ASSUMPTIONS
Projects will be combined into a single fee schedule following the 2023 MnDOT SALT Schedule of Materials Control.
Coordination to schedule Independent Assurance Audits may be needed depending on funding sources and project requirements..
WSB will schedule MnDOT Plant Inspections with MnDOT Metro Inspections Online System.
Testing totals may differ with any addendums and quantity changes.
Per project construction notes, grading and aggregate materials will be compacted via quality compaction method. Testing can be performed upon request.
All staff performing work on the project will be certified or provisionally certified for all testing they perform.
Fees for additional testing can be provided upon request or necessity.
WSB will provide preliminary and final grading and base reports for the project.
A final project documentation will be compiled at the end of the project. This will include: Tester Roster, Exception Summary, Grading and Base report, Small Quantity Summary, and Test Reports.



City Council Agenda

Date: March 18, 2024
Department: Engineering
Prepared by: Nick Guilliams, City Engineer
Administrator: RG

AGENDA ITEM: Well No. 3 Water Treatment Plant - Change Order No. 2

ACTION TO BE CONSIDERED:

Motion to approve Change Order No. 2 in the amount \$53,896.00.

OVERVIEW:

On October 2, 2023 the City Council awarded the bid for the Well No. 3 Water Treatment Plant to Municipal Builders, Inc. in the amount of \$8,094,000. Change Order No. 2 is for unforeseen underground conditions that were encountered.

During excavation, a 72" reinforced concrete storm sewer pipe was discovered. This pipe was not identified on the plans, during the Gopher State One Call utility locate, or on any as-built drawings. It was determined to fill the pipe with pumpable fill to prevent the possibility of a sinkhole emerging in the future. This cost includes an estimated 3,534 CF of concrete fill and the rental of a concrete pumper.

During construction of the earth retaining wall, a boulder was found that obstructed with one of the piles. Changes to the design of the wall were made to prevent the wall from overturning which includes additional tiebacks, walers, shotcrete, and modification of a footing. This also necessitated the moving of an existing sanitary line to accommodate the revised wall.

The net change to the contract amount from Change Order 2 is an additional \$53,896.00. The table below summarizes the contract changes to date:

Original Contract Amount	\$8,094,000.00
Change Order No. 1	\$435,114.06
Change Order No. 2	\$53,896.00
Proposed Contract Amount	\$8,583,010.06

RECOMMENDATION:

Staff recommends the City Council consider approving Change Order No. 2 in the amount of \$53,896.00 for a new contract amount of \$8,583,010.06.

SOURCE OF FUNDS:

Funding is available from the Minnesota Public Facilities Authority’s Drinking Water Revolving Fund.



Building a Better World
for All of Us®

CHANGE ORDER

Ciity of South St Paul
OWNER

2/27/2024
DATE

CIP WS-21-1
OWNER'S PROJECT NO.

2
CHANGE ORDER NO.

Well No. 3 Water Treatment Plant
PROJECT DESCRIPTION

SSTPA 167313 71.50
SEH FILE NO.

The following changes shall be made to the contract documents:

Description:

ITEM #1

Fill 72" Pipe with Flowable Concrete.

Cost: \$22,685.00

ITEM #2

Changes to Temporary Earth Retaining Wall.

Cost: \$31,211.00

Purpose of Change Order:

During excavation, a 72" reinforced concrete storm sewer pipe was discovered. This pipe was not marked on the as-builts provided. It was determined to fill the pipe with pumpable fill to prevent the possibility of a sinkhole emerging in the future. This cost includes an estimated 3,534 ft3 of concrete fill and the rental of a concrete pumper.

During construction of the earth retaining wall, a boulder was found to obstruct with one of the piles. Changes to the design of the wall were made to prevent the wall from overturning include additional tiebacks, walers, and shotcrete, and revision of a footing. This also necessitated the moving of an existing sanitary line to accommodate the revised wall.

Basis of Cost: Actual Estimated

Attachments (list supporting documents)

Contract Status

Original Contract

Time

Cost

\$8,094,000.00

Net Change Prior C.O.'s 1 to 2

-

\$435,114.06

Change this C.O.

-

\$53,896.00

Revised Contract

-

\$8,583,010.06

Recommended for Approval: **Short Elliott Hendrickson Inc.** by

Miles B. Jensen, PE

Agreed to by Contractor:

Approved for Owner:

BY M.B.I.

BY City of South St Paul

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

SR. PROJECT MANAGER

TITLE

Distribution

Contractor 2

Owner 1

Project Representative 1

City Engineer

TITLE

SEH Office 1

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer



AGENDA ITEM: Conditional Employment Offer – Entry Level Police Officer

ACTION TO BE CONSIDERED:

Motion to appoint Mohamed Yussef as a probationary entry level police officer effective on, or after March 25th, 2024, at a starting monthly salary as outlined in the current LELS contract, contingent upon successful completion of a background investigation, physical examination, psychological evaluation and obtaining peace officer licensing eligibility.

OVERVIEW:

As part of the 2024 Police Protection Budget, with the inclusion of federal funding, the authorized staffing level for the police department is set at thirty-seven sworn officers and staff have been working to identify qualified applicants as we currently are staffed at thirty-two officers.

During the November 6th, 2023, Civil Service Commission Meeting, the Commission directed staff to conduct an entry level testing process and on December 4th, 2023, the Commission established an eligible register for the position of police officer. On March 15th, 2024, the Commission certified the top three eligible candidates from this register for City Council consideration for a conditional employment offer. Redacted copies of the top candidates' applications and resumes are attached.

Rodney Hillskotter has a bachelor's degree from the University of Wisconsin – River Falls, is a US Army Veteran and is currently employed as a paramedic with Northfield Hospital & EMS. Mr. Hillskotter is currently enrolled in the professional peace officer education program at Century College with an anticipated graduation date in late summer of 2024.

Adam Orton is currently enrolled in the law enforcement program at Century College with an anticipated graduation date in the summer of 2024 with an associate degree. Mr. Orton is currently employed by the Airport Police Department as a Community Service Officer.

Mohamed Yussuf is currently enrolled in the law enforcement program at Rasmussen University with an anticipated graduation date of mid-March of 2024. Mr. Yussef has been employed as a Community Service Officer with the South St. Paul Police Department since 2020 and has worked additional positions within private security during his schooling.

Police Department staff have reviewed applications, testing materials, preliminary background information for these candidates and recommends Mohamed Yussef be given a conditional employment offer as probationary police officer effective on, or after March 25th, 2024, contingent upon successful completion of a background investigation, physical examination, psychological evaluation, and obtaining peace officer licensing eligibility.

SOURCE OF FUNDS:

2024 Police Protection Budget

SOUTH SAINT PAUL POLICE DEPARTMENT**2023-2 ENTRY LEVEL POLICE OFFICER TEST**

NAME		FIRST ORAL GROSS	FIRST ORAL WEIGHTED	SECOND ORAL GROSS	SECOND ORAL WEIGHTED	FINAL GROSS	FINAL WEIGHTED	VETERAN'S PREFERENCE	RESERVE/ CSO - Bonus	TOTAL SCORE	FINAL RANKING
Hillskotter**	Rodney	49.67	27.59	50.00	27.78	59.25	37.62	10		102.99	1
Orton**	Adam	45	25.00	48.33	26.85	36.50	23.17			75.02	6
Yussuf**	Mohamed	35	19.44	32.67	18.15	50.50	32.06		5	74.66	7
Lalor	Isabelle ##	34.33	22.25	47.67	30.90	23.25	19.38			72.52	8

Exp 6/4/2024

The Commission directed that the weighting of the scores would be 30% for initial oral interviews and 40% for the final interview.

Initial oral interviews scored as follows: Gross score divided by 54 (total points possible) then multiplied by 100 (put on 100 pt scale) then multiple by 0.30 (weighted value)

Final oral interview scored as follows: Gross score divided by 63 (total points possible) then multiplied by 100 (put on 100 pt scale) then multiplied by 0.40 (weighted value)

Those candidates who qualified for Veteran's Preference had ten (10) points added to their total score. Qualified disabled veterans had fifteen (15) points added to their total score.

Candidates that are current South St. Paul Police Reserves or Community Service Officer with at least one (1) year of service had five (5) points added to their score.

** (Not Currently Eligible)

(2023-1 process with weighted formula of 35% interviews and 40% written)

12/4/2023

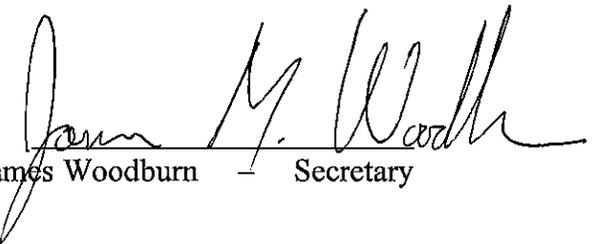
MEMORANDUM

To: The Honorable Mayor James P. Francis
Members of the City Council
From: James Woodburn-Secretary
South St. Paul Police and Fire Civil Service Commission
Date: March 15th, 2024
Subject: Certification of the top three standing names from the police officer eligibility list

In accordance with the Civil Service Rules for the Police Department, Rule 14, the below listed names are certified by this Commission as the top three (3) eligible candidates for the position of police officer with the South St. Paul Police Department.

The police officer candidates are listed in their order of finish after completion of the testing process approved by this Commission.

- 1) Rodney Hillskotter
- 2) Adam Orton
- 3) Mohamed Yussuf


James Woodburn - Secretary

Rodney T. Hillskotter

Objective

Obtain a position as a Police Officer with the City of South Saint Paul

Education

Certificate: Professional Police Officer Education, Century College, Expected December 2023

Bachelor of Science: Biology; University of Wisconsin – River Falls, December 2015

Certificate: Paramedic Program; Wisconsin Indianhead Technical College, December 2011

Work and Leadership Experience

Northfield Hospital + Clinics EMS, Northfield, MN Role: Paramedic	JUL 2023-Present
M Health Fairview EMS, St. Paul, MN Roles: Critical Care Paramedic, SWAT Medic, Operations Supervisor, FTO	SEP 2016-JUN 2023
Bureau of Criminal Apprehension, St. Paul, MN Role: Evidence Intake Processor	SEP 2017-NOV 2017
River Falls Area Ambulance Service, River Falls, WI Roles: Shift Supervisor (Paramedic), Paramedic, EMT	FEB 2010-SEP 2018
Wisconsin Army National Guard Roles: Healthcare Specialist (Combat Medic), Team Leader (Sargeant), Combat Life Saver (Instructor), Master Driver (MRAP and M8E1), Unit Prevention Leader Activations: Federal-Afghanistan (2012-2013), State- Terrorist Threat (2011), Natural Disaster (2017, 2021), Civil Unrest (2020)	MAR 2008-SEP 2021

Certifications | Licenses

Nationally Registered Paramedic	March 2026
IBSC Flight Paramedic-Certified	July 2024
ACLS, BLS, PALS, NRP Cards	Various
ICS 100, 200, 300, 400, 700, 800	

EMPLOYMENT APPLICATION



CITY OF SOUTH ST. PAUL
 125 3rd Ave N
 South St. Paul, Minnesota 55075
 651-554-3203
<http://www.southstpaul.org>

Hillskotter, Rodney T
 23-00011 POLICE OFFICER

Received: 11/13/23 2:43 PM

For Official Use Only:

QUAL: _____

DNQ: _____

Experience

Training

Other: _____

PERSONAL INFORMATION

POSITION TITLE: POLICE OFFICER	EXAM ID#: 23-00011
NAME: (Last, First, Middle) Hillskotter, Rodney T	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code)	EMAIL ADDRESS:
HOME PHONE:	NOTIFICATION PREFERENCE: Email
LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What is your highest level of education? Bachelor's Degree	

PREFERENCES

WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time

EDUCATION

DATES:	SCHOOL NAME: Century College	
LOCATION: (City, State/Province) White Bear Lake , Minnesota	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: No Degree
MAJOR: Professional Peace Officer Education		
DATES:	SCHOOL NAME: University of Wisconsin-River Falls	
LOCATION: (City, State/Province) River Falls , Wisconsin	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Biology (Bio-Medical Emphasis)/Chemistry		
DATES:	SCHOOL NAME: Wisconsin Indianhead Technical College	
LOCATION: (City, State/Province) New Richmond , Wisconsin	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Vocational
MAJOR: Paramedic Certificate (Non-Associates)		

WORK EXPERIENCE

DATES: From: 9/2016 To: 6/2023	EMPLOYER: M Health Fairview EMS (formerly Healtheast)	POSITION TITLE: Operations Supervisor
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 799 Reaney Ave, Saint Paul, Minnesota, 55107		COMPANY URL: mhealthfairvlew.org
PHONE NUMBER:	SUPERVISOR: Nick - Lesch	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SALARY: \$6,900.00/month	# OF EMPLOYEES SUPERVISED: 35	
DUTIES: Operations Supervisor- Manage daily operations during duty shift, timecards/payroll for assigned employees, co-respond to calls, cover calls when SSM was low, respond to South Metro SWAT activations as team medic, performance management/evaluation of assigned employees Critical Care Paramedic- Maintain vehicle and equipment, respond to 911 and interfacility calls as assigned		
REASON FOR LEAVING: Work schedule was not sustainable for PPEO program		

DATES: From: 3/2008 To: 9/2021	EMPLOYER: Wisconsin Army National Guard	POSITION TITLE: Healthcare Specialist (Combat Medic-68W20)
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Madison, Wisconsin		
MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
SALARY: \$300.00/month	# OF EMPLOYEES SUPERVISED: 3	
DUTIES: Provide primary and emergency medical care to soldiers within the unit. Provide medical logistical support to unit. Provide medical training to medical and non-medical personal. Lead a team of medics within assigned section, Transport or Treatment sections.		
REASON FOR LEAVING: End of Contract		
DATES: From: 2/2010 To: 9/2018	EMPLOYER: River Falls Area Ambulance	POSITION TITLE: Paramedic Supervisor
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 175 East Cedar Street, River Falls, Wisconsin, 54022		COMPANY URL: www.rfaas.org
PHONE NUMBER:	SUPERVISOR: Jeff Rixmann - EMS Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SALARY: \$1,960.00/month	# OF EMPLOYEES SUPERVISED: 9	
DUTIES: Provided emergency medical care as a member of a team under the lead EMT, or performed as lead EMT when in that position. Maintained knowledge and skills required at the local, state, and national standards. Performed additional tasks that included restocking/cleaning of trucks, volunteer work with the ambulance in public events, assisting new members in training settings, and others. As Full-Time/Supervisor, worked with 9 individuals as the squad leader, managed expendable supplies/inventory with the other A-Shift supervisor, and provided training to the service in rotation with the two other shifts. **As a volunteer, Hours and Salary varied based on call time, calls experienced, Ect.		
REASON FOR LEAVING: Began as a volunteer in FEB2010 until JAN2015. Became Part-Time Paramedic in JAN2015, and became Full-Time in DEC2015. Left full-time in SEP2016 for a larger/busier service. Left as a Casual in SEP2018.		
DATES: From: 9/2017 To: 11/2017	EMPLOYER: Bureau of Criminal Apprehension	POSITION TITLE: Evidence Intake Processor
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1530 Maryland Ave , Saint Paul, Minnesota, 55107		COMPANY URL: https://dps.mn.gov/divisions/bca/Pages/default.aspx
PHONE NUMBER:	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SALARY: \$4,160.00/month	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Take in evidence from mail or in person delivery, enter it into the Laboratory Management System. Move evidence from central storage to assigned laboratories, and back to central storage. Return evidence to submitting agencies.		
REASON FOR LEAVING: Terminated- Typing Errors/Corrections during Intake process were excessive		
DATES: From: 5/2015 To: 6/2017	EMPLOYER: Ellsworth Area Ambulance Service	POSITION TITLE: Casual Paramedic
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 151 S. Plum Street, Ellsworth, Wisconsin, 54011		COMPANY URL: www.ellsworthems.com
PHONE NUMBER:	SUPERVISOR: Dan Morth - Service Director (Interim)	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SALARY: \$340.00/month		
DUTIES: Perform role of first line medic/EMT-P in absence of full time staff. Performing 911, intercept, and interfacility care with a volunteer staff from Ellsworth, Malden Rock, and Plum City.		
REASON FOR LEAVING: Unable to maintain hours required for per deim employment		

CERTIFICATES AND LICENSES

TYPE: Pediatric Advanced Life Support	
LICENSE NUMBER:	ISSUING AGENCY:
TYPE: Advanced Cardiopulmonary Life Support	
LICENSE NUMBER:	ISSUING AGENCY:
TYPE: Nationally Registered Paramedic	
LICENSE NUMBER: M8065260	ISSUING AGENCY: National Registry of Emergency Medical Technicians

TYPE: Paramedic- MN License	
LICENSE NUMBER: 980827	ISSUING AGENCY: MN EMSRB
TYPE: Basic Life Support, Healthcare Provider	
LICENSE NUMBER:	ISSUING AGENCY:

Skills	
Nothing Entered For This Section	

ADDITIONAL INFORMATION	
<p>Military Service Initial entry into the US Army- March 2008 1-128th Infantry, D Co., River Falls WI Company Medic 2010-2011 WI 82nd ADT Infantry position for pre-mobilization, transferred to medic position while overseas. While with PRT Kunar, served as MEDO, replaced a Physicians Assistant, and had one junior medic. 2011-2013 1-128th Infantry, HHC Co. Medical Squad Leader, Medical Team Leader, Training NCOIC, Admin NCOIC, FAS NCOIC 2013-2021 Army Training: Basic Combat Training, Advanced Individual Training, Military Transition Team Medic Training, MRAP Master Driver, M8E1 Master Driver, Unit Prevention Leader</p>	

REFERENCES		
REFERENCE TYPE: Professional	NAME: Roger Lovelace	POSITION: Major, United States Army National Guard
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Personal	NAME: Isalah Yanko	POSITION:
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Professional	NAME: Tobias Oehler	POSITION: EMS Educator
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER:

ADAM ORTON

| PROFESSIONAL SUMMARY

Highly motivated Community Service Officer with over ten years of professional experience, including technical aptitude, supervisory, and customer service. A seasoned professional with excellent communication, organization, and interpersonal skills.

| WORK HISTORY

Plymouth Police Department - Reserve Police Officer
Plymouth, MN • 08/2023 - Current

- Patrolled assigned areas to prevent and detect roadway crimes.
- Talked regularly with citizens to establish rapport and become familiar presence in area.
- Assisted in special training and youth programs.

Metropolitan Airports Commission - Community Service Officer
Minneapolis, MN • 07/2023 - Current

- Efficiently booked prisoners and completed all reports and system updates.
- Patrolled assigned zones to look for criminal violations and safety issues.
- Responded to and processed found property calls, logging details, and filing required reports for further action.
- Wrote citations for offenders and explained procedures.
- Controlled flow of automotive traffic.

Substance Church - Live Production Manager
Spring Lake Park, MN • 01/2020 - 07/2023

- Cross-trained existing employees to maximize team agility and performance.
- Delegated work to staff, setting priorities and goals.
- Exceeded Executive Team satisfaction by finding creative solutions to problems.
- Maintained and troubleshot audio and visual equipment to minimize downtime.

Youth Alive Minnesota - Audio Engineer
Minneapolis, MN • 03/2014 - 05/2022

- Set up audio equipment in various environments for school assembly programs.
- Solve any technical problems in a timely manner.
- Collaborated with the producer and performers to determine and achieve the desired sound for productions.

Comcast, Xfinity - Installation Technician
Brooklyn Park, MN • 02/2019 - 10/2019

- Used hand and power equipment for hoisting, measuring, testing, and drilling of various types of installations.
- Maintained updated knowledge of all equipment, products, and services to properly educate customers.
- Maintained a high level of safety when using hand and power equipment for hoisting, measuring, testing, and drilling of various types of installations.

NW Metro Delivery (FedEx) - Delivery Driver
Rogers, MN • 02/2019 - 03/2019

- Operated vehicle safely in highly congested areas with no traffic violations

| SKILLS

- Traffic Control
- Verbal and Written Communication
- Critical Thinking
- Problem Solving
- Calm under pressure
- Technology aptitude
- Customer Service
- Report Writing

| EDUCATION

Century College
White Bear Lake, MN • 05/2024

Associate of Science: Law Enforcement

- Dean's List (Fall 2022, Spring 2023)
- 3.9 GPA

EMPLOYMENT APPLICATION



CITY OF SOUTH ST. PAUL
 125 3rd Ave N
 South St. Paul, Minnesota 55075
 651-554-3203
<http://www.southstpaul.org>

Orton, Adam
23-00011 POLICE OFFICER

Received: 11/7/23 8:27 PM

For Official Use Only:

QUAL: _____

DNQ: _____

Experience

Training

Other: _____

PERSONAL INFORMATION

POSITION TITLE: POLICE OFFICER	EXAM ID#: 23-00011
NAME: (Last, First, Middle) Orton, Adam	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code)	EMAIL ADDRESS:
HOME PHONE:	NOTIFICATION PREFERENCE: Email
LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What is your highest level of education? Some College	

PREFERENCES

WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time

EDUCATION

DATES:	SCHOOL NAME: Century College	DEGREE RECEIVED: Associate's
LOCATION: (City, State/Province) White Bear Lake, Minnesota	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
MAJOR: Law Enforcement		

WORK EXPERIENCE

DATES: From: 7/2023 To: Present	EMPLOYER: Airport Police Department	POSITION TITLE: Community Service Officer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 4300 Gulmack Drive, Minneapolis, Minnesota, 55111		
SUPERVISOR: Jeff Mademann - Lieutenant	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
DUTIES: <ul style="list-style-type: none"> • Efficiently booked prisoners and completed all reports and system updates. • Patrolled assigned zones to look for criminal violations and safety issues. • Responded to and processed found property calls, logging details, and filing required reports for further action. • Wrote citations for offenders and explained procedures. • Controlled flow of automotive traffic. 		
REASON FOR LEAVING: This was a stepping stone into a Police Officer role.		
DATES: From: 1/2020 To: 7/2023	EMPLOYER: Substance Church	POSITION TITLE: Campus Production Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Spring Lake Park, Minnesota		
SUPERVISOR: Josh Boyer - Media Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SALARY: \$3,200.00/month	# OF EMPLOYEES SUPERVISED: 2	

DUTIES:		
<ul style="list-style-type: none"> • Cross-trained existing employees to maximize team agility and performance. • Delegated work to staff, setting priorities and goals. • Exceeded Executive Team satisfaction by finding creative solutions to problems. • Maintained and troubleshot audio and visual equipment to minimize downtime. 		
REASON FOR LEAVING: Career change into what I know is a call into law enforcement.		
DATES: From: 3/2014 To: 5/2022	EMPLOYER: Youth Alive Minnesota	POSITION TITLE: Audio Engineer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Minneapolis, Minnesota, 55404		
SUPERVISOR: Richard Baker - Youth Alive Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
DUTIES:		
<ul style="list-style-type: none"> • Set up audio equipment in various environments for school assembly programs. • Solve any technical problems in a timely manner. • Collaborated with the producer and performers to determine and achieve the desired sound for productions. 		
REASON FOR LEAVING: This was contract work / worked when needed. Ended when my son was born due to time commitment.		
DATES: From: 4/2019 To: 10/2019	EMPLOYER: Comcast, Xfinity	POSITION TITLE: Installation Technician
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Brooklyn Park, Minnesota		
SUPERVISOR: Chris Bierman - Technician Supervisor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SALARY: \$2,560.00/month	# OF EMPLOYEES SUPERVISED: 0	
DUTIES:		
<ul style="list-style-type: none"> • Used hand and power equipment for hoisting, measuring, testing, and drilling of various types of installations. • Maintained updated knowledge of all equipment, products, and services to properly educate customers. • Maintained a high level of safety when using hand and power equipment for hoisting, measuring, testing, and drilling of various types of installations. 		
REASON FOR LEAVING: Spend time at Substance Church for a position I knew was opening up coming new year.		
DATES: From: 2/2019 To: 3/2019	EMPLOYER: NW Metro Delivery (FedEx Ground)	POSITION TITLE: Delivery Driver
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Rogers, Minnesota		
SUPERVISOR: Unknown - Unknown	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SALARY: \$1,600.00/month	# OF EMPLOYEES SUPERVISED: 0	
DUTIES:		
<ul style="list-style-type: none"> • Grouped and routed deliveries according to designated areas to maintain efficient delivery times. • Communicated frequently with dispatch to relay route changes and delays impacting customer delivery timetables. • Navigated routes with relevant map programs and GPS systems. 		
REASON FOR LEAVING: Compensation was not as advertised.		
DATES: From: 1/2016 To: 1/2019	EMPLOYER: Self Employed, Uber/Lyft	POSITION TITLE: Driver
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Minneapolis, Minnesota		
SUPERVISOR: Adam Orton - Driver	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SALARY: \$1,200.00/month	# OF EMPLOYEES SUPERVISED: 0	
DUTIES:		
<ul style="list-style-type: none"> • Monitored traffic conditions and applied defensive strategies to avoid accidents. • Achieved consistently high customer scores due to exceptional service. • Inspected vehicles for cleanliness and checked gas and oil levels prior to departure. 		
REASON FOR LEAVING: No longer wanted to gig economy due to wear and tear on personal vehicle.		
DATES: From: 11/2016 To: 5/2017	EMPLOYER: Reach Communications	POSITION TITLE: Event Technician
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 8600 109th Ave N #400, Champlin, Minnesota, 55316		
SUPERVISOR: Dan Brown - Co-Owner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

DUTIES: Pack and prepare equipment and cases for shows. Maintain an organized warehouse. Deliver rentals and purchases to customers via company box truck.		
DATES: From: 2/2016 To: 10/2016	EMPLOYER: Signature Flight Support	POSITION TITLE: Line Service Technician
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 7300 Brataas Dr SW, Rochester, Minnesota, 55901		COMPANY URL: https://signatureflight.com/locations/RST
PHONE NUMBER: (507) 282-1717	SUPERVISOR: Troy Case - General Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SALARY: \$800.00/month	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Collaborate, cooperate and work closely with all coworkers, customers, clients, vendors, and aircraft crewmembers to ensure customer service needs are met. This includes ensuring efficient and accurate communication through various methods to accomplish operational tasks. Operate and drive ground service equipment such as fuel trucks, de-icing trucks, ground power units, tugs, and stair trucks, shuttles, etc. Understand, comply with and enforce all operational, safety, and customer service requirements for all aspects of the job		
REASON FOR LEAVING: Moved back to the Cities		
DATES: From: 6/2014 To: 12/2015	EMPLOYER: River Valley Church	POSITION TITLE: Production Lead/ Central Production Technician
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 14898 Energy Way, Apple Valley, Minnesota, 55124		
SUPERVISOR: Jamin Cousins - Production Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SALARY: \$1,800.00/month	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Mix Front of House audio for all broadcast services and events. Build and develop a production team consisting of volunteers from the campus to utilize for services and events. Work with Campus Pastor to determine proper service flow.		
REASON FOR LEAVING: I was let go by this employer.		
DATES: From: 8/2023	EMPLOYER: Plymouth Police Department	POSITION TITLE: Reserve Officer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Plymouth, Minnesota, 55447		
SUPERVISOR: Dallas Gjesvold - Sergeant	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
DUTIES: <ul style="list-style-type: none"> Patrolled assigned areas to prevent and detect roadway crimes. Talked regularly with citizens to establish rapport and become familiar presence in area. Assisted in special training and youth programs. 		

CERTIFICATES AND LICENSES

TYPE: Emergency Medical Responder	
LICENSE NUMBER: 1022391	ISSUING AGENCY: MN EMSRB
TYPE: AHA Basic Life Support	
LICENSE NUMBER: 235414786072	ISSUING AGENCY: American Heart Association

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Honors & Awards Dean's List Fall 2022 Dean's List Spring 2023
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REFERENCES

REFERENCE TYPE: Professional	NAME: Josh Bloyer	POSITION: Media Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		PHONE NUMBER:
EMAIL ADDRESS:		

REFERENCE TYPE: Personal	NAME: Sam Heffernan	POSITION: Police Officer
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Personal	NAME: Tim Torabpour	POSITION:
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER:

EMPLOYMENT APPLICATION



CITY OF SOUTH ST. PAUL
 125 3rd Ave N
 South St. Paul, Minnesota 55075
 651-554-3203
<http://www.southstpaul.org>

Yussuf, Mohamed Abdi
23-00011 POLICE OFFICER

Received: 11/13/23 5:05 PM

For Official Use Only:

QUAL: _____

DNQ: _____

Experience

Training

Other: _____

PERSONAL INFORMATION

POSITION TITLE: POLICE OFFICER	EXAM ID#: 23-00011
NAME: (Last, First, Middle) Yussuf, Mohamed Abdi	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code)	EMAIL ADDRESS:
HOME PHONE:	ALTERNATE PHONE:
LEGAL RIGHT TO WORK IN THE UNITED STATES: <input type="checkbox"/> Yes <input type="checkbox"/> No	NOTIFICATION PREFERENCE: Email
What is your highest level of education? Associate's Degree	

PREFERENCES

WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time

EDUCATION

DATES:	SCHOOL NAME: Rasmussen College	
LOCATION: (City, State/Province) Eagan , Minnesota	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: Law enforcement of Applied Science		
DATES:	SCHOOL NAME: Edina High school	
LOCATION: (City, State/Province) Edina , Minnesota	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: High School Diploma

WORK EXPERIENCE

DATES: From: 3/2020 To: Present	EMPLOYER: Xcel Energy (Allied Security)	POSITION TITLE: Armed Security Officer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 2001 Killbrew Dr Unit 335, Bloomington , Minnesota, 55425		COMPANY URL: aus.com
PHONE NUMBER:	SUPERVISOR: Nicholas Blalek - Supervisor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
# OF EMPLOYEES SUPERVISED: 0		
DUTIES: Monitor cameras and ensure everyone who enters the build has their own employee badge. Assist Xcel customers and employee's who walk in for meetings and appoint them where they need to go. Escort Xcel employee's to their cars if they ask. Complete Interior/Exterior patrols and report if I see anything.		
DATES: From: 4/2021 To: Present	EMPLOYER: South St. Paul Police Department	POSITION TITLE: Community Service Officer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 125 3rd Avenue N , South St Paul , Minnesota, 55075		
PHONE NUMBER: (651) 554-3300	SUPERVISOR: Mike Running - Commander	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
# OF EMPLOYEES SUPERVISED: 0		
DUTIES: As a Community Service Officer my duties are to respond to calls for service such as Animal, Enforce parking city ordinance, Evidence, Motor assists, Transport evidence to the BCA, Transport squad fleet to get serviced, Transporting prisoners and helping police support staff as needed.		

REASON FOR LEAVING: (Present)		
DATES: From: 3/2019 To: 4/2021	EMPLOYER: American Security	POSITION TITLE: Security Officer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1717 University Ave , St. Paul, Minnesota, 55104		COMPANY URL: http://www.americansecuritycorp.com/
PHONE NUMBER:	SUPERVISOR: Bill Christian - Account Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
# OF EMPLOYEES SUPERVISED: 0		
DUTIES: I patrolled five buildings in Edina Centennial lakes office park. I monitored the camera systems. I made sure clients who needed access to the building were supposed to be there. My duties as a security guard included doing rounds and making sure all the doors in all five buildings were locked and secured after business hours. I answered clients phone calls/emails and respond to incidents, I delivered access cards, accidents, and medical emergencies as needed.		
REASON FOR LEAVING: I left for an opportunity to become a Community Service Officer with the city of South St Paul Police Department.		
DATES: From: 1/2018 To: 3/2019	EMPLOYER: Sprint	POSITION TITLE: Sales representative
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 7531 France Ave S, Edina, Minnesota, 55435		
SUPERVISOR: Jessica - Supervisor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
# OF EMPLOYEES SUPERVISED: 0		
DUTIES: As a sales representative I helped customers resolve their phone and billing issues. If the phone was not working I would give it our phone techs who also worked in the store to try and resolve the issue. I greeted customer's and helped in anyway I could. I sold phones and learned different ways a phone works and I'm very familiar with both apple and android phones as I have experience with the devices.		
REASON FOR LEAVING: The Carrier Merged with T-Mobile and was closed down.		
DATES: From: 5/2018 To: 1/2019	EMPLOYER: Office Max	POSITION TITLE: Sales representative
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 7535 France Ave S, Edina, Minnesota, 55435		
PHONE NUMBER:	SUPERVISOR: Mark - Supervisor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
# OF EMPLOYEES SUPERVISED: 0		
DUTIES: As a sales rep I greeted customers and helped them with what they were looking for. We also sold furniture and when I rung it up the customer paid and I helped load it into their vehicles safely. I also answered phone calls from customers and helped locate order items they were going to purchase.		
REASON FOR LEAVING: The job was great but, I wanted to get into tech as it was a more fast paced environment. And at sprint		
DATES: From: 1/2016 To: 6/2017	EMPLOYER: Supertarget	POSITION TITLE: Cashier/Produce/Cart Attending
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 7000 York Ave S, Edina, Minnesota, 55435		
PHONE NUMBER: (952) 925-4610	SUPERVISOR: Bryan Wong - Supervisor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
# OF EMPLOYEES SUPERVISED: 0		
DUTIES: I first started out as a cashier. as a cashier I helped checked customers items and gave them back their exact change and I helped customers with any question they had. After a couple of months I moved to produce and as a produce employee I ensured the store floor were clean and I answered customers questions and directed the to were produce were throughout the store. I also stocked fresh produce and ensured their were no bad produce. I also helped as a cart attending when there were no cart attending employee's on. I pretty much worked all over and where I was needed.		
REASON FOR LEAVING: I found a different opportunity.		

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

OFFICE SKILLS:

Typing:
Data Entry:

OTHER SKILLS:

LANGUAGE(S):
 Somali - Speak Read Write

ADDITIONAL INFORMATION
 Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Personal	NAME: Abdi Warsame	POSITION: Police Officer (Roseville PD)
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: abdi.warsame@cityofroseville.com		PHONE NUMBER:
REFERENCE TYPE: Personal	NAME: Trevor Weise	POSITION: Police Officer
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: twiese@southstpaul.org		PHONE NUMBER:
REFERENCE TYPE: Personal	NAME: Jered Deal	POSITION: Police Officer (Sergeant)
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: jdeal@southstpaul.org		PHONE NUMBER:
REFERENCE TYPE: Professional	NAME: Dylan Naffziger	POSITION: Police Officer
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: dnaffziger@soutstpaul.org		PHONE NUMBER:



AGENDA ITEM: Award of Bid – 2024 Miscellaneous Concrete Repair Project (2024-07)

ACTION TO BE CONSIDERED:

Adopt Resolution 2024-43 RESOLUTION ACCEPTING BIDS AND AWARDING CONSTRUCTION CONTRACT FOR 2024 MISCELLANEOUS CONCRETE REPAIR PROJECT (PROJECT 2024-07)

OVERVIEW:

On February 21 and 28, 2024, the City published an advertisement for bids for the 2024 Miscellaneous Concrete Repair Project, City Project No. 2024-07.

The bids were opened on March 12, 2024, and read as follows:

CONTRACTOR	TOTAL BID
Create Construction LLC	\$132,075.00
Concrete Idea Inc	\$157,300.00
McNamara Contracting	\$209,800.00
Equity Builders & Construction Services, Inc.	\$238,750.00

The Engineer's Estimate at the time of bidding was \$231,200.00.

Staff has reviewed the bid proposals and has determined that Create Construction LLC is the lowest responsible bidder with a total bid amount of \$132,075.00. The total bid amount is 57% of the Engineer's Estimate for the project.

RECOMMENDATION:

Staff recommends approval of Resolution 2024-43, awarding the construction contract for the 2024 Miscellaneous Concrete Repair Project to Create Construction LLC in the amount of \$132,075.00.

SOURCE OF FUNDS:

The funding for the project is from the Infrastructure Fund.

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2024-43

**RESOLUTION ACCEPTING BIDS AND AWARDING THE 2024 MISCELLANEOUS
CONCRETE REPAIR PROJECT (2024-07) TO CREATE CONSTRUCTION LLC**

WHEREAS, pursuant to advertisement for bids for the improvements outlined in the 2024 Miscellaneous Concrete Repair Project (2024-07), the bids were received, opened, and tabulated according to law, and the following bids were received complying with the advertisement:

Create Construction LLC	\$132,075.00
Concrete Idea Inc	\$157,300.00
McNamara Contracting	\$209,800.00
Equity Builders & Construction Services, Inc.	\$238,750.00

AND WHEREAS, it appears that Create Construction LLC is the lowest responsible bidder;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South St. Paul, Minnesota, as follows:

1. The Mayor and City Clerk are hereby authorized and directed to enter into the attached contract with Create Construction LLC in the name of the City of South St. Paul for the improvements outlined in the 2024 Miscellaneous Concrete Repair Project (Project 2024-07) according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted this 18th day of March 2024.

City Clerk

2024 Miscellaneous Concrete Repair Project (#8984964)
 Owner: South St Paul
 Solicitor: City of South St. Paul
 03/12/2024 10:00 AM CDT

Section Title	Line Item	Item Code	Item Description	UoM	Engineer Estimate			Create Construction LLC		Concrete Idea Inc		McNamara Contracting		Equity Builders & Construction Services, Inc.		
					Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	
SCHEDULE A - MISC CONCRETE							\$231,200.00		\$132,075.00		\$157,300.00		\$209,800.00		\$238,750.00	
	1	2021.501	MOBILIZATION	LS	1	\$30,000.00	\$30,000.00	\$12,400.00	\$12,400.00	\$15,000.00	\$15,000.00	\$11,300.00	\$11,300.00	\$2,375.00	\$2,375.00	
	2	2101.502	CLEARING	EA	20	\$350.00	\$7,000.00	\$300.00	\$6,000.00	\$2,200.00	\$44,000.00	\$430.00	\$8,600.00	\$500.00	\$10,000.00	
	3	2104.518	REMOVE CONCRETE WALK	SF	8400	\$8.00	\$67,200.00	\$5.00	\$42,000.00	\$1.00	\$8,400.00	\$10.40	\$87,360.00	\$5.00	\$42,000.00	
	4	2521.518	4" CONCRETE WALK	SF	8100	\$10.00	\$81,000.00	\$7.25	\$58,725.00	\$9.00	\$72,900.00	\$9.40	\$76,140.00	\$18.75	\$151,875.00	
	5	2521.518	6" CONCRETE WALK	SF	300	\$20.00	\$6,000.00	\$14.00	\$4,200.00	\$15.00	\$4,500.00	\$14.00	\$4,200.00	\$25.00	\$7,500.00	
	6	2563.601	TRAFFIC CONTROL	LS	1	\$25,000.00	\$25,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$8,700.00	\$8,700.00	\$2,500.00	\$2,500.00	
	7	2575.602	SITE RESTORATION	EACH	15	\$1,000.00	\$15,000.00	\$250.00	\$3,750.00	\$500.00	\$7,500.00	\$900.00	\$13,500.00	\$1,500.00	\$22,500.00	
Base Bid Total:							\$231,200.00		\$132,075.00		\$157,300.00		\$209,800.00		\$238,750.00	

AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT

THIS AGREEMENT is by and between the City of South St. Paul ("Owner") and
Create Construction, LLC ("Contractor").

Terms used in this Agreement have the meanings stated in the General Conditions and the Supplementary Conditions.

Owner and Contractor hereby agree as follows:

ARTICLE - 1 WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

The furnishing of all labor, materials, tools, and equipment necessary to complete the removal and replacement of concrete, and appurtenant work.

ARTICLE - 2 THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: 2024 Miscellaneous Concrete Repair Project for the City of South St. Paul, WSB Project No. 017807-000.

ARTICLE - 3 ENGINEER

3.01 The part of the Project that pertains to the Work has been designed by WSB LLC.

ARTICLE - 4 CONTRACT TIMES

4.01 *Time is of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Contract Times: Dates*

A. The Work will be substantially completed on or before September 30, 2024, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before October 15, 2024

4.03 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the Contract Times, as duly modified. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

1. *Substantial Completion:* Contractor shall pay Owner liquidated damages in accordance with MnDOT Table 1807-1 for each Calendar Day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.

2. *Completion of Remaining Work:* After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner liquidated damages in accordance with MnDOT Table 1807-1 for each Calendar Day that expires after such time until the Work is completed and ready for final payment.
3. Liquidated damages for failing to timely attain Milestones, Substantial Completion and final completion are not additive and will not be imposed concurrently.

ARTICLE - 5 CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents the amounts that follow, subject to adjustment under the Contract:
- A. *Contract Price:* One hundred thirty-two thousand, and seventy-five and 0/100 Dollars (\$132,075.00) for Base Bid subject to adjustment based on the provisions of the Contract.
 - B. For all Unit Price Work, an amount equal to the sum of the extended prices (established for each separately identified item of Unit Price Work by multiplying the unit price times the actual quantity of that item). The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.
 - C. The Contractor's Bid, attached hereto as an exhibit, provides the basis for the extended prices for the Unit Price Work.

ARTICLE - 6 PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

- A. Owner shall make progress payments on the basis of Contractor's Applications for Payment on or about the 15th day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.
 1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract.
 - a. 95 percent of Work completed (with the balance being retainage).
 - 1) If 50 percent or more of the Work has been completed, as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and

- b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).
- B. Upon Substantial Completion, Contractor shall submit to the Engineer an Application for Payment for the retainage amount less the following amounts:
- 1. 250 percent of the anticipated cost to complete the punch list items; and
 - 2. the greater of \$500 or 1 percent of the Contract price to ensure delivery of final paperwork which includes, but is not limited to operation manuals, payroll documents for projects subject to prevailing wage requirements, and the IC134 form.

The Owner, upon certification from the Engineer, shall make payment of any undisputed amounts within 30 days of receipt of the Application for Payment.

6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work, Owner shall pay the remainder of the Contract Price in accordance with Paragraph 15.06 of the General Conditions.

6.04 *Consent of Surety*

- A. Owner will not make final payment or return or release retainage at Substantial Completion or at any other time, unless Contractor submits written consent of the surety to such payment, return, or release.

ARTICLE - 7 CONTRACT DOCUMENTS

7.01 *Contents*

- A. The Contract Documents consist of all of the following:
- 1. This Agreement.
 - 2. Bonds:
 - a. Performance bond (together with power of attorney).
 - b. Payment bond (together with power of attorney).
 - 3. General Conditions.
 - 4. Supplementary Conditions.
 - 5. Specifications as listed in the table of contents of the Project Manual.
 - 6. Drawings (not attached but incorporated by reference) consisting of ___ sheets with each sheet bearing the following general title: ___, dated ___.
 - 7. Addenda (numbers ___ to ___, inclusive).
 - 8. Exhibits to this Agreement (enumerated as follows):
 - a. Completed Bid Form.
 - b. Non-Collusion Affidavit.
 - c. Responsible Contractor Verification and Certification of Compliance Form.
 - 9. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
 - a. Notice to Proceed.
 - b. Work Change Directives.
 - c. Change Orders.
 - d. Field Orders.

- e. Maintenance Bond.
- B. The Contract Documents listed in Paragraph 7.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 7.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the Contract.

ARTICLE - 8 REPRESENTATIONS, CERTIFICATIONS, AND STIPULATIONS

8.01 *Contractor's Representations*

- A. In order to induce the Owner to enter into this Contract, Contractor makes the following representations:
 - 1. Contractor has examined and carefully studied the Contract Documents, including Addenda.
 - 2. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - 3. Contractor is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
 - 4. Contractor has carefully studied all: (a) reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings; and (b) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
 - 5. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (c) Contractor's safety precautions and programs.
 - 6. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions the Contract.
 - 7. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
 - 8. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
 - 9. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

10. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

8.02 *Contractor's Certifications*

- A. The provisions of MINN. STAT. 16C.285 Responsible Contractor are imposed as a requirement of this Contract. This Contract may be terminated by the Owner at any time upon discovery by the Owner that the prime contractor or subcontractor has submitted a false statement under oath verifying compliance with any of the minimum criteria set forth in the Statute.
- B. The provisions of MINN. STAT. 471.425, subdivision 4a. are imposed as a requirement of this Contract.
 1. Each contract of a municipality must require the prime contractor to pay any subcontractor within ten days of the prime contractor's receipt of payment from the municipality for undisputed services provided by the subcontractor. The contract must require the prime contractor to pay interest of 1.5 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the prime contractor shall pay the actual penalty due to the subcontractor. A Subcontractor who prevails in a civil action to collect interest penalties from a prime contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

8.03 *Standard General Conditions*

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are EJCDC® C-700, Standard General Conditions for the Construction Contract (2018), published by the Engineer's Joint Contract Documents Committee, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or "track changes" (redline/strikeout), or in the Supplementary Conditions.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____ (which is the Effective Date of the Contract).

Owner:

Contractor:

Create Construction, Inc

By: _____

By: _____

Jock Gunderson

Date: _____

Date: _____

MARCH 14TH, 2024

Name: _____

Name: _____

Jock Gunderson

Title: _____

Title: _____

President

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: _____

Attest: _____

[Signature]

Title: _____

Title: _____

PROJECT SUPERVISOR

Address for giving notices:

Address for giving notices:

18517 100TH Avenue North

Maple Grove, MN 55311

Designated Representative:

Designated Representative:

Name: _____

Name: _____

PARC GUNDERSON

Title: _____

Title: _____

PROJECT SUPERVISOR

Address: _____

Address: _____

18517 100TH Avenue North

Maple Grove, MN 55311



City Council Agenda

Date: March 18, 2024
Department: Engineering
Prepared by: Nick Guilliams, City Engineer
Administrator: RG

8-I

AGENDA ITEM: Levander Pond Maintenance Project – Change Order No. 1

ACTION TO BE CONSIDERED:

Motion to approve Change Order No. 1 for the Levander Pond Maintenance Project with Peterson Companies, Inc.

OVERVIEW:

On November 3, 2023, the City Council awarded the bid for the Levander Pond Maintenance Project to Peterson Companies, Inc. Change Order No.1 is for an extension of the project completion dates. Due to the abnormally warm winter, the Levander Pond never fully froze. This prevented the contractor from getting into the pond to perform dredging operations. The contractor has agreed to honor unit prices and complete the work in the winter of 2025 with the expectation we experience a “normal” winter. The new substantial completion date will be January 31, 2025, and the new final completion date will be June 30, 2025. A pay voucher in the amount of \$6,300 will be processed to Peterson Companies, Inc. for work to mobilize equipment to the site and to dewater the pond in advance of pond maintenance activities.

RECOMMENDATIONS:

Staff recommends approval of Change Order No. 1 to Peterson Companies, Inc. extending the completion dates for the Levander Pond Maintenance Project.

SOURCE OF FUNDS:

N/A



CITY COUNCIL AGENDA REPORT
DATE: March 18, 2024
DEPARTMENT: POLICE
Prepared by: Brian Wicke
ADMINISTRATOR: RG

8-J

AGENDA ITEM: Accept Donation from Jason Christiansen

ACTION TO BE CONSIDERED:

Adopt Resolution 2024 – 044 to accept a donation of \$2,000 to the City of South St. Paul from Jason Christiansen

OVERVIEW:

The South St. Paul Police Department has facilitated a Police Explorer program for a number of years, finding this to be an invaluable tool to interact with and mentor young men and women in our community. The Explorer program is specifically designed to incorporate the following experience areas: career opportunities, life skills, service learning, character education and leadership experience.

Recognizing the inherent value of this program, South St. Paul Police Officer Jason Christiansen has graciously donated \$2,000 to the department and asked for it to be directed to the ongoing support of our Explorer program and the students needing support in attending their annual conference.

SOURCE OF FUNDS:

N/A

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2024-044

Accept Donation from Jason Christiansen.

WHEREAS, The City of South St. Paul is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, in accordance with the terms prescribed by the donor.

WHEREAS, Jason Christiansen. is donating \$2,000 to the City to be used by the Police Department to support the Police Explorer program.

WHEREAS, The City Council finds that it is appropriate to accept the donation offered.

NOW, THEREFORE, BE IT RESOLVED: by the City Council of the City of South St. Paul, Minnesota, as follows:

1. The donation described above is accepted and shall be used by the Police Department.
2. The City Clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted this 18th day of March 2024.

City Clerk



City Council Agenda
Date: March 18, 2024
Department: Administration/HR
Prepared by: S. Anderson
Administrator: RG

8-K

Agenda Item: Approve Agreement with CivicPlus for Agenda Management Software

Action to be considered:

Motion to approve agreement with CivicPlus for Agenda Management Software.

Overview:

Currently, the City Council and Worksession agendas are built manually through Adobe. While this process works, it is not efficient or flexible when changes need to be made or attachments are provided in a variety of formats. City staff has discussed utilizing agenda management software over the past few years in order to streamline the agenda management processes, have a uniformed agenda template, and more flexibility for changes or additions to an agenda.

City Staff viewed Agenda Management Software solutions with two companies – Diligent and CivicPlus. Following these meetings, staff unanimously agreed the CivicPlus Agenda Management Software is the best fit for the city’s agenda management needs. This software provides flexible agenda item entry options, attachment uploading, automated workflows, and integration with the City’s website. It also allows for enhanced minute taking and management, allowing to quickly record roll calls, votes, motions, and create minutes with ease.

The 2024 budget provides up to \$10,000 for Agenda Management Software. The CivicPlus Agenda Software initial investment, which includes the software, custom templates, and staff training is \$8636.00. Thereafter, the contract would be renewed annually with year 2 pricing set at \$5035.80.

Staff recommends entering into an agreement with CivicPlus for Agenda Management Software on the terms attached.

Source of Funds:

City Administration: 10120-6572



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-62707-1
2/2/2024 1:10 PM
3/31/2024

Client:
SOUTH SAINT PAUL, MINNESOTA

Bill To:
SOUTH SAINT PAUL, MINNESOTA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Megan White		mwhite@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	CivicClerk Annual Fee	CivicClerk Annual Fee - Agenda and Minutes Management	Renewable
1.00	Agenda & Meeting Management Select Premium Implementation Package	Premium Implementation Package – Up to # of Boards	
1.00	CivicClerk Premium Configuration	CivicClerk Premium Configuration	One-time
1.00	CivicClerk Custom Template Design	CivicClerk Custom Template Set - includes 2 Agenda templates, 1 Item Report template, 1 Minutes template, 1 Agenda Script template	One-time
2.00	CivicClerk Consulting (1h, virtual)	1 hour Virtual Consulting	One-time
1.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time

Total Investment - Initial Term	USD 8,636.00
Annual Recurring Services - Year 2	USD 5,035.80

Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on date of signing
Annual Uplift	5% starting in Year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



AGENDA ITEM: Approve Policy on Council Resolutions and Proclamations

ACTION TO BE CONSIDERED:

Through Consent, Motion to approve a Policy on Council Resolutions and Proclamations.

OVERVIEW:

From time to time, members of the Council and the Mayor receive requests from individuals or groups that are advocating for the City to take a position on issues that are outside the direct and explicit purview and influence of the City’s authority and jurisdiction. Recent examples include campaigns to demand that the City of Minneapolis reject a proposed ordinance relating to minimum wage for rideshare drivers, and a demand that the City Council pass a resolution to call for a ceasefire in and allow for the delivery of humanitarian aid to Gaza.

As discussed at the March 11, 2024 Worksession, there is consensus among the Council that such topics are not appropriate for the Council to take official action on. By and large, there is a complete absence of official, objective, informed and/or authoritative intelligence that either Staff or the City Council have direct access to as it relates to such issues. Furthermore, it is agreed and understood that the City Council’s role as defined or implied in Statute and the City Charter is to legislate and otherwise take official action on matters that directly and unambiguously relate to the regulation of certain activities within the City’s jurisdiction, and the provision and delivery of public goods and services directly impacting South St. Paul specifically. As evidenced by our Council Agendas, there is no shortage of “local” problem-solving and opportunity-mining that our Staff and Council are tasked with researching, investigating, analyzing, deliberating, and acting upon. In South St. Paul, Resolutions are reserved for official actions of the City Council when acting upon things such as purchases, contracts and agreements, approval of certain land use and property development actions, approving expenditures and donations, and other business matters that are explicitly related to governing in South St. Paul.

In addition to formal Council resolutions, from time to time the Mayor has exercised the right to prepare and present for the record official proclamations at City Council Meetings. These proclamations do have a wider range than resolutions in terms of subject matter (recognizing local businesses for significant milestones, recognizing local residents for their service to the community, state, or nation, acknowledging certain events within the community, etc.), but generally speaking they are unambiguously applicable to the South St. Paul experience.

Considering all of this, Council has determined that it would be meaningful to establish a policy to delineate the circumstances under which official Council Resolutions, and/or Mayoral Proclamations, may be presented and acted upon by the City Council.

City of South St. Paul Council Policy

CONSIDERATION OF PROCLAMATIONS / RESOLUTIONS

The South St. Paul City Council is a nonpartisan body that does not advocate for positions unless such positions have a direct, unambiguous and explicit relationship to the City's policies, programs, services or budgets. This policy provides the City Council and Administration with guidelines in responding to requests for Resolutions and Proclamations. It outlines, in general, the reasons for Council Proclamations and Resolutions.

I. PURPOSE AND NEED FOR THE POLICY

The City of South St. Paul receives numerous requests over the course of the year to approve resolutions and proclamations to promote or honor various public and private organizations and causes. It is the view of the City Council that the City must be consistent in its practice of considering resolutions and proclamations.

II. POLICY

It is the policy of the City of South St. Paul that the City Council will only consider proclamations or resolutions that pertain specifically, directly, and unambiguously to City of South St. Paul local government service delivery. Such consideration of resolutions and proclamations pertaining to City of South St. Paul local government service delivery will take place at regularly scheduled City Council meetings and will be included on the City Council meeting agenda.

- A. Ceremonial Proclamations and Resolutions are documents signed by the Mayor and issued for the purposes of building public awareness of topics of general but distinctly local importance or influence, recognizing and memorializing the arts, community and community member events and accomplishments, and special honors.
- B. Resolutions of the City Council may, at Council's discretion, be utilized to take affirmative action on an item of official City business, such as:
 - i. Approval of City policies, procedures, and guidelines
 - ii. Approval of an annual budget, budget amendments, capital improvement plans, to establish funds, to make large purchases
 - iii. Approval to advertise for bids and proposals, to enter into contracts and agreements
 - iv. Approval of interim or ad hoc committees to analyze locally significant issues
 - v. Approval of appointments of some employees and appointments to various boards, commissions, and committees

- vi. Approval of a comprehensive plan and other plans, ordinances and ordinance amendments, permits, licenses, findings of fact, and other regulatory matters
- vii. Approval of certain employment policies and collective bargaining agreements
- viii. Designation of an official newspaper, an official website, and other periodic or annual requirements
- ix. Establishment or dissolution of Joint Powers Agreements
- x. Enacting a State of Emergency
- xi. Other actions required by State or Federal law or policy

C. Resolutions as Statements to Influence State and/or Federal Policy may be appropriate, at Council’s discretion, if and when such State and/or Federal policy should directly and explicitly relate to the City’s policies, budgets, programs and services. Issues of importance and raised as legislative priorities by the League of Minnesota Cities, MetroCities, and National League of Cities may, if determined by Council to be locally important, be subject of a Resolution by the City Council.

III. RESPONSIBILITY

The City Administrator will have the responsibility of reviewing requests for proclamations and resolutions to determine if there is a direct correlation to local government service delivery. If the resolution does pertain to City of South St. Paul local government service delivery, the City Administrator shall include the proclamation or resolution on a regular City Council agenda.

The final decision on whether to approve a proclamation or resolution ultimately lies with the City Council.

IV. AUTHORITY

The City’s “Consideration of Proclamations/Resolutions Policy” was authorized by Consent Motion of the City Council at the March 18, 2024 Regular City Council meeting.

Date of Approval: _____

Approved:

James P. Francis, Mayor



CITY COUNCIL AGENDA REPORT
DATE: MARCH 18, 2024
DEPARTMENT: PARKS & RECREATION
PREPARED BY:
ADMINISTRATOR: _____

8-M

AGENDA ITEM: Acceptance of Donation for Giant Egg Hunt at Kaposia Park

ACTION TO BE CONSIDERED:

Adopt Resolution 2024-33 to accept donated funds for the Giant Egg Hunt at Kaposia Park in the amount of \$1,200 from the South St. Paul Lions Club.

OVERVIEW:

The City Council is required by State Law to accept any gifts or grants of property to the City of South St. Paul. The gifts and/or grants listed on the attached resolution have been offered to the City for purpose desired by the donor set forth opposite each gift.

The gift of \$1,200 has been offered to the Parks and Recreation Department for the purpose of funding the annual Giant Easter Egg Hunt at Kaposia Park on March 30th, 2024. The donation will purchase baskets, candy, eggs, and supplies for the event.

SOURCE OF FUNDS:

Donations and Contributions Fund

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2024 -33

Resolution Accepting Funds for the Giant Easter Egg Hunt

WHEREAS, the City of Council is required by State Law to vote to accept any donation to the city;

WHEREAS, the City Council has determined that the gifts listed below are of benefit to the City's citizens;

NOW, THEREFORE, BE IT RESOLVED: that they City Council of the City of South St. Paul, Minnesota, that the donation listed below are accepted for the purpose (s) desired by the donor set forth opposite each gift.

<u>Donor/Grantor</u>	<u>Donation</u>	<u>Purpose (s)</u>
South St. Paul Lions	\$1200	Giant Easter Egg hunt

Adopted this 18th day of March, 2024.

City Clerk



CITY COUNCIL AGENDA REPORT
DATE: MARCH 18, 2024
DEPARTMENT: PARKS & RECREATION
PREPARED BY:
ADMINISTRATOR: _____

8-N

AGENDA ITEM: Acceptance of Donation from Quality Auto Care for Seasonal Open Skate Special Events

ACTION TO BE CONSIDERED:

Adopt Resolution 2024-34 to accept donated funds for seasonal open skate events at Doug Woog in the amount of \$1,500 from Quality Auto Care.

OVERVIEW:

The City Council is required by State Law to accept any gifts or grants of property to the City of South St. Paul. The gifts and/or grants listed on the attached resolution have been offered to the City for purpose desired by the donor set forth opposite each gift.

The gift of \$1,500 has been offered to the Parks and Recreation Department for the purpose of funding the open skate special events (Halloween Skate, Skate with Santa, and Easter Bunny Skate). The donation will purchase event supplies.

SOURCE OF FUNDS:

Donations and Contributions Fund

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2024 - 34

Resolution Accepting Funds for the seasonal Open Skate Special Events

WHEREAS, the City of Council is required by State Law to vote to accept any donation to the city;

WHEREAS, the City Council has determined that the gifts listed below are of benefit to the City's citizens;

NOW, THEREFORE, BE IT RESOLVED: that they City Council of the City of South St. Paul, Minnesota, that the donation listed below are accepted for the purpose (s) desired by the donor set forth opposite each gift.

<u>Donor/Grantor</u>	<u>Donation</u>	<u>Purpose (s)</u>
Quality Auto Care	\$1500	Doug Woog Seasonal Open Skates

Adopted this 18th day of March, 2024.

City Clerk



CITY COUNCIL AGENDA REPORT
DATE: MARCH 18, 2024
DEPARTMENT: PARKS & RECREATION
PREPARED BY:
ADMINISTRATOR: _____

8-0

AGENDA ITEM: Acceptance of Donation from Luther Collision & Glass for the 2024 Color Run

ACTION TO BE CONSIDERED:

Adopt Resolution 2024- 42 donated funds for the 2024 Color Run in the amount of \$500 from Luther Collision and Glass

OVERVIEW:

The City Council is required by State Law to accept any gifts or grants of property to the City of South St. Paul. The gifts and/or grants listed on the attached resolution have been offered to the City for purpose desired by the donor set forth opposite each gift.

The gift of \$500 has been offered to the Parks and Recreation Department for the purpose of funding the 2024 Color Run The donation will purchase event supplies.

SOURCE OF FUNDS:

Donations and Contributions Fund

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2024 -42

Resolution Accepting Funds for the 2024 Color Run

WHEREAS, the City of Council is required by State Law to vote to accept any donation to the city;

WHEREAS, the City Council has determined that the gifts listed below are of benefit to the City's citizens;

NOW, THEREFORE, BE IT RESOLVED: that they City Council of the City of South St. Paul, Minnesota, that the donation listed below are accepted for the purpose (s) desired by the donor set forth opposite each gift.

<u>Donor/Grantor</u>	<u>Donation</u>	<u>Purpose (s)</u>
Luther Collision & Glass	\$500	Color Run 2024

Adopted this 18th day of March, 2024.

City Clerk



CITY COUNCIL AGENDA REPORT
DATE: MARCH 18, 2024
DEPARTMENT: PARKS & RECREATION
PREPARED BY:
ADMINISTRATOR: _____

8-P

AGENDA ITEM: Acceptance of Donation from Brian Handwerk & Marie Avenue Service for the 2024 Color Run

ACTION TO BE CONSIDERED:

Adopt Resolution 2024-45 to accept donated funds for the 2024 Color Run in the amount of \$250 from Marie Avenue Service.

OVERVIEW:

The City Council is required by State Law to accept any gifts or grants of property to the City of South St. Paul. The gifts and/or grants listed on the attached resolution have been offered to the City for purpose desired by the donor set forth opposite each gift.

The gift of \$250 has been offered to the Parks and Recreation Department for the purpose of funding the 2024 Color Run. The donation will purchase event supplies.

SOURCE OF FUNDS:

Donations and Contributions Fund

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2024 - 45

Resolution Accepting Funds for the 2024 Color Run from Marie Avenue Service

WHEREAS, the City of Council is required by State Law to vote to accept any donation to the city;

WHEREAS, the City Council has determined that the gifts listed below are of benefit to the City's citizens;

NOW, THEREFORE, BE IT RESOLVED: that they City Council of the City of South St. Paul, Minnesota, that the donation listed below are accepted for the purpose (s) desired by the donor set forth opposite each gift.

<u>Donor/Grantor</u>	<u>Donation</u>	<u>Purpose (s)</u>
Marie Avenue Service	\$250	2024 Color Run

Adopted this 18th day of March, 2024.

City Clerk



City Council Agenda Report
Date: March 18, 2024
Department: Parks & Recreation
Prepared by: Monika Miller
Administrator: RG

8-Q

Agenda Item: Authorize Submittal of Application to LCCMR Environmental and Natural Resources Trust Fund

ACTIONS TO BE CONSIDERED:

Adopt Resolution 2024-47 Authorizing Submittal of Application to the 2025 LCCMR Environmental and Natural Resources Trust Fund

OVERVIEW:

The Parks and Recreation Department is applying for funding to help pay for the resurfacing of the 1-mile trail loop at Kaposia Landing and shoreline restoration work along the Mississippi River Greenway. The LCCMR (Legislative-Citizen Commission on Minnesota Resources) is taking proposals for projects to receive funding through the Environmental and Natural Resources Trust Fund in 2025. The Environmental and Natural Resources Trust Fund is a fund that aims to protect, conserve, preserve, and enhance Minnesota's air, water, land fish, wildlife, and other natural resources. Funding can also be used on projects that expand outdoor recreation opportunities.

The estimated cost of the trail resurfacing and shoreline restoration work is \$135,000. The City is requesting funding to cover the full project cost. No funding match is required. Grant applications are due by the end of March, and grantees will be informed in June of 2024 if their project is recommended for funding. If awarded, resurfacing and restoration work could start by July 1, 2025.

SOURCE OF FUNDS:

N/A

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2024-47

RESOLUTION AUTHORIZING SUBMITTAL OF APPLICATION TO THE 2025 LCCMR ENVIRONMENTAL AND NATURAL RESOURCES TRUST FUND

WHEREAS, The City of South St. Paul seeks \$135,000 for efforts to expand access to outdoor recreation opportunities through the resurfacing of the trail within Kaposia Landing and the restoration of lands along the Mississippi River Greenway; and

NOW, THEREFORE, BE IT RESOLVED, That the City of South St. Paul supports the above referenced project and authorizes the submittal of a proposal for funding of this project on behalf of the City of South St. Paul to the Legislative-Citizen Commission on Minnesota Resources (LCCMR) in response to the 2025 Environmental and Natural Resources Trust Fund (ENRTF) Request for Proposal; and

BE IT FURTHER RESOLVED, That, if funding is awarded, the City of South St. Paul agrees to accept the award and may enter into an agreement with the state of Minnesota for the above referenced project. The City of South St. Paul will comply with all applicable laws, environmental requirements, and regulations and any additional conditions stated in the grant agreement and the approved LCCMR work plan; and

BE IT FURTHER RESOLVED, That the City of South St. Paul understands that grants from the ENRTF are generally paid out on a reimbursement basis. The City of South St. Paul has the financial capability to pay for project expenses prior to seeking reimbursement; and

BE IT FURTHER RESOLVED, That the City of South St. Paul certifies none of the current principals of the City of South St. Paul have been convicted of a felony financial crime in the last ten years. For this purpose, a principal is defined as a public official, a board member, or staff that would have the authority to access or determine the use of ENRTF funds, if awarded; and

BE IT FURTHER RESOLVED, That Parks and Recreation Director Shannon Young is hereby authorized to execute such agreements and work plans as necessary and Shannon Young or her designee is authorized to implement the project on behalf of the City of South St. Paul.

Adopted this 18th day of March, 2024

Deanna Werner, City Clerk



AGENDA ITEM: Kaposia Park Disc Golf Operations Agreement with Flight Deck Disc Golf

ACTION TO BE CONSIDERED:

Adopt Resolution 2024-48 entering into an Agreement for retail, league and admission sales at Kaposia Park Disc Golf Course with Flight Deck Disc Golf, LLC.

OVERVIEW:

In November 2023 Municipal Disc Management notified the city they would end their Agreement with the City to operate the Kaposia Disc Golf Course on December 31, 2023.

In January Request for Proposals (RFP) were solicited to operate the Kaposia Disc Golf Course to include retail and admissions. The City received four proposals. The Parks & Recreation Advisory Commission interviewed and evaluated all four potential vendors, and recommends the selection of Flight Deck Disc Golf, LLC (“Flight Deck”) to operate the Kaposia Disc Golf Course.

The Parks & Recreation department has worked with Jason Wilder, co-owner of Flight Deck in the past and has been very successful in operating tournaments at Kaposia Park. Mr. Wilder is the state PDGA Coordinator, former Minnesota Frisbee Assoc. President, Two Time MN PDGA State Champion and owner operator of Twin Town Events, LLC.

A copy of the proposed Agreement for 2024 is attached.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 2024-48 approving an agreement with Flight Deck Disc Golf, LLC for operations of Kaposia Disc Golf Course.

SOURCE OF FUNDS:

N/A

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2024-48

RESOLUTION TO APPROVE AN AGREEMENT WITH JASON WILDER & GREG BARBER (FLIGHT DECK DISC GOLF, LLC) TO OPERATE KAPOSIA DISC GOLF COURSE

WHEREAS, a Request for Proposal was distributed resulting in the City Council of the City of South St. Paul, Minnesota, entering into an agreement for retail and admission sales at the Kaposia Park Disc Golf Course for the 2024-2025 season; and

WHEREAS, the City solicited and RFP to operate the admission and retail sales on behalf of the city at Kaposia Park Disc Golf Course; and

WHEREAS, the City of South St. Paul, Minnesota, received four proposals to operate the Disc Golf retail and admissions at Kaposia Park; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South St. Paul, Minnesota that:

1. The Agreement with Flight Deck Disc Golf, LLC is hereby approved, and the City enter into a contract on the terms and conditions as approved by the City Attorney.
2. The Mayor and the City Clerk are hereby authorized and directed to execute and deliver the Agreement in the name and on behalf of the City.

Adopted this 18th day of March 2024

City Clerk

**DISC GOLF COURSE OPERATIONS AGREEMENT BETWEEN
SOUTH ST. PAUL AND FLIGHT DECK DISC GOLF, LLC**

This Agreement (“Agreement”) made this __ day of _____, 2024 (“Effective Date”) is made between the City of South St. Paul, a municipal corporation (“City”) and Flight Deck Disc Golf, LLC, a Minnesota limited liability company (“Flight Deck”)

RECITALS

WHEREAS, the City of South St. Paul desires to engage the services of Flight Deck to perform certain services at the disc golf course at Kaposia Park in South St. Paul; and

WHEREAS, Flight Deck is experienced in providing such services and is willing to perform such services in exchange for the mutual promises as set forth in this Agreement.

NOW THEREFORE, the parties mutually agree as follows:

**ARTICLE 1
DEFINITIONS**

The following terms, unless elsewhere specifically defined herein, shall have the following meanings as set forth below.

- 1.1 **City.** “City” means the City of South St. Paul, a municipal corporation.
- 1.2 **Net Revenue.** “Net Revenue” means the total revenue for Admissions Sales, Internet Sales or Retail Sales, as applicable less applicable sales tax.
- 1.3 **Disc Golf Course.** “Disc Golf Course” means the disc golf course located at Kaposia Park in South St. Paul, Minnesota.
- 1.4 **Disc Golf Season.** “Disc Golf Season” means Memorial Day through Labor Day.
- 1.5 **Flight Deck.** “Flight Deck” means Flight Deck Disc Golf, LLC, a Minnesota limited liability company.
- 1.6 **Admissions Sales.** “Admissions Sales” shall mean all sales generated from season passes, daily admissions, special events and tournaments at the Disc Golf Course or City Hall.
- 1.7 **Internet Sales.** “Internet Sales” shall mean all sales generated from season passes sold through the www.flightdeck.golf
- 1.8 **Retail Sales.** “Retail Sales” shall mean all sales generated from concessions, discs, apparel, accessories, bags, professional lessons, and miscellaneous supplies for sale or rent and that are sold at the Disc Golf Course that are related to disc golf.
- 1.9 **City Hall.** “City Hall” shall mean South St. Paul City Hall, 125 – 3rd St. No., South St. Paul, Minnesota, in which the South St. Paul Parks & Recreation Department is located.

ARTICLE 2
TERM

- 2.1 The Term of the Agreement shall be for one (1) year, commencing on the Effective Date of this Agreement and terminating one (1) year thereafter.
- 2.2 This Agreement shall automatically renew for additional one-year terms for up to five (5) years under the same terms and conditions set forth in this Agreement, unless either party gives written notice of its intent not to renew to the other party at least 60 days prior to the end of the initial term or any subsequent renewal term.

ARTICLE 3
FEES

- 3.1 Flight Deck and the City shall collect, deposit and retain an accurate accounting for all Net Revenue each party generates from Admission Sales, Internet Sales and Retail Sales for the Disc Golf Course.
- 3.2 All Net Revenue shall be divided between the City and Flight Deck as follows:
 - 3.2.1 The City shall retain 50% of the Net Revenue generated from Admissions Sales and 50% of the Net Revenue generated from Internet Sales.
 - 3.2.2 Flight Deck shall retain 50% of the Net Revenue generated from Admissions Sales and from Kaposia Pro Shop Internet. Flight Deck shall retain 100% of the Net Revenue generated from Retail Sales.
- 3.3 By the 15th of each month, Flight Deck shall prepare an accounting of all Net Revenue it collected during the preceding month and submit the accounting to the City's Finance Director.
- 3.4 Within 30 days after the accounting is received, the City shall provide a statement to Flight Deck that:
 - 3.4.1 Accounts for the Net Revenue the City collected during the preceding month;
 - 3.4.2 Provides the total Net Revenue generated by both parties for the preceding month;
 - 3.4.3 Determines the Net Revenue sharing due each party pursuant to Section 3.2; and
 - 3.4.4 Includes any payment due to Flight Deck for Flight Deck's portion of the Net Revenue sharing.
- 3.5 If payment is due to the City pursuant to Section 3.2, Flight Deck shall remit payment to the City within 30 days after it receives the statement from the City.

ARTICLE 4

DUTIES AND RESPONSIBILITIES

- 4.1 Flight Deck agrees to provide its own personnel and to perform the promises and services as described on Exhibit A, attached hereto and incorporated herein, as well as other services as agreed to by the parties, from time to time, in writing.
- 4.2 City agrees to provide the promises and services as described on Exhibit B, attached hereto and incorporated herein, as well as other services as agreed to by the parties, from time to time, in writing.

ARTICLE 5 INSURANCE

- 5.1 During the term of this Agreement, Flight Deck shall maintain in full force and affect the insurance coverages as required below.
 - 5.1.1 Commercial General Liability Insurance with limits of \$1,500,000 each occurrence and \$2,000,000 aggregate. Such policy shall add the City as an additional insured; and
 - 5.1.2 Worker's Compensation insurance as required by law.
- 5.2 Flight Deck shall provide the City with a certificate of insurance for the policies required in this Agreement showing the City as an additional insured.

ARTICLE 6 INDEMNIFICATION AND IMMUNITIES

- 6.1 Each party shall save and protect, hold harmless, indemnify and defend each other and each other's officers and employees, against any and all claims, causes of action, suits, liabilities, losses, charges, damages or costs and expenses, including all reasonable attorney's fees, arising from, or allegedly arising from, or resulting directly or indirectly from each indemnifying parties' own professional errors and omissions and/or negligent or willful acts or omissions, in the performance of this Agreement.
- 6.2 Nothing in this Agreement shall be deemed a waiver by the City of any statutory liability limits or immunities set forth in Minnesota Statutes, Chapter 466.

- 8.6 Severability. If any term of this Agreement is found be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- 8.7 Data Practices Compliance. All data collected by the City pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- 8.8 Non-Discrimination. Both parties agree that no person shall be subject to unlawful discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service in programs, activities, services, benefits, or employment in connection with this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

CITY OF SOUTH ST. PAUL

Flight Deck Disc Golf, LLC

James Francis, Mayor

By: _____

Its: _____

Deanna Werner, City Clerk

EXHIBIT A

DUTIES AND RESPONSIBILITIES OF FLIGHT DECK

1. Operate Admissions Sales, Internet Sales, and Retail Sales for the Disc Golf Course during the Disc Golf Season to standards that are acceptable to both parties, utilizing its own personnel for the operations. Flight Deck will be solely responsible for hiring the personnel it deems appropriate for successful operations.
2. Be responsible for all operating expenses related to the Admissions Sales, Internet Sales, and Retail Sales, including, but not limited to employee costs, credit card fees, inventory and related expenses.
3. Maintain Disc Golf Course operating hours and provide at least the same number of hours as in previous years. The Disc Golf Season opening date and Disc Golf Season duration at Kaposia Park will be consistent with other disc golf courses in the area.
4. During the Disc Golf Season, be responsible for the collection of Admissions Sales and Retail Sales that occur at the Disc Golf Course.
5. Install and use a retail structure to conduct the services required in this Agreement as outlined in its Proposal for Disc Golf Admission and Retail Sales dated December 29, 2023 and obtain all appropriate permits and licenses to operate such structure at the Disc Golf Course.
6. Assume the on-going responsibility for the following:
 - a. Installation and payment for any utilities such as phones and electricity for the temporary building;
 - b. Properly stocking the temporary building to be able to perform Admissions Sales and Retail Sales to the reasonable satisfaction of the City in order to provide quality service;
 - c. Notify the City of any issues related to the Disc Golf Course maintenance, patron misconduct or other issues related to the Disc Golf Course; and
 - d. Daily cleaning of the temporary building and any outdoor seating areas immediately adjacent to the access to the Disc Golf Course.
7. Accommodate the City's needs for use of the Disc Golf Course outside of daily Disc Golf Course hours, providing appropriate staffing and personnel to perform the Admissions Sales and Retail Sales during special events, such as league and tournament play. City

shall use its best efforts to notify Flight Deck in advance of special events for which additional Disc Golf Course hours will be needed.

8. Order, purchase and provide all admission supplies, including the annual “bag tag” passes and the daily wristbands. A supply of annual passes shall be provided to the City in order for the City to conduct Admissions Sales at City Hall.
9. Promote and collect funds for Admissions Sales pursuant to the Disc Golf Course fees established by the City Council.
10. Cooperate with the City on management and operational decisions related to the Disc Golf Course during the term of this Agreement.

EXHIBIT B

DUTIES AND RESPONSIBILITIES OF CITY

1. Endeavor to maintain and improve the Disc Golf Course to continue its reputation as a leading Disc Golf Course and have City Staff available to Flight Deck staff on a regular basis.
2. Assume the on-going cost for the following:
 - a. Property insurance; and
 - b. Property upkeep.
3. Promote and collect funds for Admissions Sales at City Hall pursuant to the Disc Golf Course fees established by the City Council.
4. Provide Flight Deck with all relevant program materials, policies, and procedures so that it may provide quality service.
5. Allow Flight Deck to display temporary advertising signage at the Disc Golf Course promoting Flight Deck, pursuant to City Code.
6. Publish and include Flight Deck information in all appropriate summer brochures and on the City's website.
7. Give Flight Deck a right of first refusal on any other retail vendor who requests to conduct Retail Sales at the Disc Golf Course. Such right of first refusal shall expire if not exercised within 30 days after the City has notified Flight Deck of the new vendor's request. The City retains the right to approve food and beverage concession and catering operations directly associated with the rental of the Kaposia Park shelter or pavilion building.



CITY COUNCIL AGENDA REPORT
DATE: MARCH 18, 2024
DEPARTMENT: PARKS & RECREATION
PREPARED BY:
ADMINISTRATOR: _____

8-S

AGENDA ITEM: Acceptance of Donation from Gallagher-Hansen VFW Post #295 & Croatian Hall for the Flagpole at Harmons Field

ACTION TO BE CONSIDERED:

Adopt Resolution 2024-49 to accept donated funds for the flagpole at Harmon Field from Gallagher-Hansen VFW Post #295 & Croatian Hall.

OVERVIEW:

The City Council is required by State Law to accept any gifts or grants of property to the City of South St. Paul. The gifts and/or grants listed on the attached resolution have been offered to the City for purpose desired by the donor set forth opposite each gift.

The gift of \$2800 has been offered to the Parks and Recreation Department for the purpose of funding the flagpole at Harmon Field.

SOURCE OF FUNDS:

Donations and Contributions Fund

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2024 - 49

Resolution Accepting Funds for the flagpole at Harmon Field

WHEREAS, the City of Council is required by State Law to vote to accept any donation to the city;

WHEREAS, the City Council has determined that the gifts listed below are of benefit to the City's citizens;

NOW, THEREFORE, BE IT RESOLVED: that they City Council of the City of South St. Paul, Minnesota, that the donation listed below are accepted for the purpose (s) desired by the donor set forth opposite each gift.

<u>Donor/Grantor</u>	<u>Donation</u>	<u>Purpose (s)</u>
Gallagher-Hansen VFW Post #295	\$1400	Flagpole at Harmons Field
Croatian Hall	\$1400	Flagpole at Harmon Field
Total	\$2800	

Adopted this 18th day of March, 2024.

City Clerk



CITY COUNCIL AGENDA REPORT
DATE: March 18, 2024
DEPARTMENT: Finance
Prepared by: Clara Hilger
ADMINISTRATOR: RG

10-A

AGENDA ITEM: Second Reading – Ordinance 1420 Amendment Updating Section 62-47 Rates for metered water

ACTION TO BE CONSIDERED:

Adopt Ordinance 1420 Updating Section 62-47 Rates for Metered Water

OVERVIEW:

On March 4, 2024 this ordinance amendment had its first reading.

At the December 18, 2023 meeting, the City Council approved the 2024 Fee Schedule which includes the utility rates for 2024. One of the changes made was how the water service charge is applied to utility accounts. Previously, this charge was included with the water meter charge and applied once per account for all account types. The Fee Schedule approved in December 2023 separates the water service charge from the water meter charge and applies the water service charge per dwelling unit for multi-family accounts (3 or more dwelling units) and per account for accounts not classified as multi-family. This change is scheduled to begin in April 2024. In order to change the way this fee is charged to multi-family accounts, a change to the City Code is required.

In order to bill according to the fee schedule approved in December 2023, staff recommends the following changes to Section 62-47 Rates for metered water:

1. Amend the definition of the water service charge to remove the cost of meters and remove the verbiage that the charge is based on the water meter size.
2. Add the meter charge and the definition that it is designed to cover the cost of meter replacements and is based on the water meter size.
3. Add multi-family to the list of classifications of users of the waterworks system.

RECOMMENDATION:

Staff recommends the City Council consider adopting the proposed amendment to City Code Section 62-47 and authorizing its publication.

SOURCE OF FUNDS:

No fiscal impact at this time.

City of South St. Paul

Dakota County, Minnesota

Ordinance No. 14XX

AN ORDINANCE AMENDING CITY CODE
SECTION 62-47 RATES FOR METERED WATER

The City Council of the City of South St. Paul does ordain:

SECTION 1. AMENDMENT. South St. Paul City Code Section 62-47 is hereby amended as follows:

Sec. 62-47. Rates for metered water.

- (a) *Basic charges.* The charge for water supplied by meter is the sum of the water service charge, the water meter charge, and the commodity charge.
- (b) *Water service charge.*
 - (1) The water service charge is designed to cover the cost of customer services, ~~meters~~, and service connections, ~~and is based on the water meter size~~.
 - (2) The quarterly water service charges shall be as established in chapter 26 of this Code.
- (c) Water meter charge.
 - (1) The water meter charge is designed to cover the cost of meter replacement and is based on the water meter size.
 - (2) The quarterly water meter charges shall be as established in chapter 26 of this Code.
- (ed) Commodity charge.
 - (1) The commodity charge is based on the amount of water consumed and is designed to cover the cost of production and distribution. The users of the waterworks system are classified as either residential, multi-family, commercial, irrigation or high volume.
 - (2) The commodity charges are established in chapter 26 of this Code.
- (de) Fire protection charge. The fire protection charge for those properties connected to the water system for standby fire protection shall be as established in chapter 26 of this Code.
- (ef) Fee for safe drinking water testing. An annual fee in the amount established by chapter 26 of this Code is imposed for every water service connection for safe drinking water testing program mandated by federal law. The fee shall be collected quarterly with the water bills.

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

The ordinance creates a water meter charge designed to cover the cost of meter replacements and based on the water meter size and removes this verbiage from the water service charge definition. The amendment also adds the classification of multi-family to the types of users of the waterworks system.

SECTION 3. EFFECTIVE DATE. This ordinance shall become effective upon publication.

Approved: _____

Published: _____

Deanna Werner, City Clerk



CITY COUNCIL AGENDA REPORT
DATE: March 18, 2024
DEPARTMENT: Finance
Prepared by: Clara Hilger
ADMINISTRATOR: RG

10-B

AGENDA ITEM: Second Reading – Ordinance 1421 Amendment Updating Section 62-163 Sanitary sewer rates and charges

ACTION TO BE CONSIDERED:

Adopt Ordinance 1421 Updating Section 62-163 Sanitary Sewer Rates and Charges

OVERVIEW:

On March 4, 2024 this ordinance amendment had its first reading.

At the December 18, 2023 meeting, the City Council approved the 2024 Fee Schedule which includes the utility rates for 2024. One of the changes made was how the sanitary sewer service charge is applied to utility accounts. Previously, this charge was applied once per account for all account types. The Fee Schedule approved in December 2023 applies this charge per dwelling unit for multi-family accounts (3 or more dwelling units) and per account for accounts not classified as multi-family. This change is scheduled to begin in April 2024. In order to change the way this fee is charged to multi-family accounts, a change to the City Code is required.

In order to bill according to the fee schedule approved in December 2023, staff recommends the following changes to Section 62-163 Sanitary sewer rates and charges:

1. Add multi-family to the list of classifications of users of the sewer system.
2. Add the definition on how the commodity charge is calculated for multi-family users.

RECOMMENDATION:

Staff recommends the City Council consider adopting the proposed amendment to City Code Section 62-163 and authorizing its publication.

SOURCE OF FUNDS:

No fiscal impact at this time.

City of South St. Paul

Dakota County, Minnesota

Ordinance No. 1421

**AN ORDINANCE AMENDING CITY CODE
SECTION 62-163 SANITARY SEWER RATES AND CHARGES**

The City Council of the City of South St. Paul does ordain:

SECTION 1. AMENDMENT. South St. Paul City Code Section 62-163 is hereby amended as follows:

Sec. 62-163. Sanitary sewer rates and charges.

- (a) *Basic charges.* The charge for sewage is the sum of the sanitary sewer service charge and the commodity charge.
- (b) *Sanitary sewer service charge.*
 - (1) The sewer service charge is designed to cover administration, operation, maintenance and equipment replacement of interceptor sewers and public sewer systems of the city.
 - (2) The quarterly service charges shall be as established in chapter 26 of this Code.
- (c) *Commodity charge.*
 - (1) The commodity charge is imposed upon each lot, parcel of land, building or premises connected with the public sewer system of the city, including intercepting sewers, and upon other persons discharging sewage wastes, water or other liquids, directly or indirectly, into the public sewage system of the city, including intercepting sewers, and said charge is payable by either the owner or occupant of the premises. The charge is made for paying the city's share of the metropolitan council environmental services' annual budget. The users of the sewer system are classified as either residential, multi-family, commercial, or high volume user.
 - (2) The commodity charges shall be as established in chapter 26 of this Code.
- (d) *Residential, multi-family, and commercial uses.*
 - (1) *Commercial.* The commodity charge to commercial users is based on the quantity of water used as measured by the water meter installed at the premises and is at a rate per 1,000 gallons. Commodity charges for commercial and industrial users, including schools, church schools, ~~apartments,~~ hospitals, and nursing homes ~~and mobile home parks~~, are based on the user's water consumption for the quarter in which the commodity charge is made.
 - (2) Multi-family. The commodity charge to multi-family users is based on the quantity of water used as measured by the water meter installed at the premises and is at a rate per 1,000 gallons. Commodity charges for multi-family users, including triplexes, apartments, townhouses, and mobile home parks, are based on the user's water consumption for the quarter in which the commodity charge is made.

(23) *Residential users and churches.* For residential users and churches, sewer commodity charges for the winter calculation quarter are based on the actual consumption for the winter calculation quarter. For the next three billing quarters, the sewer commodity charges are based on either the winter calculation quarter, or 4,000 gallons, whichever is greater.

- (e) *High volume users.* Commodity charges to high volume users are based upon the quantity of water used as measured by the water meter or other approved metering devices installed at said premises, and shall be at a rate per 1,000 gallons. Where measuring or metering devices exist, charges are based upon the quantity of sewage thus measured or metered. In the absence of properly functioning measuring or metering devices, commodity charges are based upon the quantity of sewage as estimated by the city engineer, until the devices are repaired and functioning properly.
- (f) *Special sewer charges (city resident).* The owner or occupant of any lot, building parcel of land or premises served by the facilities of the city sewage system and served by the City of St. Paul water system must pay sewer charges based on consumption of water as determined from the records of St. Paul Regional Water Services.
- (g) *Nonresident sewer connections.* Connections made with the consent of the city, directly or indirectly, through intermediary, private or public sewers, to the sewer system of the city to serve property lying outside the limits of the city may continue upon the payment of charges for each connection. The connections are allowed to continue for the purpose of discharging sanitary sewage only, and no stormwater or ground drainage water from said premises shall be directed into the sewer. Permission granted for a sewer connection may be revoked at any time by resolution of the city council and, upon the passage of the resolution, the connection must be terminated by the owner of the property.
- (h) *Delinquent accounts.* Sewage charges billed are subject to a delinquency charge in the amount as established in chapter 26 of this Code.

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

The amendment adds the classification of multi-family to the types of users of the sewer system and defines how the commodity charge will be applied to those users.

SECTION 3. EFFECTIVE DATE. This ordinance shall become effective upon publication.

Approved: _____

Published: _____

Deanna Werner, City Clerk



CITY COUNCIL AGENDA REPORT

DATE: MARCH 18, 2024

DEPARTMENT: PLANNING AND CITY CLERK

Prepared By: Michael Healy, Planning Manager & Deanna Werner, City Clerk

ADMINISTRATOR: RG_

10-C

AGENDA ITEM: First Reading- Ordinance Updating Rental Licensing Regulations

ACTION TO BE CONSIDERED:

Introduce ordinance for a first reading.

OVERVIEW:

Application

The Applicant is the City of South St. Paul.

Background

City Staff recently formed a new interdepartmental working group called the “Problem Property Team” which meets monthly to find solutions to the community’s most challenging code enforcement issues. The team includes the Planning Manager, the City Clerk, the Building Official, the Deputy Fire Chief, the Police Chief and Police Commander, the Code Enforcement Officer, and the City Attorney. The Problem Property Team works to fix problems with individual properties and to find big picture solutions to complicated policy issues. The team has been working diligently to respond to City Council direction related to rental housing:

- At their December 11, 2023 Worksession, the Council discussed potential ways to improve rental inspections, which are currently performed by independent housing evaluators who are licensed by the City. There was consensus that the inspections program needs to be improved, but there was not consensus around whether the best approach is to bring inspections “in-house” or to try to improve the existing independent housing evaluator program.
- At their December 18, 2023 meeting, the Council approved a settlement agreement with a rental property owner to give them 120 days to rehabilitate a hazardous building that they own in South St. Paul. The same ownership group owns numerous rental properties throughout the community and is a known bad actor. The City Council directed the City Attorney to research ways to update the rental licensing ordinance to give the City better tools to deal with landlords who are bad actors.
- At their March 11, 2024 Worksession, the City Council reviewed a draft ordinance prepared by the Problem Property Team that would update the rental licensing ordinance to give the City additional tools to address landlords who are bad actors. The Council also discussed different approaches that could be used to improve rental inspections. There was consensus to move forward with the following course of action:

1. City Staff will bring forward the proposed ordinance for a 1st reading.

2. The guidelines for rental inspections will be updated so that there is more oversight and accountability for independent housing evaluators who are conducting rental inspections.
3. City Staff will explore setting up a pilot program to bring rental inspections “in-house” on a trial basis. This could potentially involve the City contracting with a private inspection company to handle all rental inspections on behalf of the City.

Rental licenses are renewed in May of each year and renewal notices are going out in April. If the rental licensing ordinance can be updated before notices go out, this will allow the City Clerk to include information about the new code criteria in the mailed notice. This will ensure that rental property owners have accurate information about what needs to be submitted with their rental license application.

Issues Identified with Existing Rental Licensing Program

The rental licensing program’s “status quo” has significant shortcomings:

1. The rental licensing ordinance allows the City to revoke the rental license of a specific rental property if the owner has been a bad steward of that specific rental property. The ordinance does not have a good mechanism for keeping that same bad landlord from purchasing other properties and obtaining rental licenses for those other properties.
2. The rental licensing ordinance does not currently require landlords who live far away from South St. Paul to designate a local agent. This means that landlords sometimes try to remotely manage their rental property from across the country. It is very challenging for City Staff to address code enforcement issues when dealing with an out-of-state landlord who has not authorized a local agent to handle problems at the rental property.
3. All rental inspections are performed by independent third-party evaluators who are hired directly by landlords to perform an inspection every three years. If the evaluators find hazards while completing the inspection, they submit an inspection report to the City Clerk that outlines the hazards. If they do not find hazards, they submit a document stating that they did not find hazards. The current process depends largely on the honor system. The City Clerk has no real way of knowing whether an inspection report is accurate or whether there are hazards that have not been marked.
 - a. It is fairly easy to obtain a housing evaluator license. To get a license to perform third-party housing inspections in SSP, an Applicant essentially just needs to have insurance and needs a certificate of competence from the City of Minneapolis or the City of Saint Paul. The annual fee to get a license is \$60.
 - b. There are twenty-one (21) housing evaluators who are licensed to do time-of-sale inspections in South St. Paul. Twelve (12) of those same evaluators are also licensed to do rental inspections. City Staff has observed that the twenty-one licensed evaluators do not have a consistent quality level. Some are very good and submit detailed reports while others have poor customer service skills and submit reports that are just barely adequate. Landlords can pick any evaluator on the list and many landlords have a favorite evaluator who they always hire. There is a strong incentive for a landlord to find an evaluator who is going to give them a favorable inspection and will not require expensive repairs to their rental property.

- c. Properties that City Staff knows have safety issues keep passing their rental inspections. There is a disconnect between the City's expectations and how some licensed housing evaluators are handling rental inspections.
 - d. The City Code sets a high bar for the denial or revocation of a housing evaluator license. It would take a large amount of Staff time and City Attorney time to revoke a housing evaluator license so it is unlikely that this step will ever be taken unless there is extreme misconduct, such as deliberate fraud.
4. The rental licensing program is tangled up with the time-of-sale program which is an entirely different housing inspection program with entirely different goals. Bad actors are exploiting this situation.
- a. The rental licensing ordinance allows a landlord to skip getting a rental inspection if their property has gotten a time-of-sale inspection during the previous 12 months. Time-of-sale inspections and rental inspections are similar but not identical. Time-of-sale inspections are often less detailed, which makes sense because the stakes are much lower. Most people buying a home are going to hire their own private inspector and will not rely solely on the time-of-sale inspection report. Renters, on the other hand, depend on the City's rental licensing program to help protect them from dangerous living conditions and they are unlikely to purchase their own independent building inspection before beginning their tenancy.
 - b. City Staff is aware of at least one bad actor that owns numerous rental properties throughout SSP and does not get rental inspections. Instead, they briefly pretend that they are going to sell each property every three years and obtain time-of-sale inspection reports. They then submit the time-of-sale reports to satisfy the City's inspection requirement in lieu of getting rental inspections. The housing evaluator who they use for their inspections is not licensed to do rental inspections and is only licensed to do time-of-sale inspections. Their approach to inspections is not considered a code violation because a time-of-sale report can legally be used in lieu of a rental inspection.

Proposed Ordinance

The proposed ordinance would do the following:

- Separate the rental licensing program from the time-of-sale program.
 - The time-of-sale program is 100% being left alone.
 - Time-of-sale reports can no longer be used to skip getting a rental inspection.
 - The rental licensing ordinance will now have its own code criteria for housing evaluators instead of simply referencing the criteria used in the time-of-sale ordinance.
- Make it a misdemeanor to tear down the “UNLICENSED RENTAL” sign that the Code Enforcement Officer posts on the door of rentals that are operating without a license. *Some landlords currently tear down and ignore these posted notices.*
- Require any landlord who lives more than 75 miles away from their rental property to designate a local agent in writing and provide contact information. The local agent needs to be authorized to deal with code enforcement issues.
- Require landlords to supply a copy of the lease and their tenant screening process when applying for a rental license.
- Make it clear that a new inspection report must be filed within one month of the expiration of the old inspection report. *Inspection reports expire after 36 months. Because all rental licenses are renewed in May of each year, some landlords wait until April to get a new inspection report regardless of when their old report expired.*
- Codify what the consequences are if a rental inspection determines that there are hazards in a rental dwelling unit:
 - If the rental dwelling unit is currently vacant, it cannot be rented out again until the hazards have been resolved.
 - If the rental unit is occupied, the landlord has 30 days to resolve the hazards, or they may receive an administrative citation. A failure to resolve hazards in an occupied unit within the allowed timeframe may also be grounds for a denial or revocation of the rental license.
- Require landlords to execute a statement that their rental dwelling unit complies with the Minnesota State Fire Code.
- Require landlords to screen all tenants. Require them to execute a statement regarding the screening process if requested by the City.

- Further clarify what types of housing do not need a rental license:
 - Make it clear that parish houses and rectories do not need a rental license.
 - Make it clear that government-owned public housing that is licensed and inspected by HUD does not need a rental license (such as the two senior high-rises that the City of South St. Paul owns).
- Explicitly make violations of the City’s sex offender residence prohibition ordinance grounds for denial, revocation, or non-renewal of a rental license.
- Add to the ordinance that failure to resolve a property maintenance violation within 6 months of the issuance of a compliance letter is grounds for denial, non-renewal, or revocation of a rental license.
- The waiting period for reapplying after a rental license has been revoked or denied is increased from 6 months to one year.
- Add to the ordinance that any person, entity, or shareholder who has had two or more rental licenses revoked or denied in SSP is ineligible to hold a rental license for five (5) years.
- Create a process for denying a rental license because the landlord or property manager is found to be unfit to hold a rental license in South St. Paul. As proposed, a rental license could be denied for any of the following:
 - The owner or manager has another property elsewhere in SSP which has been declared a hazardous building and they have failed to remedy the situation within 6 months.
 - The owner or manager has two or more licensed rental properties elsewhere in SSP which have outstanding property maintenance violations which have not been resolved within 6 months of an initial compliance letter being sent.
 - The owner or manager has falsified information on their rental license application.
 - A court has found that the owner or manager has taken actions that constitute intimidation or retaliation against a tenant for communicating with a government official about the rental property.

Next Steps

The proposed updates to the rental licensing ordinance will give the City the tools that it needs to address landlords who are bad actors. The proposed ordinance will benefit the community regardless of how rental inspections are handled. However, the new tools in the ordinance will only be totally effective if the City makes comprehensive changes to its rental inspection

program. The next step after the ordinance is adopted will be for the Problem Property Team to update the rental inspection guidelines so that there is additional oversight and accountability for the independent housing evaluators. This may include the following measures:

- The guidelines for what types of code violations constitute a hazard need to be updated.
- New rental housing evaluators need to come to City Hall to receive an orientation and discuss the City's expectations for rental inspections.
- Housing evaluators need to check in with City Hall before completing each rental inspection. City Staff needs an opportunity to make them aware of outstanding code violations so these issues can be addressed during the inspection.
- Housing evaluators need to take photographs while completing inspections and these photographs need to be submitted along with the inspection report.
- Housing evaluators need to be willing to talk to City Staff and answer questions about the inspections that they have performed. Some housing evaluators are good about this, and others are not. It needs to be made clear that this is a component of the job and housing evaluators who are not willing to be partners with City Staff will not be eligible for licenses.

Discussion

All the departments that comprise the Problem Property Team fully support the proposed ordinance- Planning, City Clerk, Building, South Metro Fire, the Police Department, and the City Attorney. The only City Code issue that the City Council discussed at the March 11th Worksession which was not fully resolved is whether "every three years" is still the right frequency for rental inspections. If the City Council wanted to look at changing this requirement, they could potentially discuss two different options:

1. Increase the frequency and require a rental inspection every two years. OR
2. Create a tiered approach where known problem properties require more frequent inspections while properties with no issues get a more relaxed inspection schedule. *There are some communities that take this approach and have clearly defined metrics in their Code which they use to determine which properties are eligible for less frequent inspections. If the City Council wanted to explore this approach, Staff could conduct research, and this could potentially be implemented with a future ordinance update.*

STAFF RECOMMENDATION:

Staff recommends that the City Council introduce the ordinance for a first reading.

ATTACHMENTS

A- LIST OF LICENSED HOUSING EVALUATORS

**ATTACHMENT A
LIST OF LICENSED HOUSING EVALUATORS**

City of South St. Paul - Licensed Housing Evaluator List

Name	Company Name (if applicable)	Type	Email Address	Mailing Address	Phone
Alcaraz, Luis Santiago		TOS & Rental	inspectucasa@yahoo.com	5749 24th Ave S Minneapolis, MN 55417	(612) 743-8228
Anderson, Adam		TOS Only	adam@leafmn.com	3324 35th Ave S Minneapolis, MN 55406	(612) 221-3450
Brausen, Dan	Innerspec	TOS & Rental	danbrowsin@msn.com	3001 Labore Road Little Canada, MN 55109	(651) 483-8407
Devery, Brian		TOS & Rental	briandevery@hotmail.com	1645 Hewitt Ave Suite 2 St. Paul, MN 55104	(651) 644-3999
Fredrichs, Brett	Marigold Home Inspections	TOS Only	office@marigoldhomeinspections.com	9405 Holly St NW, Suite D Coon Rapids, MN 55433	(763)567-2181
Koenig, Nicholas Patrick		TOS & Rental	nicktheinspector@gmail.com	3697 Wescott Hills Dr. Eagan, MN 55123	(612) 802-4561
Lash, Dennis		TOS & Rental	lashda@yahoo.com	3697 Wescott Hills Dr. Eagan, MN 55123	(612) 729-6973
Leahy, Patrick	AccuSpec Home Inspections	TOS & Rental	patleahy@accuspechome.com	1372 Scheffer Ave St. Paul, MN 55116	(651) 699-6515
Lundequam, Joseph		TOS & Rental	jlundequam@gmail.com	1679 Hague Ave St. Paul, MN 55104	(651) 307-1384
McGill, Jarrod	Inspecta-Homes	TOS Only	Sabrina@inspectahomes.com	2469 University Ave W, Ste #100W, St. Paul, MN 55114	(651) 641-0641
Moser, Aaron		TOS & Rental	moserinspections@hotmail.com	847 19th Ave N South St. Paul, MN 55075	(651) 239-6001
Moser, Michael		TOS & Rental	gusbas@aol.com mike@mjomoser.com	847 19th Ave N South St. Paul, MN 55075	(612) 386-4995
Olson, Richard		TOS Only	danricholson@hotmail.com	PO Box 23375 Minneapolis, MN 55423	(952) 920-1360
Pass, Roger		TOS Only	rogerdpass@gmail.com	1744 Prosperity Road Maplewood, MN 55109	(651) 690-2122
Sanders, Karl A.	Homtech	TOS Only	kasanders@charter.net	6921 137th Ct W Apple Valley, MN 55124	(612) 408-4000
Staeheli, Brice		TOS Only	brice.staeheli@gmail.com	456 Osceola Ave S St. Paul, MN 55102	(651) 238-1314
Staeheli, Ronald D.		TOS Only	AmerCentralInsp@aol.com	4300 Balckhawk Road Eagan, MN 55122	(612) 865-2004
Turnlund, Karl Dean	Inspecta-Homes	TOS Only	Sabrina@inspectahomes.com	2469 University Ave W, Ste #100W, St. Paul, MN 55114	(651) 641-0641
Vang, Paochoua Ethan		TOS & Rental	ethanvang@gmail.com	2226 Craig Place Maplewood, MN 55109	(651) 788-6374
Williams, Brent		TOS & Rental	brent@icheckhi.com	6350 Bachman Circle Inver Grove Heights, MN 55077	(651) 454-1911
Wrobel, AJ	AJ Wrobel Inspections	TOS & Rental	ajwrobelhomeinspections@yahoo.com	1017 15th Ave N South St. Paul, MN 55075	(651) 276-2055

Revised 1/25/2024

**City of South St. Paul
Dakota County, Minnesota**

Ordinance No. 14XX

AN ORDINANCE AMENDMENT UPDATING RENTAL LICENSING REGULATIONS

The City Council of the City of South St. Paul does ordain:

SECTION 1. AMENDMENT. South St. Paul City Code Section 106-231 is hereby amended as follows:

Sec. 106-231. Definitions.

~~*Alternative inspection report* means a rental dwelling inspection report that the applicant obtains from an independent building inspector or for insurance related or mortgage related purposes, or another inspection report deemed acceptable by the city's building official. An alternative inspection report is valid for a period of 12 months.~~

Housing evaluator means an independent inspector who is licensed by the city as an evaluator, pursuant to section ~~106-247~~ 106-181.

Rental dwelling unit or rental property means any room or rooms, or space, in any rental dwelling designed or used for residential occupancy by one or more persons who are not the owner or a member of the owner's family.

SECTION 2. AMENDMENT. South St. Paul City Code Section 106-232 is hereby amended as follows:

Sec. 106-232. License required.

(a) *General rules.*

- (1) No person shall operate a rental property or rental dwelling unit in the city without a license pursuant to city Code chapter 18, article II.
- (2) No person shall operate a boardinghouse in any zoning district within the city, which means that no more than three unrelated persons may reside in one rental dwelling unit.
- (3) If a notice has been posted on a property identifying it as an unlicensed rental, the unauthorized removal of that notice shall constitute a misdemeanor.

(4) No license shall be issued or renewed if the owner does not reside within 75 miles of the rental dwelling unit unless such owner designates in writing the name and contact information (verified by driver's license or identification card) of a local agent who resides within 75 miles of the rental units, who is responsible for the maintenance upkeep of the building, and who is legally empowered to receive service of notice of violation of the provisions of this Code, to receive orders, to institute remedial action to effect such orders, and to accept all service of process pursuant to law. The City shall be notified in writing of any change of local agent. No P.O. Boxes will be accepted without proof of current owner address. Licensees are responsible for acts or omissions of their managers or local agents as it pertains to the rental dwelling.

(5) A property sold pursuant to a contract for deed must be recorded against the property or the property will be deemed a rental property and a license will be required.

(b) *Applications.* An application for a license shall be made on a form provided by the city. The license application shall include:

(1) *Property owner information.*

- a. The name, address, and complete information of the property owner, if the property owner is an individual.
- b. The name, address and complete information of at least one officer, manager or director, if the property owner is a business entity.

(2) *Property contact information.* For single-family residential dwellings, the license applicant must provide 24-hour contact information for one person in any of the following categories, which shall be kept current for the term of the license. For all other types of dwellings, the license applicant must provide 24-hour contact information for two people in any of the following categories:

- a. At least one owner of the rental property or rental dwelling unit.
- b. At least one person, if different from the owner, who is responsible for compliance with this and any other code requirement pertaining to the rental dwelling or rental dwelling unit, such as a manager.
- c. Any of the owner's agents responsible for management of the rental property or rental dwelling unit, such as a property management company and the name and contact information of a person at the property management company.
- d. Any vendors and all vendees, if the rental dwelling or rental dwelling unit is being sold pursuant to a contract for deed.

(3) *Number and type of units.* The license application must contain the number of units and types of units (condominium, apartment, townhome, etc.) within the rental property.

(4) *Inspection report.* The license application must be accompanied by a satisfactory city approved inspector's report or an alternative inspection report.

(5) *Copy of lease.* Copy of lease licensee will use for tenants.

(6) Tenant Screening. Statement of the screening process the licensee uses to ensure quality tenants occupy the rental dwelling.

~~(57)~~ *Notification of changes.* The city clerk must be notified in writing of any changes to the information provided on the application.

(c) Replacement of an Expired Inspection Report. If an inspection report expires during the rental license period, a new inspection report must be filed with the City within 30 days of the date of expiration.

SECTION 3. AMENDMENT. South St. Paul City Code Section 106-233 is hereby amended as follows:

Sec. 106-233. Investigations.

- (a) In order to protect the general welfare of the public for all applications, a background investigation will be conducted on the owner listed on any new application. The city may request additional information from the applicant regarding all property owners, if the property is owned by individuals or regarding all officers, managers, or directors, if the property is owned by a business entity, and may conduct additional background investigations as it deems necessary. The applicant shall pay a background investigation fee for each background investigation conducted, as set by resolution adopted by the city council.
- (b) *Authorization.* At the time of making a new application, the applicant must provide written authorization to the city to investigate all facts set out in the application and to do a personal and business background investigation on the applicant. A criminal background investigation shall be conducted as part of a personal background investigation. The information obtained from the investigation shall be used to assist the police chief in making a recommendation to the city council as to whether the applicant should be granted a license. The recommendation may be based on the following criteria:
 - (1) Whether the applicant was convicted of a crime or offense in the last five years involving or directly relating to the business for which a license is sought; or
 - (2) Whether there is a material misrepresentation in the application.
- (c) For renewal applications, background investigations are not required and no background fee shall be required, however, the Police Department or other city staff may require a background investigation at its sole discretion.

SECTION 4. AMENDMENT. South St. Paul City Code Section 106-237 is hereby amended as follows:

Sec. 106-237. – Conditions of the license.

As conditions of the license, the licensee agrees to do the following and upon request by the city, shall provide copies of the documents listed below:

(1) *Written Lease.* Use a written lease with each tenant that includes the Minnesota Crime-Free Lease Addendum, or its equivalent.

(2) *Tenant register.* Maintain a current register of tenants and other persons who have a lawful right to occupancy of rental property or rental dwelling units. For purposes of this section, "current" means that the register is updated every 30 days.

(3) *Fire certification.* Execute a statement that the rental dwelling unit is in compliance with the Minnesota State Fire Code and that the smoke detectors are properly installed and operable and that the fire exits are accessible.

(4) *Tenant screening certification.* Licensee shall screen all tenants and if requested by the City shall execute ~~Execute~~ a statement that includes the description of the screening process the licensee uses during the approval process of each tenant to attempt to ensure quality tenants occupy the rental dwelling.

SECTION 5. AMENDMENT. South St. Paul City Code Section 106-239 is hereby amended as follows:

Sec. 106-239. Exemptions.

This section does not apply to and no license shall be required for the following: ~~hotels, motels, hospitals, state-licensed residential care facilities, assisted living facilities or nursing homes.~~

- (a) Hotels.
- (b) Motels.
- (c) Hospitals.
- (d) State-licensed residential care facilities.
- (e) Assisted living facilities.
- (f) Nursing homes.
- (g) Monasteries, convents, parish houses, parsonages, and rectories.

- (h) Public Housing that is owned by a Government Agency which is Licensed and Inspected by the Department of Housing and Urban Development (HUD)

SECTION 6. AMENDMENT. South St. Paul City Code Section 106-244 is hereby amended as follows:

Sec. 106-244. License denial, suspension, non-renewal, or revocation and administrative penalties.

- (a) *Grounds for denial, suspension, non-renewal or revocation.* Regardless of whether any administrative citations are issued pursuant to section 106-242, the city council may deny, revoke or suspend a license for any of the following:
- (1) Any of the reasons enumerated in city code section 18-47(b) (revocation, suspension or denial of a business license).
 - (2) Any uncorrected violations of section 106-241 (maintenance standards). The rental property has outstanding violations of Section 106-241 (maintenance standards) that have not been corrected within six months of the issuance of the initial compliance letter.
 - (3) Violations of subsection 106-242(a) (code of conduct).
 - (4) Any other violation of this article, City Code Section 38-118, or Minn. Stat. ch. 504B.
 - (5) Any person, entity, or shareholder who has had an interest in two or more rental licenses revoked or denied in South St. Paul shall be ineligible to hold or have an interest in a rental license for a period of five years.
 - (6) A failure to screen tenants as required by Section 106-237.
 - (7) The rental property has delinquent property taxes or assessments.
 - (8) A failure to resolve a hazardous condition in an occupied rental dwelling unit as required by Section 106-251.
 - (9) The owner or manager of the rental property has demonstrated unfitness as a licensee through one of the following taking place:
 - a. A property that they own or manage elsewhere in the city has been deemed a hazardous building by the Building Official or Fire Department and the property owner has failed to remedy the situation and remove the hazardous building designation within six months.
 - b. Two or more licensed rental properties that they own or manage elsewhere in the city have outstanding violations of Section 106-241 (maintenance standards) that have not been resolved within six months of an initial compliance letter being sent.
 - c. The Applicant for the license has falsified information on their rental license application.

- d. A court has determined that the licensee has taken actions which constitute either intimidation or retaliation against a tenant relating to the initiation of police contact, the reporting of a potential property maintenance violation, or other communication to any public official or other third party about the condition of the property or activities occurring on or near the licensed premises.

Any temporary suspension, suspension or revocation shall comply with section 18-47(c) and (d).

- (b) *Nonexclusive remedy.* Enforcement actions provided in this section are not exclusive, and the council may take any action with respect to a licensee, a tenant or the licensed premises as is authorized by the city code, state or federal law.
- (c) *Reapplication.* Upon suspension or revocation of a license, the owner may not reapply for a license for a period of one year ~~six months~~. Upon expiration of the ~~six-month~~ one year period, the applicant must re-apply by complying with all the provisions of section 106-232.
- (d) *Notification to tenants.* Upon receipt of notice of a hearing to be held by the city council to consider the denial, suspension or revocation of the rental license, the property owner will notify all affected tenants of the license hearing by providing a copy of the notice of hearing to all tenants. Following the hearing, upon the suspension, revocation or denial of a license, the property owner will notify all affected tenants that the license has been revoked, suspended or denied.

SECTION 7. ENACTMENT. South St. Paul City Code Section 106-248 is hereby enacted as follows:

Sec. 106-248. Rental Housing Evaluator license required.

- (a) *General rule.* No person, partnership, business entity, or corporation shall conduct or perform a rental inspection in the city without a license. Except as herein stated, the provisions of chapter 18, article II shall apply.
- (b) *Applications.* An application for a license shall be made on a form provided by the city. The license application shall include:
- (1) The applicant's name, address and place of employment.
 - (2) The applicant's education as it relates to the licensed activity, including the dates and names of schools attended and the degrees or certifications received.
 - (3) Any certifications that the applicant has in other cities or agencies who have similar licensed activities.
 - (4) A complete list of cities or other agencies with whom the applicant has been licensed.
 - (5) The applicant's chronology of employment as it relates to the licensed activity, including duties and type of work performed.

- (6) Proof that the applicant has a valid certificate of competency from the city of Minneapolis or St. Paul.
- (c) *Payment of fees.* The prescribed fee for a license must be paid at the office of the city clerk at the time the application is made. A license fee shall not be prorated for a portion of a year. A license fee paid will not be refunded unless the application for a license is denied.
- (d) *Insurance.* The applicant must provide proof of insurance insuring the applicant in the sum of at least \$500,000.00 against liability imposed by law on account of negligent bodily injury, death, or property damage and at least \$500,000.00 against any liability imposed by law on account of bodily injury, death, or property damage of one or more persons in any one accident resulting from conditions which should have been disclosed in the report but were omitted due to negligence in the inspection or completion of the report. The applicant's or evaluator's insurance must remain in force continuously thereafter. A license will not be in effect during any period of time [in] which such insurance and proof thereof are not also in effect. The city must be included as an additional named insured on the insurance required hereunder at the expense of the evaluator.

SECTION 8. ENACTMENT. South St. Paul City Code Section 106-249 is hereby enacted as follows:

Sec. 106-249. Approval or denial of a Rental Housing Evaluator License.

Rental housing evaluator licenses shall be approved or denied by the city in accordance with the following guidelines:

- (1) The city may deny a rental housing evaluator license if the applicant:
 - a. Has been convicted of any crime related to the licensed occupation;
 - b. Has falsified any information or omitted material information in the license application form required by the city;
 - c. Fails to provide satisfactory proof of insurance insuring the applicant/evaluator and the city;
 - d. Fails to pay the required fees; or
 - e. Has had any type of housing evaluator license application denied or a license revoked or suspended in another jurisdiction within the last ten years.
- (2) The city may revoke, suspend or not renew a rental housing evaluator license if the license holder:
 - a. Has been convicted of any crime related to the licensed occupation.
 - b. Has falsified any information or omitted material information in the license application form required by the city.
 - c. Has been the subject of substantiated complaints from residents using the applicant's services.
 - d. Has demonstrated incompetence or inefficiency in conducting inspections.
 - e. Fails to provide satisfactory proof of insurance insuring the applicant/evaluator and the city.
 - f. Allows required insurance to lapse.

- g. Has allowed the evaluator certification issued to the license holder to be used by another person.
 - h. Violates any of the provisions of this article or any conditions provided for in the license issued pursuant to this article.
 - i. Fails to pay the required fees or fails to promptly file any disclosure report.
 - j. Has a license revoked or suspended by another jurisdiction during the term of the license.
 - k. Fails to follow the Housing Evaluator's Code of Ethics and Standards, as adopted by City Council Resolution.
- (3) If a license is denied, revoked, suspended or not renewed, the city shall notify the applicant or license holder in writing of the license holder's right to appeal the city's decision to the city council within ten days after the date of the notice. If a timely appeal is made by the applicant/license holder a hearing before the city council or an administrative law judge shall be scheduled within a reasonable period.

SECTION 9. ENACTMENT. South St. Paul City Code Section 106-250 is hereby enacted as follows:

Sec. 106-250. Evaluation forms.

The city shall prepare or authorize use of evaluation forms as it deems appropriate to constitute a disclosure under this article. The evaluation form shall provide information concerning code requirements, major structural defects and hazardous conditions or items [that pose a threat] to health, safety and property.

SECTION 10. ENACTMENT. South St. Paul City Code Section 106-251 is hereby enacted as follows:

Sec. 106-251. Correction of hazardous items or conditions.

- (a) In the rental inspection report, the evaluator shall clearly identify any hazardous items or conditions, pursuant to the Housing Evaluator's Code of Ethics and Standards.
- (b) The City will not accept a rental license application as complete and schedule the license for review by the City Council until all hazards identified in the inspection report have been corrected and a new inspection is performed that verifies that all hazards have been resolved.
- (c) If an inspection report expires during the rental license period and a replacement report as required under Section 106-232(c) determines that hazardous conditions exist, then the following shall apply:
 - (1) No occupancy shall be permitted of the rental dwelling unit if it is currently vacant until the hazards have been corrected and a new inspection report is submitted that verifies that all hazards have been resolved.
 - (2) If there is a tenant already occupying the rental dwelling unit, all hazards must be corrected within 30 days and a new inspection report must be submitted that

verifies all hazards have been resolved. Failure to comply with this provision may be grounds for revocation/denial of the rental license.

SECTION 11. ENACTMENT. South St. Paul City Code Section 106-252 is hereby enacted as follows:

Sec. 106-252. Appeal.

A person aggrieved by a decision, notification or order under this article may appeal such decision, notification or order to the council, which may reverse, modify or affirm the same after a hearing upon notice to the appellant. The appeal must:

- (1) Be in writing;
- (2) Specify the decision, notification or order appealed from;
- (3) Specify with particularity the basis and grounds of the appeal; and
- (4) Be filed with the clerk on or before 20 days following the date of the decision, notification or order.

SECTION 12. SUMMARY PUBLICATION. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

This ordinance amendment updates the City's rules for rental licensing to establish new standards for inspections and adopt criteria for the non-renewal of rental licenses.

SECTION 13. EFFECTIVE DATE. This ordinance shall become effective upon publication.

Approved: _____

Published: _____

Deanna Werner, City Clerk



CITY COUNCIL AGENDA REPORT

DATE: MARCH 18, 2024

DEPARTMENT: Planning

Prepared By: Michael Healy, Planning Manager

ADMINISTRATOR: RG

10-D

AGENDA ITEM: Second Reading- Ordinance Creating Performance Standards for Outdoor Dining

ACTION TO BE CONSIDERED:

Motion to approve Ordinance 1422 creating performance standards for Outdoor Dining.

OVERVIEW:

Application

The Applicant is the City of South St. Paul.

Background

The City Code does not currently contain zoning rules for outdoor dining. Because there are no set rules, the City has historically required all proposed outdoor dining areas to get a conditional use permit and rules have been set “case by case” as part of the conditional use permit review. The City has approved outdoor dining areas at Concord Lanes, Bugg’s Bar, Envision Hotel, Black Sheep Coffee, and Stockyard’s Tavern and Chophouse in this manner.

South St. Paul suspended its standard outdoor dining review processes during the Covid-19 pandemic and allowed temporary outdoor dining areas to be reviewed and approved administratively by City Staff if a set of rules were followed. This approach worked well, and the City Council held a Worksession discussion in June of 2021 to review a draft ordinance that would establish clear zoning requirements for outdoor dining and establish an administrative process for reviewing outdoor dining areas at the staff level.

Council gave the following feedback in 2021:

- The draft performance standards look good, and the Council is supportive of allowing outdoor dining areas to be approved administratively.
- Planning and Engineering should work together to also draft an ordinance that will allow sidewalk cafes in the public right-of-way on streets with sufficiently wide sidewalks.
- Planning and the City Clerk should work together to determine the best way to handle liquor in outdoor dining areas.

A revised ordinance was prepared in early 2022 but then the code project was mothballed due to the retirement of City Clerk Christy Wilcox and City Engineer Sue Polka. The project has been revived and the proposed ordinance has the support of Planning, Engineering, and the City Clerk.

Performance Standards for Outdoor Dining

The key idea with this ordinance is that it will allow City Staff to approve outdoor dining areas administratively to avoid the time, expense, and uncertainty associated with going through a conditional use permit application. There will be consistent performance standards that Staff can use to evaluate each outdoor dining proposal.

New outdoor dining areas on private property will need to meet the following standards:

- The outdoor dining area needs to be clearly defined and protected from vehicles if it is directly adjacent to a parking or driving area.
- The outdoor dining area must be surfaced with concrete, asphalt, pavers, or a deck. Any other type of surface will require a site plan review by the City Council.
- The outdoor dining area must meet all fire codes and building codes.
- The operator must provide trash cans if the outdoor dining area is self-service.
- The approach that the City has historically taken regarding parking supply for outdoor dining areas is being officially added to the City Code. If the outdoor dining area has more seats than the indoor dining area and the overall restaurant use has more than 7,500 square feet of dining space, the Applicant needs a conditional use permit, and the City will evaluate whether there is sufficient parking supply for such a large outdoor dining area.
- If the outdoor dining area is closer than 20 feet to a residential property line, the Applicant must install screening along the property line unless otherwise allowed by conditional use permit.

“Sidewalk cafes” on City-owned sidewalks will need to meet the following standards:

- The Applicant will need to submit a site plan and secure a sidewalk cafe permit and a right-of-way obstruction permit from the City. These permits can be revoked for noncompliance with sidewalk café rules or if the City needs to clear the right-of-way for any reason, such as a construction project.
- The Applicant must provide the City with adequate proof of insurance.
- Sidewalk cafes may only operate between April 1st and November 1st to avoid conflicts with snow clearing and snow storage.
- Sidewalk cafes will only be allowed on sidewalks that are wide enough to accommodate them. There always needs to be at least 4 feet of unobstructed sidewalk to meet ADA requirements.
- Sidewalk cafes can only be placed on sidewalks that are adjacent to a restaurant.

Proposed Approach to Alcohol and Outdoor Dining

Today, restaurants that want to serve alcohol need both a conditional use permit for on-sale liquor (processed by Planning/Zoning) and a liquor license (processed by the City Clerk). The City can use the conditional use permit process to add “case by case” conditions to each restaurant that serves alcohol. For many indoor restaurants, the City only has one condition of approval in the on-sale liquor CUP which is that the Applicant must apply for and hold a liquor license. “Case by case” conditions can also be attached to liquor licenses when they are up for renewal if there have been problems during the previous year.

Outdoor dining areas have historically been regulated through the conditional use permit process and alcohol-serving restaurants that want to add outdoor dining have been required to seek an amendment to their on-sale liquor conditional use permit. There are some advantages to the conditional use permit process, but the major disadvantage is that it is time-consuming and has an element of uncertainty that may deter some restaurants from moving forward with outdoor dining.

Historically, conditional use permits for outdoor dining have dealt primarily with issues like fencing and site circulation. A few outdoor dining areas like Bugg’s Bar have included additional restrictions such as a limit on how many people can be in the outdoor dining area. Staff is recommending the following standards for liquor at an establishment with outdoor dining:

- Restaurants or other establishments with an existing Conditional Use Permit for on-sale liquor DO NOT need a conditional use permit amendment to serve alcohol in their outdoor dining area if they agree to close their patio by 10 PM each night. If they wish to keep their patio open later than 10 PM, they will need to seek a conditional use permit amendment and the City can attach conditions.
- Restaurants or other establishments that are “grandfathered” to serve liquor without a Conditional Use Permit will need to obtain a Conditional Use Permit for on-sale liquor if they want to start serving alcohol in their outdoor dining area.

The City Council discussed the proposed approach to alcohol in outdoor dining areas at their January 22nd Worksession and was supportive of using the approach outlined above.

Zoning Code Cleanup- Off-Sale 3.2 Malt Liquor Sales

The City Code requires off-sale and on-sale liquor establishments to obtain a conditional use permit prior to obtaining a liquor license. Historically, the City has not required a conditional use permit for a retail business that only wants to sell 3.2 beer. Many grocery stores and convenience stores in SSP have licenses to sell 3.2 beer including Family Dollar, the two Holiday gas stations, Kwik Trip, and Knowlan’s Grocery Store. None of these retailers hold a conditional use permit for off-sale liquor. Some parts of the zoning code appear to state that these businesses should have been required to obtain a conditional use permit before qualifying for a liquor license. The City has no compelling reason to start requiring a conditional use permit for retail stores that want to sell 3.2 beer as an accessory use so the zoning code should be updated to make it clear that this type of business does not need a conditional use permit.

Planning Commission Public Hearing

The Planning Commission held a public hearing for the draft ordinance at their meeting on February 7, 2024. No members of the public attended the hearing or submitted comments. The Planning Commission was generally supportive of the proposed ordinance and the consensus was that outdoor dining is a nice amenity for the community and it is a good idea to make it easier for restaurants to provide outdoor dining. The Planning Commission would like the City to push for Dakota County to start allowing sidewalk cafes on county roads like Southview Boulevard if there is sufficient space. Dakota County currently prohibits sidewalk cafes in their road right-of-way and City Staff has been informally lobbying County Staff to try to change this policy for several years without success.

The Planning Commission recommended approval of the proposed ordinance with a 6-0 vote.

Discussion

This code update has been in the works for several years and City Staff has checked in with the City Council periodically to ensure that they are comfortable with the approach being taken. Back in 2021, City Staff surveyed many metro-area communities and determined that most communities in the area do approve outdoor dining administratively rather than running these projects through a Planning Commission and City Council review. The draft ordinance has been written in such a way that a conditional use permit is still required in situations where there may be a need for additional review such as when a restaurant with alcohol wants late night hours for their patio (later than 10 PM) or there is a residential property nearby and the Applicant is for some reason unable to comply with “default” screening requirements.

STAFF RECOMMENDATION:

A first reading was held on February 20, 2024. Staff recommends that the City Council approve Ordinance 1422 establishing performance standards for outdoor dining.

ATTACHMENTS

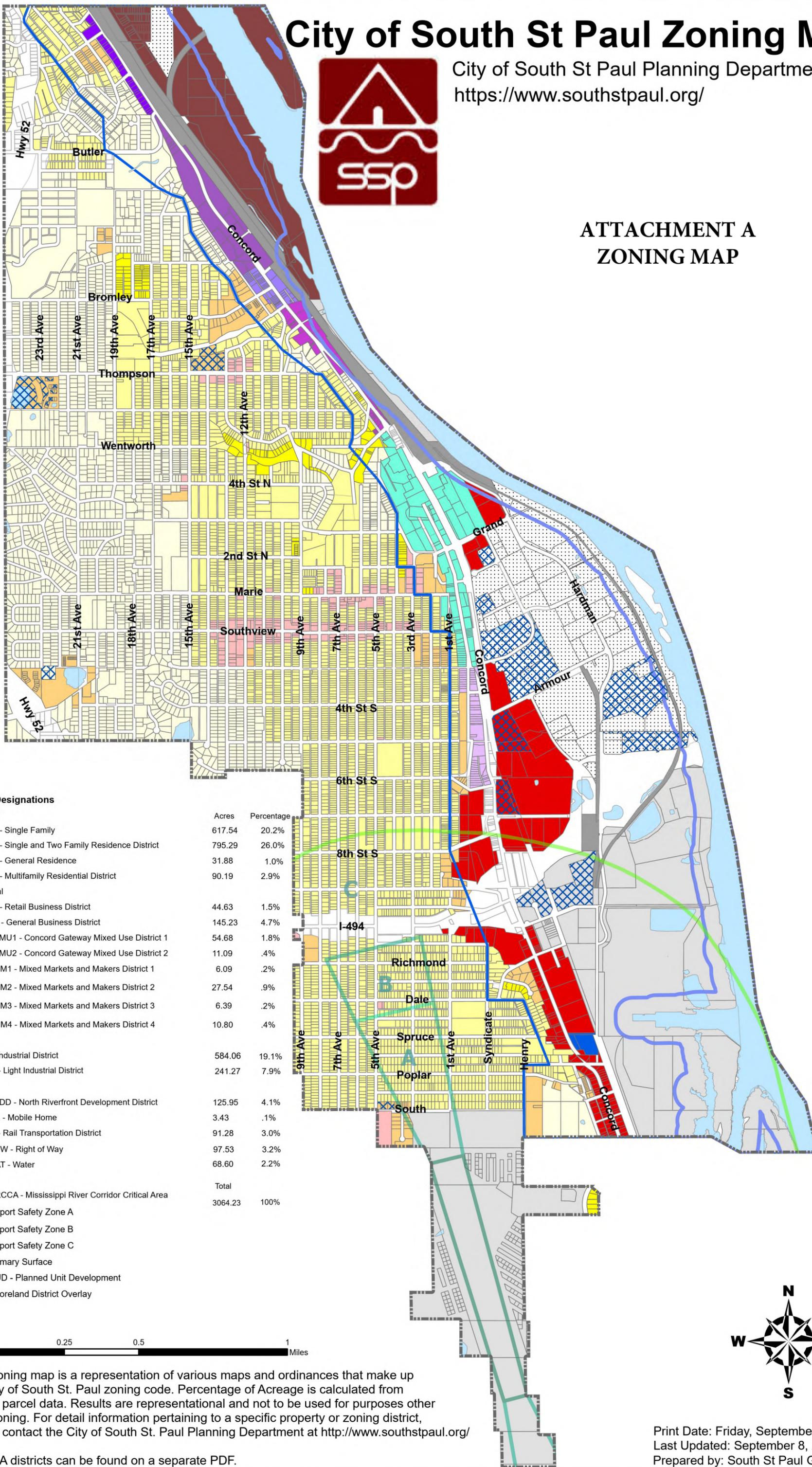
A. ZONING MAP

City of South St Paul Zoning Map

City of South St Paul Planning Department
<https://www.southstpaul.org/>



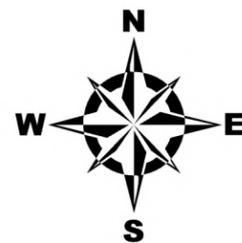
ATTACHMENT A ZONING MAP



Zoning Designations

	Acres	Percentage
Residential		
R1 - Single Family	617.54	20.2%
R2 - Single and Two Family Residence District	795.29	26.0%
R3 - General Residence	31.88	1.0%
R4 - Multifamily Residential District	90.19	2.9%
Commercial		
C1 - Retail Business District	44.63	1.5%
GB - General Business District	145.23	4.7%
CGMU1 - Concord Gateway Mixed Use District 1	54.68	1.8%
CGMU2 - Concord Gateway Mixed Use District 2	11.09	.4%
MMM1 - Mixed Markets and Makers District 1	6.09	.2%
MMM2 - Mixed Markets and Makers District 2	27.54	.9%
MMM3 - Mixed Markets and Makers District 3	6.39	.2%
MMM4 - Mixed Markets and Makers District 4	10.80	.4%
Industrial		
I - Industrial District	584.06	19.1%
I-1 - Light Industrial District	241.27	7.9%
Other		
NRDD - North Riverfront Development District	125.95	4.1%
MH - Mobile Home	3.43	.1%
RT- Rail Transportation District	91.28	3.0%
ROW - Right of Way	97.53	3.2%
WAT - Water	68.60	2.2%
Total	3064.23	100%

0 0.25 0.5 1 Miles



This Zoning map is a representation of various maps and ordinances that make up the City of South St. Paul zoning code. Percentage of Acreage is calculated from county parcel data. Results are representational and not to be used for purposes other than zoning. For detail information pertaining to a specific property or zoning district, please contact the City of South St. Paul Planning Department at <http://www.southstpaul.org/>

MRCCA districts can be found on a separate PDF.

Print Date: Friday, September 8, 2023
 Last Updated: September 8, 2023
 Prepared by: South St Paul GIS

**City of South St. Paul
Dakota County, Minnesota
Ordinance No. 1422**

**AN ORDINANCE CREATING PERFORMANCE STANDARDS FOR OUTDOOR
DINING**

The City Council of the City of South St. Paul does ordain:

SECTION 1. ENACTMENT. South St. Paul City Code Chapter 54, Article VII is hereby enacted as follows:

Article VII.- Sidewalk Cafes

Section 55-454.- Generally

Sidewalk cafes for restaurants, cafes, delicatessens, and similar uses may be permitted as an accessory use on city-owned sidewalks for businesses in zoning districts that allow outdoor dining.

Section 55-455.- Permits Required

Sidewalk cafes may be located on the public sidewalk within city-owned right of way subject to receipt of a sidewalk cafe permit from the Zoning Administrator pursuant to this division and a Right-of-Way Obstruction Permit from the City Engineer subject to the requirements of Section 54-407.

Section 55-456.- Permit applications

Applications for a sidewalk café permit shall be made on forms supplied by the Zoning Administrator. A business is required to submit a completed application and scaled diagram with the information requested on the application, including, but not limited to:

- a. Width of the sidewalk
- b. Dimensions of the sidewalk café area
- c. Amount of sidewalk space available around the café area
- d. Layout of the sidewalk café furnishings (tables, chairs, planters, umbrellas, and fencing or barricades)
- e. Location of nearby fire hydrants, light posts, bus shelters, traffic signals, trees/grates, or other public structures
- f. Building entrances/exits

Section 55-457.- Location

No permit shall authorize a sidewalk café at any location outside of the City's jurisdiction or prohibited by state law, county ordinance or this Code.

Section 55-458.- Insurance Required

The applicant must furnish to the Zoning Administrator as part of the application evidence that public liability insurance has been procured for any death or personal injury arising from the ownership, maintenance, or operation of the sidewalk café. Amounts shall meet or exceed the statutory maximum liability amounts listed in Minn. Stat. 466.04, Subd. 1.

The applicant shall maintain such insurance in effect at all times during the term of the permit. The city shall be named as an additional name insured in the policy proving such insurance. The licensee shall indemnify and hold harmless the city, the city's public officials, employees, and agents from any losses, costs, damages and expenses arising out of the use, design, operation, or maintenance of the sidewalk café.

Section 55-459.- Conditions of Use

- (1) The location of the sidewalk café shall be selected to minimize interference with pedestrian traffic.
- (2) The location of the sidewalk shall consider the placement of existing public infrastructure.
- (3) If the sidewalk café is adjacent to a traffic lane, a barrier such as a planter or railing shall be installed to separate the sidewalk café from the curb and street area.
- (4) Intoxicating liquor, beer or wine may be consumed only if the sidewalk café is licensed and the business has a conditional use permit for on-sale liquor. A sidewalk café where alcoholic beverages are served must close by 10 PM unless later hours of operation are granted via a conditional use permit amendment.
- (5) The area occupied by the sidewalk café shall abut and operate as part of the food establishment operated by the applicant. No part of the sidewalk café shall adjoin any premises other than the applicant's establishment.
- (6) No tables, chairs, furnishings, planters, railings or other obstructions shall be placed or remain on the sidewalk between November 1 and April 1.
- (7) It shall be the duty of the food or beverage establishment to maintain sidewalk café furnishings such as chairs, tables, fencing, barricades, planters, and their plant materials at all times in a neat, clean, safe and sanitary condition at its property location in accordance with the approved site plan.
- (8) An appropriate refuse receptacle shall be readily available to the patrons of the sidewalk café.
- (9) A minimum width of forty-eight (48) inches of clear, unobstructed pedestrian through walk zone, exclusive of the curb, shall be maintained on the public sidewalk at all times.

(10) A twenty-four (24) inch clear zone shall be maintained at all times between the edge of a curbside sidewalk café and the face of a curb. No sidewalk café may be laid out in a manner that causes the public sidewalk to become out of compliance with the Americans with Disabilities Act (ADA).

(11) Intoxicating liquors, beer, and wine may be consumed in the sidewalk café area only if it is explicitly covered under the property's liquor license.

Section 55-460- Sidewalk Café Permit Revocation

Sidewalk café permits are subject to revocation at any time, for any reason at the discretion of the city. Reasons for revocation may include but are not limited to right of way excavation, right of way construction, or a permit holder's failure to comply with the requirements of this section.

SECTION 2. AMENDMENT. South St. Paul City Code Section 118-8 is hereby amended as follows:

Sidewalk café means a grouping of tables, chairs and related items located wholly or partially within a public sidewalk or right-of-way for the purposes of service and consumption of food and beverages by patrons, when located immediately adjacent to a food and beverage service establishment having a common operator.

SECTION 3. AMENDMENT. South St. Paul City Code Section 118-125 is hereby amended as follows:

Sec. 118-125.- CGMU, Concord Gateway mixed-use district.

(c) *Accessory uses.* Within the CGMU-1 or CGMU-2 subdistricts, the following uses shall be permitted accessory uses:

- (1) Off-street parking of automobiles for patrons or employees of a permitted use.
- (2) Off-street loading areas as regulated herein.
- (3) Signs, fences, and decorative landscape features as regulated herein.
- (4) Customary uses incidental to the principal use as determined by the city council.

(5) Off-sale 3.2 percent malt liquor sales (licensed pursuant to Chapter 6 of the City Code)

SECTION 4. AMENDMENT. South St. Paul City Code Section 118-126 is hereby amended as follows:

Sec. 118-126.- C-1, retail business district.

(d) *Accessory uses.* The following accessory uses shall be permitted:

- (1) Off-street parking and loading, signs, fences, and decorative landscape features, as regulated herein.
- (2) Temporary construction buildings and storage as may be approved by the code enforcement officer.
- (3) Customary uses incidental to the principal use as may be approved by the city engineer.
- (4) Residential garage as allowed in the R-1 and R-2 districts.
- (5) Off-sale 3.2 percent malt liquor sales (licensed pursuant to Chapter 6 of the City Code)

SECTION 5. AMENDMENT. South St. Paul City Code Section 118-127 is hereby amended as follows:

Section 118-127.- MMM, Mixed Markets & Makers District

(c) Table 1. Permitted, Conditional and Accessory Uses

Accessory Uses	MMM1	MMM2	MMM3	MMM4	Notes
Commercial indoor storage	X	C	X	C	(f)
<u>Off-sale 3.2 percent malt liquor sales (licensed pursuant to Chapter 6 of the City Code)</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	
Off-site storage for contractor operations	X	C	X	C	(f)

SECTION 6. AMENDMENT. South St. Paul City Code Section 118-128 is hereby amended as follows:

Sec. 118-128. GB, general business district.

- (b) *Uses by conditional use permit.* Within the GB district, the following uses may be allowed only by conditional use permit:

- (27) On-sale and off-sale liquor sales, ~~including 3.2 percent beer.~~

SECTION 7. ENACTMENT. South St. Paul City Code Section 118-277.- Outdoor Dining is hereby enacted as follows:

Section 118-277. – Outdoor Dining

Outdoor dining is permitted as an accessory use for restaurants, cafes, delicatessens, breweries, wineries, cideries, distilleries, and similar uses in any zoning district where these uses are allowed, subject to the following conditions:

(a) Site Plan Review Required

- (1) The proposed site plan for any outdoor area shall be reviewed in accordance with Section 118-47. Outdoor dining site plans may be reviewed and approved administratively by the Zoning Administrator if they fully comply with all provisions of the City Code and do not require a conditional use permit, variance, or other City Council approval.

(b) Rules for Conditional Use Permits for On-Sale Liquor and Outdoor Dining

- (1) If a property has an existing conditional use permit for on-sale liquor, liquor may be served in the outdoor dining area without a conditional use permit amendment provided that this is consistent with the terms of the liquor license. However, for new outdoor dining areas established after March 18, 2024 at businesses that serve alcohol, the outdoor dining area must be closed by 10 PM unless later hours of operation are granted via a conditional use permit amendment.
- (2) If a property is lawful nonconforming and has indoor on-sale liquor without a conditional use permit, the expansion of liquor service to a new outdoor dining area shall require a conditional use permit.

(c) Performance Standards

- (1) No portion of the outdoor dining area shall be located or occur within any public right-of-way, including the sidewalks/trails, boulevard areas or streets, unless otherwise approved with a sidewalk café permit (see Chapter 54, Article VII).
- (2) The outdoor seating area shall be defined with the use of landscaping, permanent or temporary fencing or other means that defines the outdoor seating area and contains the tables and chairs for the use as demonstrated on a site plan and approved by the Zoning Administrator. If the outdoor dining area is in direct contact with or immediately adjacent to a vehicle parking or driving area, sufficient vehicle barriers must be provided.
- (3) The dining area shall be surfaced with concrete, bituminous or decorative pavers or may consist of a deck constructed of wood or another flooring material that provides a clean, attractive, and functional surface. Other surfacing materials may be allowed through a site plan review by the City Council.
- (4) The outdoor dining area must conform to all fire and building codes related to the number and types of exits that are required.

- (5) Refuse containers must be provided for self-service outdoor dining areas. Such containers shall be placed in a manner which does not disrupt pedestrian circulation and must be designed to prevent spillage and blowing litter.
- (6) The operator of the outdoor dining area shall be responsible for paying any required sewer access charges.
- (7) Additional parking is not required if the outdoor dining area does not have more customer seats than the principal use's indoor dining area or if the total square footage of all dining areas does not exceed 7,500 square feet. If the outdoor dining area has more seats than the indoor dining area and the total square footage of all dining areas exceeds 7,500 square feet, a conditional use permit is required and the City will evaluate parking needs as a part of the conditional use permit review.
- (8) Unless otherwise allowed by conditional use permit, an outdoor dining area within 20 feet of a side or rear property line that abuts a lot with R zoning or a lot which contains a building with a ground-floor residential use must provide code-compliant screening along these property lines that is at least 6 feet in height. This requirement shall not apply to sidewalk cafes that are operated in accordance with Chapter 54, Article VII.

SECTION 8. SUMMARY PUBLICATION. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

The ordinance creates performance standards for outdoor dining areas, including sidewalk cafes. It also clarifies that a conditional use permit is not required for off-sale accessory sales of 3.2 percent malt liquor.

SECTION 9. EFFECTIVE DATE. This ordinance shall become effective upon publication.

Approved: _____

Published: _____

Deanna Werner, City Clerk