

# City of South St. Paul

CITY COUNCIL

COUNCIL CHAMBERS

125 3<sup>RD</sup> AVE NORTH

SOUTH ST. PAUL, MN 55075

Monday, July 15, 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: Gallagher Hansen VFW Post 295**

**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 June 17, 2024

B. Accounts Payable

C. Business Licenses

D. Accept the 2024 First Quarter Financial Report and approve Resolution 2024-083 authorizing the 2024 First Quarter Budget amendments

E. Approve Resolution 2024-084, Accepting the Year Ended December 31, 2023, Audited Financial Report

- F. Approve Resolution Memorializing Approval of a Front Yard Setback Variance for 120 2<sup>nd</sup> Avenue South
- G. Accept Letter of Resignation – Simo Peinovich
- H. Accept Letter of Resignation – Michael Tobritzhofer
- I. Approve Stormwater Maintenance Agreement for South St. Paul Animal Hospital
- J. Approve Fiber Optic Cable Projects
- K. Approve Change Order No. 3 Well No. 3 Water Treatment Plant
- L. Approve Proposal with Kimley-Horn for Final Design for the Extension of Verderosa Avenue
- M. Authorize Grant Agreement with Minnesota Pollution Control Agency for Drinking Water Planning and Design Funds for PFAS Treatment
- N. Donations
- O. Appoint Election Judges for August 13, 2024 Statewide Primary Election.
- P. Award Quote for Tree Planting in Boulevards Around Veterans Field Park to Hoffman & McNamara
- Q. Conditional Employment Offer – Entry Level Police Officer

**9. PUBLIC HEARINGS:**

- A. Liquor Violations
- B. Call for Public Hearing – On Sale Intoxicating/Sunday Liquor

**10. GENERAL BUSINESS:**

- A. Approve Conveyance of Land to the Economic Development Authority, Resolution 2024 - 85
- B. First Reading- Ordinance Amendment Overhauling Standards for Signage

**11. MAYOR AND COUNCIL COMMUNICATIONS:**

**12. ADJOURNMENT:**

**SOUTH ST. PAUL CITY COUNCIL  
MINUTES OF JUNE 17, 2024**

8-A

1. Mayor Jimmy Francis called the regular meeting of the City Council to order at 7:00 PM on June 17, 2024.

2. **ROLL CALL:**

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

Absent: None

Staff Present: City Administrator, Ryan Garcia  
City Attorney, Amanda Johnson  
City Clerk, Deanna Werner  
City Planner, Michael Healy  
Director of Finance, Clara Hilger

3. Deanna Werner gave the invocation.

4. Pledge of Allegiance

5. Presentations:

A. Presentation: Juneteenth Celebration

6. Citizen Comments:

- Gail & Sarah Avenson

7. **Agenda**

Moved by: Seaberg/Thompson

Moved: To approve the agenda.

Vote: 7 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 June 3, 2024
- B. Accounts Payable
- C. Business Licenses
- D. South St. Paul Animal Hospital Conditional Use Permit Second Extension
- E. Approve Encroachment Agreement for 1666 Concord Street South
- F. Approve Job Description and Pay for Seasonal/Variable Hour Position of Personal Trainer
- G. Approve Conditional Job Offer for HRA Caretaker – Buildings/Grounds
- H. Approve Changes to Wakota on Fourth Common Interest Community Declaration
- I. Approve Change Orders No. 10 & 11 for the Wakota Scenic Trailhead Project

- J. Approve Amendment #2 to a Preliminary Development Agreement with Capital Partners Development, LLC
- K. Approve License Agreement
- L. Approve First Amendment to Joint Powers Agreement Establishing the Criminal Justice Network
- M. Approve Assignment of Lease at the Fleming Field Airport
- N. Rescind Resolution 2022 – 139 (Vaquero Tax Increment Financing District)
- O. Approval for Fiber Optic Cable Projects

Moved by: Kaliszewski/Bakken

Vote: 7 ayes / 0 nays, motion carried

## 9. **General Business:**

- A. Front Yard Setback Variance for an Enclosed Porch Addition at 120 2<sup>nd</sup> Avenue South

Moved by: Seaberg / Bakken

Moved: Approval of Front Yard Setback Variance for an Enclosed Porch Addition at 120 2nd Avenue South

Vote: 7 ayes / 0 nays, motion carried

- B. Conditional Use Permit for On-Sale Liquor at Black Sheep Coffee

Moved by: Hansen / Thompson

Moved: Approval of Resolution 2024-078, Conditional Use Permit for On-Sale Liquor at Black Sheep Coffee

Vote: 7 ayes / 0 nays, motion carried

- C. Hazardous Building at 1579 Stickney Avenue

Moved by: Bakken / Thompson

Moved: 463 Action Agreement for Hazardous Building located 1579 Stickney Avenue.

Vote: 7 ayes / 0 nays, motion carried

Moved by: Seaberg / Kalizewski

Moved: Approval of Resolution 2024-079, to raze and remove the hazardous structure located at 1579 Stickney Ave, South St. Paul, MN.

Vote: 7 ayes / 0 nays, motion carried

## 10. **Public Hearing:**

- A. Resolution 2024-077 Certifying Unpaid Charges to the County Auditor

Moved by: Bakken / Podgorski

Moved: Approval of Resolution 2024-077 Certifying unpaid charges to the County Auditor.

Vote: 7 ayes / 0 nays, motion carried

B. Strong Beer & Wine Liquor License – Black Sheep Coffee, 705 Southview Blvd.

Moved by: Thompson / Seaberg

Moved: Approval of a Strong Beer/Wine/Sunday License for Black Sheep Coffee, 705 Southview Blvd.

Vote: 7 ayes / 0 nays, motion carried

C. Call for Hearing on Liquor Violations

Moved by: Podgorski / Thompson

Moved: Call for a Liquor Violation Hearing on Monday, July 17<sup>th</sup>, 2024.

Vote: 7 ayes / 0 nays, motion carried

## **11. Council Communication**

## **12. Adjournment**

Moved by: Seaberg / Kaliszewski

Moved: Adjourn the meeting

Vote: 7 ayes / 0 nays, motion carried

The meeting was adjourned at 8:40 PM.

Approved: July 17, 2024

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City Clerk



**City Council Agenda**  
Date: July 15, 2024  
Department: Finance  
Prepared by: Jeff Hines  
Administrator: RG

8-B

**Agenda Item: Accounts Payable**

**Action to be considered:**

Motion to Adopt Resolution 2024-091 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. 2024-091**

**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:

<b>Check and wires:</b>	
<b>150802-151061</b>	<b>\$ 5,225,252.20</b>
<b>2024179-2024205</b>	<b>574,132.55</b>
<b>801056-801068</b>	<b><u>169,652.35</u></b>
<b>Total</b>	<b>\$ 5,969,037.10</b>

Adopted this 15<sup>th</sup> day of July, 2024.

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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
<b>150810</b>	<b>6/24/2024</b>		<b>5628 BLACKTOP PROS, LLC</b>						<b>Continued...</b>	
<b>150811</b>	<b>6/24/2024</b>		<b>14520 BROOKS, TAMARA</b>							
		500.00	PLUMB PRJ PH 6 STIPEND		114458	PH6JCAPT211	50678.6451	229901	REFUNDS & REIMBURSEMENT	JOHN CARROLL APT BLDG
		<u>500.00</u>								
<b>150812</b>	<b>6/24/2024</b>		<b>14193 CADY BUILDING MAINTENANCE INC</b>							
		5,110.00	CLEAN SVC-CITY HALL APR24		114156	4989469	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		550.00	CLEAN SVC-PW APR24		114156	4989469	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		<u>5,660.00</u>								
<b>150813</b>	<b>6/24/2024</b>		<b>2287 CENTURYLINK</b>							
		80.52	WIRELEASE		114440	612-E12-7172 480 6/01/24	10330.6390		POSTAGE AND TELEPHONE	BUILDINGS
		102.40	WIRELEASE		114441	612 E12-5630 229 6/01/24	10330.6390		POSTAGE AND TELEPHONE	BUILDINGS
		102.40	WIRELEASE		114442	612 E12-5631 630 6/1/24	10330.6390		POSTAGE AND TELEPHONE	BUILDINGS
		<u>285.32</u>								
<b>150814</b>	<b>6/24/2024</b>		<b>10901 CHEROKEE MANUFACTURING, LLC</b>							
		200.00	NET STRAW/STAPLES		114157	215861	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		<u>200.00</u>								
<b>150815</b>	<b>6/24/2024</b>		<b>1184 CINTAS CORPORATION #754</b>							
		82.92	UNIFORMS/SHOP TOWELS		114158	4195485790	60703.6245		CLOTHING ALLOWANCE	CENTRAL GARAGE FUND
		<u>82.92</u>								
<b>150816</b>	<b>6/24/2024</b>		<b>10710 CURBSIDE LANDSCAPE &amp; IRRIGATION</b>							
		688.00	SPRING FERT/MCQUIRE FLD		114159	291331	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		1,146.00	SP FERT-KAPOSIA PARK		114160	291332	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		589.00	SP FERT/NORTHVIEW POOL		114161	291333	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		431.00	SP FERT/BOAT LAUNCH		114162	291334	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		<u>2,854.00</u>								
<b>150817</b>	<b>6/24/2024</b>		<b>6407 DARTS</b>							
		6,625.00	NM SVC COORDINATOR MAY24		114163	10515-103	50677.6302		PROFESSIONAL SERVICES	NAN MCKAY APT BLDG
		6,625.00	JC SVC COORDINATOR MAY24		114163	10515-103	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		<u>13,250.00</u>								
<b>150818</b>	<b>6/24/2024</b>		<b>14488 ESA MANAGEMENT L.L.C.</b>							

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

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<b>150818</b>	<b>6/24/2024</b>		<b>14488 ESA MANAGEMENT L.L.C.</b>						<b>Continued...</b>	
		7,900.78	PLUMB PROJ RELOCATE 6/9-6/15		114443	1554889998	50678.6302	229901	PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		<u>7,900.78</u>								
<b>150819</b>	<b>6/24/2024</b>		<b>1380 FACTORY MOTOR PARTS</b>							
		78.96	WINDSHIELD WSHR FLUID		114164	1-9749268	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>78.96</u>								
<b>150820</b>	<b>6/24/2024</b>		<b>4662 FLEETPRIDE</b>							
		35.55	CHERRY BOMB		114165	117314498	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		<u>35.55</u>								
<b>150821</b>	<b>6/24/2024</b>		<b>5592 FRATTALONE'S DAWNWAY LLLP</b>							
		552.00	CLN CONCRETE/PULVERIZE BLACK		114166	2405131	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		<u>552.00</u>								
<b>150822</b>	<b>6/24/2024</b>		<b>11464 GERLACH OUTDOOR POWER EQT. INC.</b>							
		142.54	MUFFLER CVR/TRIMMER HEAD		114167	268549	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>142.54</u>								
<b>150823</b>	<b>6/24/2024</b>		<b>1473 GERTEN GREENHOUSES INC. - 446133</b>							
		343.60	GREEN LOON LAWN SEED SOIL		114168	795093/6	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		343.60	LOON LAWN SEEDING SOIL		114169	794864/6	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		687.20	LOON LAWN SEEDING SOIL		114170	794903/6	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		<u>1,374.40</u>								
<b>150824</b>	<b>6/24/2024</b>		<b>1481 GLASSING FLORIST</b>							
		94.00	FLOWERS-DEB G. SISTER		114171	00424024	10120.6430		MISCELLANEOUS	CITY ADMINISTRATION
		<u>94.00</u>								
<b>150825</b>	<b>6/24/2024</b>		<b>1485 GLOBE PRINTING &amp; OFFICE SUPPLIES INC</b>							
		179.00	#10 WINDOW ENVELOPE		114172	81682J	10150.6201		OFFICE SUPPLIES	FINANCE
		<u>179.00</u>								
<b>150826</b>	<b>6/24/2024</b>		<b>5590 GOODYEAR TIRE &amp; RUBBER CO.</b>							
		632.00	TIRES		114174	124-1111512	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		790.00	TIRES		114175	124-1111501	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>1,422.00</u>								
<b>150827</b>	<b>6/24/2024</b>		<b>1497 GOPHER STATE ONE-CALL</b>							
		157.95	LOCATES		114173	4050751	50605.6302		PROFESSIONAL SERVICES	WATER UTILITY

CITY OF SOUTH ST PAUL  
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<b>150827</b>	<b>6/24/2024</b>		<b>1497 GOPHER STATE ONE-CALL</b>						<b>Continued...</b>	
		157.95	LOCATES		114173	4050751	50606.6302		PROFESSIONAL SERVICES	SEWER UTILITY
		<u>315.90</u>								
<b>150828</b>	<b>6/24/2024</b>		<b>14111 HEAT CREW LLC</b>							
		1,200.00	JC APT 408 HEAT TRTMNT		114176	1243	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		1,600.00	JC #208 HEAT TREATMENT		114444	1247	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		<u>2,800.00</u>								
<b>150829</b>	<b>6/24/2024</b>		<b>11570 HILDI INC.</b>							
		150.00	RESPONSE FOR AUDITORS		114445	16088	10150.6302		PROFESSIONAL SERVICES	FINANCE
		<u>150.00</u>								
<b>150830</b>	<b>6/24/2024</b>		<b>12847 HIRSHFIELDS</b>							
		430.90	ATHLETIC FIELD STRIPE PAINT		114177	0025272-IN	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		<u>430.90</u>								
<b>150831</b>	<b>6/24/2024</b>		<b>9689 HOISINGTON KOEGLER GROUP, INC.</b>							
		3,733.75	PROF SERVICE MAY24		114446	023-033-11	40402.6302		PROFESSIONAL SERVICES	CAPITAL PROGRAMS FUND
		<u>3,733.75</u>								
<b>150832</b>	<b>6/24/2024</b>		<b>1615 HUEBSCH OF MINNESOTA</b>							
		74.45	NM-BRUSHMATS-MAY24		114178	20314008	50677.6371.150		MTNCE-CLEANING CONTRACTS	NAN MCKAY APT BLDG
		74.45	NM-BRUSHMATS-MAY24		114179	20315753	50677.6371.150		MTNCE-CLEANING CONTRACTS	NAN MCKAY APT BLDG
		81.55	JC-BUSHMATS-MAY24		114185	20314009	50678.6371.150		MTNCE-CLEANING CONTRACTS	JOHN CARROLL APT BLDG
		81.55	JC-BRUSHMATS-MAY24		114186	20317918	50678.6371.150		MTNCE-CLEANING CONTRACTS	JOHN CARROLL APT BLDG
		81.55	JC-BRUSHMATS-MAY24		114187	20321410	50678.6371.150		MTNCE-CLEANING CONTRACTS	JOHN CARROLL APT BLDG
		74.45	NM-BRUSHMATS-MAY24		114461	20317917	50677.6371.150		MTNCE-CLEANING CONTRACTS	NAN MCKAY APT BLDG
		74.45	NM-BRUSHMATS-MAY24		114462	20319695	50677.6371.150		MTNCE-CLEANING CONTRACTS	NAN MCKAY APT BLDG
		74.45	NM-BRUSHMATS-MAY24		114463	20321409	50677.6371.150		MTNCE-CLEANING CONTRACTS	NAN MCKAY APT BLDG
		<u>616.90</u>								
<b>150833</b>	<b>6/24/2024</b>		<b>1652 INSPECTRON, INC.</b>							
		5,000.00	INSPECT SVC MAY24		114188	1269	10410.6302		PROFESSIONAL SERVICES	DEVELOPMENT SERVICES
		<u>5,000.00</u>								
<b>150834</b>	<b>6/24/2024</b>		<b>1813 LEAGUE OF MN CITIES INSURANCE TRUST</b>							
		2,500.00	CORY SLIFKO		114370	22644	10210.6151		WORKERS COMP DEDUCTIBLE	POLICE PROTECTION
		12,190.00	QUARTERLY P&L PREMIUM		114371	10003039	10110.6361		INSURANCE	MAYOR AND COUNCIL
		20,474.00	QUARTERLY P&L PREMIUM		114371	10003039	10210.6361		INSURANCE	POLICE PROTECTION
		5,997.00	QUARTERLY P&L PREMIUM		114371	10003039	10320.6361		INSURANCE	PUBLIC WORKS





CITY OF SOUTH ST PAUL  
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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
<b>150845</b>	<b>6/24/2024</b>		<b>2149 OFFICE OF MNIT SERVICES</b>						<b>Continued...</b>	
		215.00	STATE INTERNET CONN APR24		114399	DV24040417	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		414.15	STATE INTERNET CONNECT APR24		114400	DV23040417	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		414.15	STATE INTERNET CONNECT MAY23		114401	DV23050418	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		<u>1,043.30</u>								
<b>150846</b>	<b>6/24/2024</b>		<b>13393 OPTUM FINANCIAL INC.</b>							
		43.00	FSA & HRA FEE- MAY 2024		114402	0001605629	10150.6375		OTHER CONTRACTED SERVICES	FINANCE
		<u>43.00</u>								
<b>150847</b>	<b>6/24/2024</b>		<b>2166 O'REILLY AUTO PARTS</b>							
		69.67	CLUTCH FAN #346		114404	1767-362653	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		10.00	RETD CORE		114405	1767-362732	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		457.56	NEW COMPRESS/AC KITS#346		114406	1767-362304	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>517.23</u>								
<b>150848</b>	<b>6/24/2024</b>		<b>2176 OXYGEN SERVICES COMPANY</b>							
		293.04	RECYC CYLINDERS		114407	0003587079	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>293.04</u>								
<b>150849</b>	<b>6/24/2024</b>		<b>8595 PARK CONSTRUCTION COMPANY</b>							
		392,083.90	TAXIWAY A RECONST PAY APP2		114408	PAYAPP2	40404.6371	AIR080	REPAIRS & MAINT CONTRACTUAL	AIRPORT CAPITAL FUND
		<u>392,083.90</u>								
<b>150850</b>	<b>6/24/2024</b>		<b>7383 PETERSON COMPANIES, INC.</b>							
		1,006.80	IRRIGATE STRT&RPR-MCMORROW		114409	55892	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		<u>1,006.80</u>								
<b>150851</b>	<b>6/24/2024</b>		<b>2240 PLUNKETT'S PEST CONTROL, INC.</b>							
		189.17	JC MAY MULTHOUSING PRG		114410	8573915	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		360.00	JC UNIT SWEEP		114412	8590816	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		450.00	JC #1006/1012/603 & SWEEP		114413	8561151	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		480.00	JC #1012/603/211 UNIT SWEEP		114414	8551562	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		420.00	JC UNIT #603/1006/UNIT SWEEP		114415	8572725	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		30.00	NM #400 TREATMENT		114416	8533766	50677.6371.090		MTNCE-EXTERMINATION	NAN MCKAY APT BLDG
		55.65	NM MAY MULTHOUSEING PRG		114417	8581154	50677.6371.090		MTNCE-EXTERMINATION	NAN MCKAY APT BLDG
		70.00	NM #314 TREATMENT		114418	8587968	50677.6371.090		MTNCE-EXTERMINATION	NAN MCKAY APT BLDG
		<u>2,054.82</u>								
<b>150852</b>	<b>6/24/2024</b>		<b>2326 REID, BILL</b>							
		145.00	SAFETY SHOE REIMBURSEMENT		114467	06/17/2024	20245.6245		CLOTHING ALLOWANCE	AIRPORT

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
<b>150852</b>	<b>6/24/2024</b>		<b>2326 REID, BILL</b>						<b>Continued...</b>	
		145.00								
<b>150853</b>	<b>6/24/2024</b>		<b>14315 RENTGROW, INC.</b>							
		96.00	NM BACKGROUND CHECK-MAY		114419	1477182	50677.6302		PROFESSIONAL SERVICES	NAN MCKAY APT BLDG
		96.00								
<b>150854</b>	<b>6/24/2024</b>		<b>6703 SENTRY SYSTEMS, INC</b>							
		30.00	NM MONITOR SYST JUN24		114422	793947	50677.6375.3		OTHER CONTR SVCS-SECURITY	NAN MCKAY APT BLDG
		30.00	JC MONITOR SYST JUN24		114422	793947	50678.6375.3		OTHER CONTR SVCS-SECURITY	JOHN CARROLL APT BLDG
		60.00								
<b>150855</b>	<b>6/24/2024</b>		<b>2633 SHERWIN-WILLIAMS CO., THE</b>							
		339.64	PAINT-WAKOTA CREAM		114423	5733-0	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		288.10	PAINT-WAKOTA GRAY		114424	5784-3	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		627.74								
<b>150856</b>	<b>6/24/2024</b>		<b>14521 SLOCUM, LOIS</b>							
		500.00	PLUMB PRJ PH 6 STIPEND		114459	PH6JCAPT311	50678.6451	229901	REFUNDS & REIMBURSEMENT	JOHN CARROLL APT BLDG
		500.00								
<b>150857</b>	<b>6/24/2024</b>		<b>2506 SOUTH METRO FIRE DEPARTMENT</b>							
		684,854.88	THIRD QUARTER FUNDING		114425	06/01/2024	10220.6302		PROFESSIONAL SERVICES	FIRE PROTECTION
		684,854.88								
<b>150858</b>	<b>6/24/2024</b>		<b>2558 STATE INDUSTRIAL PRODUCTS</b>							
		306.00	NM DRAIN MAINT PGRM		114427	903376569	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		306.00								
<b>150859</b>	<b>6/24/2024</b>		<b>2560 STATE OF MINNESOTA</b>							
		245.00	SANIMAX ADIMNCITATION APPEAL		114426	526252	10420.6302		PROFESSIONAL SERVICES	CODE ENFORCEMENT
		245.00								
<b>150860</b>	<b>6/24/2024</b>		<b>2677 TRI STATE BOBCAT INC</b>							
		474.00	YELLOW CHAIN		114428	A35975	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		208.00	WRENCH/CHAINS		114429	A35939	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		540.00	STSIHL TRIMMERS		114430	A36149	60703.6240		MINOR EQUIPMENT AND FURNITURE	CENTRAL GARAGE FUND
		1,222.00								
<b>150861</b>	<b>6/24/2024</b>		<b>14287 TRUDGEON, COLIN</b>							
		123.01	MILEAGE REIMBURSE		114431	6/12/24	10520.6331		CONFERENCES, TRAINING, TRAVEL	PARKS ADMINISTRATION

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150861	6/24/2024		<b>14287 TRUDGEON, COLIN</b>						<b>Continued...</b>	
		123.01								
150862	6/24/2024		<b>6710 USA SECURITY</b>							
		375.00	JC MO SVC JUL-SEPT24		114433	12404348	50678.6375.3		OTHER CONTR SVCS-SECURITY	JOHN CARROLL APT BLDG
		300.00	NM MO SVC JUL-SEPT24		114460	12404349	50677.6375.3		OTHER CONTR SVCS-SECURITY	NAN MCKAY APT BLDG
		675.00								
150863	6/24/2024		<b>2744 VAN PAPER COMPANY</b>							
		498.97	TP/PPR TWL/LINERS/SOAP		114434	073916	10330.6210		OPERATING SUPPLIES	BUILDINGS
		498.97								
150864	6/24/2024		<b>5864 VERIZON WIRELESS</b>							
		255.34	CONNECT PH#3/ 3 IPADS/SCADA		114435	9965496480	50605.6390		POSTAGE AND TELEPHONE	WATER UTILITY
		255.34								
150865	6/24/2024		<b>2785 WM CORPORATE SERVICES, INC.</b>							
		893.05	JC 30 YD DUMPSTER MAY24		114436	9090812-2282-2	50678.6371.010	229901	MTNCE-GARBAGE/TRASH/RECYCLING	JOHN CARROLL APT BLDG
		893.05								
150866	6/24/2024		<b>2849 XCEL ENERGY</b>							
		1,303.77	SEWER		114437	880952837	50606.6385		UTILITY SERVICE	SEWER UTILITY
		1,303.77								
150867	6/28/2024		<b>2008 NCPERS GROUP LIFE INS.</b>							
		16.00			114588	0625241337058	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		16.00								
150868	7/1/2024		<b>9253 ADVANCED ENG &amp; ENVIRO SERVICES, LLC</b>							
		4,300.00	PFAS SETTLE SUPPORT 4/27-5/31		114477	95355	50605.6302		PROFESSIONAL SERVICES	WATER UTILITY
		4,300.00								
150869	7/1/2024		<b>1018 ADVANCED GRAPHIX, INC.</b>							
		318.00	CAMERA TRAILRS&LOCKER GRAPHIC		114505	214202	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		318.00								
150870	7/1/2024		<b>9248 AMERICAN ENVIRONMENTAL LLC</b>							
		1,100.00	455 CONCORD AVE INSPECTN		114478	3577	50606.6371		REPAIRS & MAINT CONTRACTUAL	SEWER UTILITY
		1,100.00								
150871	7/1/2024		<b>5746 ASPEN MILLS, INC</b>							



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<b>150878</b>	<b>7/1/2024</b>		<b>10675 CITY OF BLOOMINGTON</b>						<b>Continued...</b>	
<b>150879</b>	<b>7/1/2024</b>		<b>5188 COOPER MECHANICAL LLC</b>							
		2,500.00	HOT WTR TO WASH MACH-PD		114527	885	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		3,500.00	COLD WTR/HOSE REEL-PD		114528	886	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		1,000.00	PLUMB KAPOSIA PARK		114529	894	20215.6520	227673	BUILDINGS AND STRUCTURE	GRANTS/DONATIONS PARK AND REC
		400.00	PLUMB COPPER/REPAIR NV POOL		114530	895	10528.6371		REPAIRS & MAINT CONTRACTUAL	NORTHVIEW POOL
		<u>7,400.00</u>								
<b>150880</b>	<b>7/1/2024</b>		<b>2009 CORE &amp; MAIN, LP</b>							
		2,629.32	12"ALPHA COUPLING		114488	U979087	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		951.90	REPL CLAMP		114489	V033091	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		<u>5,054.56</u>	12" COUPLNGS/RPR LIDS		114490	V021115	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		8,635.78								
<b>150881</b>	<b>7/1/2024</b>		<b>14523 COX, FLORENDA</b>							
		<u>500.00</u>	PLUMB PRJ PH 7 STIPEND		114610	PH7JCAPT712	50678.6451	229901	REFUNDS & REIMBURSEMENT	JOHN CARROLL APT BLDG
		500.00								
<b>150882</b>	<b>7/1/2024</b>		<b>10710 CURBSIDE LANDSCAPE &amp; IRRIGATION</b>							
		<u>1,692.00</u>	LORRAINE PARK-SPRING FERT		114491	291437	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		1,692.00								
<b>150883</b>	<b>7/1/2024</b>		<b>1265 DANNER INC.</b>							
		<u>600,691.85</u>	CONCORD CORRIDOR IMP PRJ		114492	PMT 2	40440.6530	202401	IMPR OTHER THAN BUILDING	2024 LOCAL IMPROVEMENTS
		600,691.85								
<b>150884</b>	<b>7/1/2024</b>		<b>6407 DARTS</b>							
		687.50	DARTS TRASPORT MAY24		114531	10636-140	50678.6302	229901	PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		<u>1,333.00</u>	DARTS MOVING/CLEANING		114532	10310-271	50678.6302	229901	PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		2,020.50								
<b>150885</b>	<b>7/1/2024</b>		<b>6755 DAVEY TREE EXPERT COMPANY</b>							
		<u>1,000.00</u>	FEE BRSH/STMP/TREE 6/4-7/7/24		114493	918600800	10320.6221		SEAL COATING & TREE MAIN	PUBLIC WORKS
		1,000.00								
<b>150886</b>	<b>7/1/2024</b>		<b>14524 DUNBAR, NORIS</b>							
		<u>500.00</u>	PLUMB PRJ PH 7 STIPEND		114611	PH7JCAPT312	50678.6451	229901	REFUNDS & REIMBURSEMENT	JOHN CARROLL APT BLDG
		500.00								
<b>150887</b>	<b>7/1/2024</b>		<b>1341 EHLERS &amp; ASSOCIATES, INC</b>							

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<b>150887</b>	<b>7/1/2024</b>		<b>1341 EHLERS &amp; ASSOCIATES, INC</b>						<b>Continued...</b>	
		825.00	TIF ADMIN		114521	97997	40493.6302		PROFESSIONAL SERVICES	GRAND AVE GATEWAY TIF
		1,000.00	MCES-WAREHOUSE ANALYSIS		114522	97996	20284.6302		PROFESSIONAL SERVICES	DEVELOPMENT
		<u>1,825.00</u>								
<b>150888</b>	<b>7/1/2024</b>		<b>1350 EMERGENCY AUTOMOTIVE TECHNOLOGIES INC</b>							
		5,415.78	SQUAD EQUIP 54,57		114614	JP060324-44	60703.6550		MOTOR VEHICLES	CENTRAL GARAGE FUND
		186.90	LIGHT BAR LENSES 54, 57		114615	JP06032444B	60703.6550		MOTOR VEHICLES	CENTRAL GARAGE FUND
		70.33	ARM PADS 54, 57		114616	JP06032444A	60703.6550		MOTOR VEHICLES	CENTRAL GARAGE FUND
		<u>5,673.01</u>								
<b>150889</b>	<b>7/1/2024</b>		<b>14488 ESA MANAGEMENT L.L.C.</b>							
		10,065.82	PLUMB PRJ RELOCAT 6/16-6/22		114533	1554894849	50678.6302	229901	PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		310.67	PH 4 RM 122		114534	1554894850	50678.6302	229901	PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		<u>10,376.49</u>								
<b>150890</b>	<b>7/1/2024</b>		<b>4662 FLEETPRIDE</b>							
		234.99	REFRIGERANT CYLINDER		114494	117500066	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>234.99</u>								
<b>150891</b>	<b>7/1/2024</b>		<b>1473 GERTEN GREENHOUSES INC. - 446133</b>							
		128.85	GREEN LOON LAWN SEED SOIL		114495	K69765/6	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		343.60	GREEN LOON LAWN SEED SOIL		114496	795277/6	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		343.60	GREEN LOON LAWN SEED SOIL		114497	795258/6	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		343.60	GREEN LOON LAWN SEED SOIL		114498	795530/6	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		257.70	GREEN LOON LAWN SEED SOIL		114499	795516/6	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		343.60	GREEN LOON LAWN SEED SOIL		114500	K95497/6	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		<u>1,760.95</u>								
<b>150892</b>	<b>7/1/2024</b>		<b>1485 GLOBE PRINTING &amp; OFFICE SUPPLIES INC</b>							
		45.00	BUSINESS CARDS-WERNER		114535	81803D	10140.6201		OFFICE SUPPLIES	CITY CLERK
		<u>45.00</u>								
<b>150893</b>	<b>7/1/2024</b>		<b>1505 GRAINGER</b>							
		60.28	COMPRESSN FITTING #356		114501	9143688712	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		90.10	LIMIT SWITCH		114502	9138904272	10527.6220		REPAIR & MAINTENANCE SUPPLIES	SPLASH POOL
		34.81	COMPRESSN FITTING #346		114503	9143753268	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		215.14	COMPRESSN FITTING		114504	9140633018	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>400.33</u>								
<b>150894</b>	<b>7/1/2024</b>		<b>6678 HD SUPPLY FACILITIES MAINTENANCE , LTD</b>							

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<b>150894</b>	<b>7/1/2024</b>		<b>6678 HD SUPPLY FACILITIES MAINTENANCE , LTD</b>						<b>Continued...</b>	
		377.96	JC MAINT/BALANCING SPOOL		114508	9226741349	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		768.68	NM MAINT/GAR BAGS/BLINDS		114509	9226841008	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		50.23	NM CLEANING SUPPLY		114510	9226792560	50677.6211		CLEANING SUPPLIES	NAN MCKAY APT BLDG
		<u>1,196.87</u>								
<b>150895</b>	<b>7/1/2024</b>		<b>14111 HEAT CREW LLC</b>							
		1,600.00	JC#506 HEAT TREATMENT		114609	1259	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		<u>1,600.00</u>								
<b>150896</b>	<b>7/1/2024</b>		<b>14525 HOLLMAN, JEFFREY</b>							
		160.17	NM#208 MOVE OUT REFUND		114612	05292024	50677.1101		ACCOUNTS RECEIVABLE	NAN MCKAY APT BLDG
		<u>160.17</u>								
<b>150897</b>	<b>7/1/2024</b>		<b>10732 INTERSTATE POWER SYSTEMS, INC.</b>							
		840.60	NM GENERATOR SVC 6/03/24		114536	R001210098:01	50677.6371.110		MTNCE-CONTRACTS	NAN MCKAY APT BLDG
		<u>840.60</u>								
<b>150898</b>	<b>7/1/2024</b>		<b>1667 INVER GROVE FORD</b>							
		116.15	WTR HEATER HOSE #2154		114511	5345537	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>116.15</u>								
<b>150899</b>	<b>7/1/2024</b>		<b>1719 KAPOSIA TREE SERVICE</b>							
		1,500.00	TREE RMVL-8TH A & 9TH ST		114512	06112024-1	10320.6221		SEAL COATING & TREE MAIN	PUBLIC WORKS
		1,500.00	TREE RMVL-1724 BROMLEY		114513	06112024-2	10320.6221		SEAL COATING & TREE MAIN	PUBLIC WORKS
		<u>3,000.00</u>								
<b>150900</b>	<b>7/1/2024</b>		<b>11377 KATH FUEL OIL SERVICE CO.</b>							
		558.00	OILMASTER SYN		114514	799883	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		947.82	DYED DIESEL		114515	800374	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		<u>1,505.82</u>								
<b>150901</b>	<b>7/1/2024</b>		<b>1803 LANGUAGE LINE SERVICES</b>							
		403.79	OTP TRANSLATION		114516	11308061	10210.6302		PROFESSIONAL SERVICES	POLICE PROTECTION
		<u>403.79</u>								
<b>150902</b>	<b>7/1/2024</b>		<b>6281 LIGHTNING DISPOSAL, INC.</b>							
		466.75	TRASH SVC-PUBLIC WORKS		114618	0000625138	10320.6379		CONT SERV/REFUSE & SANITATION	PUBLIC WORKS
		<u>466.75</u>								
<b>150903</b>	<b>7/1/2024</b>		<b>5883 LIPPOLT-SCHENIAN CARYN</b>							

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<b>150903</b>	<b>7/1/2024</b>		<b>5883 LIPPOLT-SCHENIAN CARYN</b>						<b>Continued...</b>	
		45.00	CANCELLED YOUTH TRIP		114518	6/18/2024	10520.4461		SUMMER PROGRAMS	PARKS ADMINISTRATION
		<u>45.00</u>								
<b>150904</b>	<b>7/1/2024</b>		<b>6681 MANN'S SOFTENER SALT DELIVERY</b>							
		276.10	NM SOLAR SALT (27)		114519	INV281	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		331.90	JC SOLAR SALT (33)		114520	INV282	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		<u>608.00</u>								
<b>150905</b>	<b>7/1/2024</b>		<b>1878 MARK'S AERIAL SERVICE</b>							
		5,000.00	EMERGENCY RMVL@ WTR STN		114539	005156	50605.6371		REPAIRS & MAINT CONTRACTUAL	WATER UTILITY
		1,400.00	TREE RMVL@241 2ND A S		114540	005153	10320.6221		SEAL COATING & TREE MAIN	PUBLIC WORKS
		1,150.00	TREE RMVL@453 7TH A S		114541	005155	10320.6221		SEAL COATING & TREE MAIN	PUBLIC WORKS
		1,000.00	TREE RMVL@212 7TH A S		114542	005154	10320.6221		SEAL COATING & TREE MAIN	PUBLIC WORKS
		<u>8,550.00</u>								
<b>150906</b>	<b>7/1/2024</b>		<b>13985 MARTIN MARIETTA MATERIALS</b>							
		557.07	ASPHALT-WTR MAIN BREAK		114543	42670606	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		394.50	ASPHALT-WTR MAIN BREAK		114544	42683717	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		<u>951.57</u>								
<b>150907</b>	<b>7/1/2024</b>		<b>1911 MENARDS, INC-WEST ST PAUL</b>							
		54.94	FIN TOOL/AC CLEANER		114545	95052	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		44.93	TROWELS/PRO ALL WEATHER		114546	94910	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		5.92	S-HOOK CLOSED		114547	94956	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		80.75	TAPE/MURIATIC ACID		114548	94911	10527.6220		REPAIR & MAINTENANCE SUPPLIES	SPLASH POOL
		<u>186.54</u>								
<b>150908</b>	<b>7/1/2024</b>		<b>2014 MINNESOTA RURAL WATER ASS'N</b>							
		400.00	ASSOC MEMBERSHIP AUG-7/2025		114549	6/17/24	50605.6331		CONFERENCES, TRAINING, TRAVEL	WATER UTILITY
		<u>400.00</u>								
<b>150909</b>	<b>7/1/2024</b>		<b>5506 MMKR</b>							
		1,754.00	2023 FINANCIAL AUDIT-PYMT 4		114551	56466	10150.6302		PROFESSIONAL SERVICES	FINANCE
		386.00	2023 FINANCIAL AUDIT-PYMT 4		114551	56466	20243.6302		PROFESSIONAL SERVICES	DOUG WOOG ARENA
		1,052.00	2023 FINANCIAL AUDIT-PYMT 4		114551	56466	20245.6302		PROFESSIONAL SERVICES	AIRPORT
		175.00	2023 FINANCIAL AUDIT-PYMT 4		114551	56466	20260.6302		PROFESSIONAL SERVICES	HOUSING GENERAL
		175.00	2023 FINANCIAL AUDIT-PYMT 4		114551	56466	20280.6302		PROFESSIONAL SERVICES	ECON DEV GENERAL
		1,052.00	2023 FINANCIAL AUDIT-PYMT 4		114551	56466	40402.6302		PROFESSIONAL SERVICES	CAPITAL PROGRAMS FUND
		1,754.00	2023 FINANCIAL AUDIT-PYMT 4		114551	56466	50600.6302		PROFESSIONAL SERVICES	UTILITY ADMINISTRATION
		2,000.00	2023 FINANCIAL AUDIT-PYMT 4		114551	56466	50677.6375.4		OTHER CONTR SVCS-AUDIT FEES	NAN MCKAY APT BLDG

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<b>150909</b>	<b>7/1/2024</b>		<b>5506 MMKR</b>						<b>Continued...</b>	
		2,000.00	2023 FINANCIAL AUDIT-PYMT 4		114551	56466	50678.6375.4		OTHER CONTR SVCS-AUDIT FEES	JOHN CARROLL APT BLDG
		1,052.00	2023 FINANCIAL AUDIT-PYMT 4		114551	56466	60703.6302		PROFESSIONAL SERVICES	CENTRAL GARAGE FUND
		<u>11,400.00</u>								
<b>150910</b>	<b>7/1/2024</b>		<b>14259 MUNICIPAL BUILDERS, INC</b>							
		412,917.50	WELL#3TRTMT PLANT 5/1-6/4/24		114550	PMT 8	50605.6520	202311	BUILDINGS AND STRUCTURE	WATER UTILITY
		<u>412,917.50</u>								
<b>150911</b>	<b>7/1/2024</b>		<b>9298 NAPA NEWPORT</b>							
		285.84	WIPER BLADES		114552	2514-109591	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		16.00	AIR FILTER #306		114553	2514-109438	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		144.72	BRAKE ROTORS/PADS #306		114554	2514-109372	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>446.56</u>								
<b>150912</b>	<b>7/1/2024</b>		<b>14367 NORTH RIDGE OUTDOOR SERVICES</b>							
		195.00	SNOW-1138 S CONC 3/22,24,27		114555	21237	20280.6375		OTHER CONTRACTED SERVICES	ECON DEV GENERAL
		360.00	SNOW-1628 CONC 3/22,27,4/21		114556	21238	20280.6375		OTHER CONTRACTED SERVICES	ECON DEV GENERAL
		195.00	SNOW 130 E GRAND 3/22,24,27		114557	21236	20280.6375		OTHER CONTRACTED SERVICES	ECON DEV GENERAL
		<u>750.00</u>								
<b>150913</b>	<b>7/1/2024</b>		<b>2166 O'REILLY AUTO PARTS</b>							
		3.88	COPPER PLUG		114558	1767-363750	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		33.96	DIELECTRIC		114559	1767-364072	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		100.99	BATTERY #SG1		114560	1767-365001	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		22.00	RETD CORE		114561	1767-365049	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>116.83</u>								
<b>150914</b>	<b>7/1/2024</b>		<b>13417 PATCHIN MESSNER VALUATION COUNSELORS</b>							
		14,200.00	ROAD IMPROVE PROJ		114562	22394	10315.6302		PROFESSIONAL SERVICES	ENGINEERING
		<u>14,200.00</u>								
<b>150915</b>	<b>7/1/2024</b>		<b>7383 PETERSON COMPANIES, INC.</b>							
		360.00	CLN VALVE/SEEPING@KAP LAND		114563	56222	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		<u>360.00</u>								
<b>150916</b>	<b>7/1/2024</b>		<b>2231 PIONEER PRESS</b>							
		20.80	CANDIDATE FILING NOTICE		114564	0524572442	10140.6341		ADVERTISING	CITY CLERK
		54.08	PLANNING & ZONING		114564	0524572442	10410.6341		ADVERTISING	DEVELOPMENT SERVICES
		54.08	PLANNING & ZONING		114564	0524572442	10410.6341		ADVERTISING	DEVELOPMENT SERVICES
		40.04	PLANNING & ZONING		114564	0524572442	10101.2205	100264	DEPOSITS	GENERAL FUND

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<b>150916</b>	<b>7/1/2024</b>		<b>2231 PIONEER PRESS</b>						<b>Continued...</b>	
		34.32	ORDINANCE 1424		114564	0524572442	10140.6341		ADVERTISING	CITY CLERK
		31.20	PLANNING & ZONING		114564	0524572442	10101.2205	100264	DEPOSITS	GENERAL FUND
		39.52	ELECTION NOTICE		114564	0524572442	10410.6341		ADVERTISING	DEVELOPMENT SERVICES
		47.84	PLANNING & ZONING		114564	0524572442	10410.6341		ADVERTISING	DEVELOPMENT SERVICES
		<u>321.88</u>								
<b>150917</b>	<b>7/1/2024</b>		<b>2240 PLUNKETT'S PEST CONTROL, INC.</b>							
		30.09	PEST CONTROL-WELL#4		114565	8606477	50605.6371		REPAIRS & MAINT CONTRACTUAL	WATER UTILITY
		31.16	PEST CONTROL-MCMORROW		114566	8605615	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		<u>61.25</u>								
<b>150918</b>	<b>7/1/2024</b>		<b>6683 POPP COMMUNICATIONS</b>							
		190.33	NM FIRE ALARM 6/10-7/9/24		114567	992836940	50677.6390.1		TELEPHONE-SECURITY	NAN MCKAY APT BLDG
		190.33	JC FIRE ALARM 6/10-7/9/24		114567	992836940	50678.6390.1		TELEPHONE-SECURITY	JOHN CARROLL APT BLDG
		<u>380.66</u>								
<b>150919</b>	<b>7/1/2024</b>		<b>2286 QUILL LLC</b>							
		49.78	OFFICE SUPPLY		114568	38847922	10420.6201		OFFICE SUPPLIES	CODE ENFORCEMENT
		<u>49.78</u>								
<b>150920</b>	<b>7/1/2024</b>		<b>7376 RIVERTOWN ELECTRIC, INC.</b>							
		888.75	NM#604 SVC OUTAGE 6/20,21		114569	11313	50677.6371.070		MTNCE-ELECTRICAL	NAN MCKAY APT BLDG
		<u>888.75</u>								
<b>150921</b>	<b>7/1/2024</b>		<b>2365 ROTO-ROOTER SERVICES COMPANY</b>							
		500.00	JC#1307 CLN KIT DRAIN		114570	48-26040600	50678.6371.080		MTNCE-PLUMBING	JOHN CARROLL APT BLDG
		<u>500.00</u>								
<b>150922</b>	<b>7/1/2024</b>		<b>2389 SAINT PAUL PUBLISHING COMPANY</b>							
		57.11	NM SR PH NEWSPPR JUL24		114619	33187	50677.6341		ADVERTISING	NAN MCKAY APT BLDG
		57.10	JC SR PH NEWSPPR JUL24		114619	33187	50678.6341		ADVERTISING	JOHN CARROLL APT BLDG
		<u>114.21</u>								
<b>150923</b>	<b>7/1/2024</b>		<b>2410 SCHLOMKA SERVICES LLC</b>							
		504.70	PUMP/CLEAN NV POOL JUN24		114572	32825	10528.6371		REPAIRS & MAINT CONTRACTUAL	NORTHVIEW POOL
		<u>504.70</u>								
<b>150924</b>	<b>7/1/2024</b>		<b>2464 SHORT ELLIOTT HENDRICKSON INC</b>							
		10,423.40	WTR TRTMNT CONSTRUCTION		114573	467805	50605.6302	202311	PROFESSIONAL SERVICES	WATER UTILITY
		675.00	LAND ACQUISITION		114574	467919	40404.6302	AIR203	PROFESSIONAL SERVICES	AIRPORT CAPITAL FUND













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150974	7/8/2024		<b>2014 MINNESOTA RURAL WATER ASS'N</b>						<b>Continued...</b>	
150975	7/8/2024		<b>9671 NIEBUR TRACTOR &amp; EQUIPMENT, INC</b>							
		31.97	COMER BOLT #LP1		114683	01-198781	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>31.97</u>								
150976	7/8/2024		<b>13423 NORTH COUNTRY CHEVROLET</b>							
		47,027.12	2024 CHEV SILVERADO #323		114687	SSTPAUL24-102	60703.6550		MOTOR VEHICLES	CENTRAL GARAGE FUND
		<u>47,027.12</u>								
150977	7/8/2024		<b>6366 NORTHERN POWER PRODUCTS, INC</b>							
		23.08	OIL SWITCH #SG1		114684	336801	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>23.08</u>								
150978	7/8/2024		<b>2149 OFFICE OF MNIT SERVICES</b>							
		349.07	STATE PHONE CONNECTIONS		114698	W23050555	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		157.54	STATE PHONE AIRPORT		114698	W23050555	20245.6390		POSTAGE AND TELEPHONE	AIRPORT
		<u>506.61</u>								
150979	7/8/2024		<b>2166 O'REILLY AUTO PARTS</b>							
		31.67	RESISTORS #201		114685	1767-364833	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		14.94	CREDIT RTD RESISTOR		114686	1767-365396	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>16.73</u>								
150980	7/8/2024		<b>14529 PAULSEN, ERIN</b>							
		50.00	OVERPYMT-RENTAL LIC#14937		114688	6/24/2024	10140.4238		RESIDENTIAL RENTAL HOUSING BUS	CITY CLERK
		<u>50.00</u>								
150981	7/8/2024		<b>2240 PLUNKETT'S PEST CONTROL, INC.</b>							
		89.88	PEST CONTROL-SPLASH POOL		114689	8608723	10527.6371		REPAIRS & MAINT CONTRACTUAL	SPLASH POOL
		134.26	PEST CONTROL-KAP LANDING		114690	8613719	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		104.00	PEST CONTROL-NV POOL		114693	8613798	10528.6371		REPAIRS & MAINT CONTRACTUAL	NORTHVIEW POOL
		69.72	PEST CONTROL-KAPOSIA PK		114694	8614982	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		115.09	PEST CONTROL-CITY HALL		114695	8609136	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		<u>512.95</u>								
150982	7/8/2024		<b>2253 POSTMASTER</b>							
		320.00	PERMIT#115 RENEWAL FEE		114696	06/20/2024	10120.6344		NEWSLETTER/BROCHURE	CITY ADMINISTRATION
		<u>320.00</u>								
150983	7/8/2024		<b>13550 PROFESSIONAL SERVICES INDUSTRIES, INC.</b>							

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<b>150983</b>	<b>7/8/2024</b>		<b>13550 PROFESSIONAL SERVICES INDUSTRIES, INC.</b>						<b>Continued...</b>	
		2,200.00	240 CONCORD ACQ PHASE 1		114697	00933261	40490.6302		PROFESSIONAL SERVICES	CONCORD TIF
		<u>2,200.00</u>								
<b>150984</b>	<b>7/8/2024</b>		<b>1636 RICOH USA, INC.</b>							
		123.98	COPIER USAGE JUNE 2024		114716	5069712218	10160.6378		COPIER MAINTENANCE AGREEMENT	INFORMATION TECHNOLOGY
		307.42	COPIER USAGE JUNE 2024		114716	5069712218	10160.6378		COPIER MAINTENANCE AGREEMENT	INFORMATION TECHNOLOGY
		62.05	COPIER USAGE JUNE 2024		114716	5069712218	10160.6378		COPIER MAINTENANCE AGREEMENT	INFORMATION TECHNOLOGY
		67.18	COPIER USAGE JUNE 2024		114716	5069712218	10320.6378		COPIER MAINTENANCE AGREEMENT	PUBLIC WORKS
		52.10	COPIER USAGE JUNE 2024		114716	5069712218	10210.6378		COPIER MAINTENANCE AGREEMENT	POLICE PROTECTION
		63.88	COPIER USAGE JUNE 2024		114716	5069712218	20243.6378		COPIER MAINTENANCE AGREEMENT	DOUG WOOG ARENA
		18.85	COPIER USAGE JUNE 2024		114716	5069712218	20245.6378		COPIER MAINTENANCE AGREEMENT	AIRPORT
		<u>695.46</u>								
<b>150985</b>	<b>7/8/2024</b>		<b>11845 SATIN TOUCH, INC.</b>							
		495.00	NM#912PAINT BR/BA/CEIL/FRAME		114752	1056322	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		450.00	NM#208PAINT BR/BA/CEIL/HTR		114753	1056321	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		<u>945.00</u>								
<b>150986</b>	<b>7/8/2024</b>		<b>6703 SENTRY SYSTEMS, INC</b>							
		30.00	NM MONITOR SYST JUL24		114702	794682	50677.6375.3		OTHER CONTR SVCS-SECURITY	NAN MCKAY APT BLDG
		30.00	JC MONITOR SYST JUL24		114702	794682	50678.6375.3		OTHER CONTR SVCS-SECURITY	JOHN CARROLL APT BLDG
		<u>60.00</u>								
<b>150987</b>	<b>7/8/2024</b>		<b>13871 ST. CROIX COLLISION &amp; RESTORATION LLC</b>							
		3,986.52	SQUAD 50 ACCIDENT RPR		114718	6221	60703.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL GARAGE FUND
		<u>3,986.52</u>								
<b>150988</b>	<b>7/8/2024</b>		<b>4140 STANTEC CONSULTING SERVICES INC</b>							
		691.64	MCES SITE HUD PART 58EA		114703	2246972	20284.6302		PROFESSIONAL SERVICES	DEVELOPMENT
		<u>691.64</u>								
<b>150989</b>	<b>7/8/2024</b>		<b>2558 STATE INDUSTRIAL PRODUCTS</b>							
		118.67	NM AIR CARE PGRM		114705	903403466	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		291.62	JC DRAIN MAINTENANCE		114706	903403296	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		433.80	JC FRAGRANCE BURST		114707	903396599	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		<u>844.09</u>								
<b>150990</b>	<b>7/8/2024</b>		<b>14530 STOCK, CATHERINE</b>							
		95.00	CANCEL CAMP/SP2-MACEY		114708	6/20/2024	10520.4461		SUMMER PROGRAMS	PARKS ADMINISTRATION
		5.00-	ADMIN FEE		114708	6/20/2024	10520.4461		SUMMER PROGRAMS	PARKS ADMINISTRATION



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<b>150997</b>	<b>7/8/2024</b>		<b>10478 WEIGHT, JONATHON</b>						<b>Continued...</b>	
<b>150998</b>	<b>7/8/2024</b>		<b>13833 WEST, GREGORY</b>							
		200.00	JC AFTER HR ONCALL JUN24		114714	JUNE2024	50678.6375.1		OTHER CONTR SVCS-KEYPERSON	JOHN CARROLL APT BLDG
		200.00								
<b>150999</b>	<b>7/8/2024</b>		<b>2849 XCEL ENERGY</b>							
		43.34	LIGHTS @ LORRAINE		114719	882938188	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		264.15	WOOG OFFICES 5/28-6/26		114720	883601467	20243.6385		UTILITY SERVICE	DOUG WOOG ARENA
		20,313.74	ARENA		114721	883692077	20243.6385		UTILITY SERVICE	DOUG WOOG ARENA
		1,736.97	KAPOSIA LANDING/800 BRYANT		114722	883355986	10340.6385		UTILITY SERVICE	PARKS FACILITIES AND MTNCE
		4.99	UNIT LGT@159 3RD A S		114723	883375490	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		25.95	LGT @ 140 8TH A N		114724	883440701	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		8.59	SPEED UNIT @ 203 14TH A S		114725	883361343	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		66.14	UNIT LGT @ 497 CONCORD		114726	883388456	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		95.57	ST LGT @ 535 5TH A S		114727	883399509	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		41.16	LGT 494/7TH-940 7TH A S		114728	883573287	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		3.04	UNIT LGT @ 1115 SVB		114729	883579843	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		2,296.53	ELEC CHG-1417 4TH-SEIDL		114730	883566988	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
		9.37	ELEC CHG-701 HARDMAN		114731	883542549	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
		31.14	GAS CHG-681 VERDEROSA		114732	883539544	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
		49.06	LGT 494/7TH-1020 7TH A		114733	883522782	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		.63	LGTS-BROMLEY ICE RINK		114734	883491070	10340.6385		UTILITY SERVICE	PARKS FACILITIES AND MTNCE
		37.51	LGT BRYANT/922 CONCORD		114735	883584485	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		602.88	SPLASH POOL		114736	883688773	10527.6385		UTILITY SERVICE	SPLASH POOL
		1,003.44	AIRPORT		114737	883696158	20245.6385		UTILITY SERVICE	AIRPORT
		70.03	LGTS @ 675 VERDEROSA		114738	883820315	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		2,562.47	ELEC CHG-681 VERDEROSA		114739	883528820	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
		64.23	LGT @ 1129 19TH A N		114740	883520008	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		59.93	LGT@400 WENTWORTH-RDBT		114741	883524582	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		46.21	UNIT LGT@1301 CONCORD		114742	883618329	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		1,165.08	PUBLIC WORKS		114743	883538316	10320.6385		UTILITY SERVICE	PUBLIC WORKS
		3,397.14	STORM WTR UTILITY FUND		114743	883538316	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
		186.28	ST LGT UTILITY FUND		114743	883538316	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		56.35	LGT@555 HARDMN/251 BRDGPT		114744	883533681	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		173.34	PED WALKWAY LIGHTS		114745	883592991	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		681.85	LIBRARY		114746	883483006	10330.6385		UTILITY SERVICE	BUILDINGS
		64.21	ELEC CHG-228 HARDMAN		114747	883450094	50606.6385		UTILITY SERVICE	SEWER UTILITY
		35,161.32								



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<b>151008</b>	<b>7/15/2024</b>		<b>4590 ATEC, LLC</b>						<b>Continued...</b>	
<b>151009</b>	<b>7/15/2024</b>		<b>9021 ATLAS STAFFING, INC.</b>							
		717.60	NM TEMP-MOUA 6/28/24		114770	1306899	50677.6302		PROFESSIONAL SERVICES	NAN MCKAY APT BLDG
		717.60	JC TEMP-MOUA 6/28/24		114770	1306899	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		<u>1,435.20</u>								
<b>151010</b>	<b>7/15/2024</b>		<b>14193 CADY BUILDING MAINTENANCE INC</b>							
		5,110.00	CLEANING JUL24-CH		114765	4990196	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		550.00	CLEANING JUL24-PW		114765	4990196	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		<u>5,660.00</u>								
<b>151011</b>	<b>7/15/2024</b>		<b>1184 CINTAS CORPORATION #754</b>							
		359.70	SAFETY MATS		114768	4196901039	10320.6210		OPERATING SUPPLIES	PUBLIC WORKS
		77.92	UNIFORMS/SHOP TOWELS		114768	4196901039	60703.6245		CLOTHING ALLOWANCE	CENTRAL GARAGE FUND
		<u>437.62</u>								
<b>151012</b>	<b>7/15/2024</b>		<b>13523 CINTAS CORPORATION NO. 2</b>							
		38.40	SUPPLY-MED CABINET		114769	5217799649	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		38.40	SUPPLY-MED CABINET		114769	5217799649	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		38.38	SUPPLY-MED CABINET		114769	5217799649	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		38.40	SUPPLY-MED CABINET		114769	5217799649	50606.6220		REPAIR & MAINTENANCE SUPPLIES	SEWER UTILITY
		38.40	SUPPLY-MED CABINET		114769	5217799649	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>191.98</u>								
<b>151013</b>	<b>7/15/2024</b>		<b>1219 CRAWFORD DOOR SALES COMPANY</b>							
		1,481.00	RPR SQUAD GARAGE DOOR		114766	53726	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		<u>1,481.00</u>								
<b>151014</b>	<b>7/15/2024</b>		<b>14505 CREATE CONSTRUCTION LLC</b>							
		51,968.08	MISC SIDEWALK REPAIRS		114767	PMT 2	40440.6302	202407	PROFESSIONAL SERVICES	2024 LOCAL IMPROVEMENTS
		<u>51,968.08</u>								
<b>151015</b>	<b>7/15/2024</b>		<b>1252 DAKOTA COUNTY TECHNICAL COLLEGE</b>							
		300.00	39-PURSUIT REFRESHER		114772	1231762	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		300.00	02-PURSUIT REFRESHER		114772	1231762	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		300.00	05-PURSUIT REFRESHER		114772	1231762	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		<u>900.00</u>								
<b>151016</b>	<b>7/15/2024</b>		<b>9194 DRAIN BLASTERS BILL'S</b>							
		205.00	CLN FL DRAIN-PAINT SHOP		114776	05032024	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS





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<b>151034</b>	<b>7/15/2024</b>		<b>1878 MARK'S AERIAL SERVICE</b>						<b>Continued...</b>	
		3,200.00	TREE RMVL@ STANLEY&WILLIS		114801	005164	10320.6221		SEAL COATING & TREE MAIN	PUBLIC WORKS
		<u>3,200.00</u>								
<b>151035</b>	<b>7/15/2024</b>		<b>5673 MENARDS - COTTAGE GROVE</b>							
		329.61	FLEX SEAL FOR PIT		114857	92445	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		<u>329.61</u>								
<b>151036</b>	<b>7/15/2024</b>		<b>1911 MENARDS, INC-WEST ST PAUL</b>							
		22.68	FURNACE FILTERS		114802	95575	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		<u>22.68</u>								
<b>151037</b>	<b>7/15/2024</b>		<b>6332 MINNESOTA DEPARTMENT OF TRANSPORTATION</b>							
		862.50	MATERIAL TEST/INSEPCIONS		114804	P00018598	40432.6302	202401	PROFESSIONAL SERVICES	2016 LOCAL IMPROVEMENTS
		<u>862.50</u>								
<b>151038</b>	<b>7/15/2024</b>		<b>9041 MN FALL EXPO</b>							
		270.00	MN FALL MAINTENANCE EXPO		114805	7/3/2024	10320.6331		CONFERENCES, TRAINING, TRAVEL	PUBLIC WORKS
		210.00	MN FALL MAINTENANCE EXPO		114805	7/3/2024	10340.6331		CONFERENCES, TRAINING, TRAVEL	PARKS FACILITIES AND MTNCE
		60.00	MN FALL MAINTENANCE EXPO		114805	7/3/2024	60703.6331		CONFERENCES, TRAINING, TRAVEL	CENTRAL GARAGE FUND
		<u>540.00</u>								
<b>151039</b>	<b>7/15/2024</b>		<b>9298 NAPA NEWPORT</b>							
		49.79	OIL FILTER		114806	2514-111583	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>49.79</u>								
<b>151040</b>	<b>7/15/2024</b>		<b>14383 NFI, INC.</b>							
		7.99	FUSE		114807	550281/D	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		2.97	O-RING		114808	550283/D	10527.6220		REPAIR & MAINTENANCE SUPPLIES	SPLASH POOL
		24.57	MOUSE TRAPS/MOUSE KILL		114809	550228/D	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		19.99	ANTI-SLIP		114810	550247/D	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		15.99	CORD ADAPTERS		114811	550239/D	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		10.57	PVC PIPE/COUPLER/BROOM		114812	550211/D	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		19.98	BLEACH		114813	550215/D	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		<u>102.06</u>								
<b>151041</b>	<b>7/15/2024</b>		<b>5682 NITTI SANITATION</b>							
		388.52	TRASH SVC-WOOG ARENA		114814	0000625924	20243.6379		CONT SERV/REFUSE & SANITATION	DOUG WOOG ARENA
		<u>388.52</u>								
<b>151042</b>	<b>7/15/2024</b>		<b>14533 ON TIME SERVICE PROS</b>							

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<b>151042</b>	<b>7/15/2024</b>		<b>14533 ON TIME SERVICE PROS</b>						<b>Continued...</b>	
		40.00	RFD ELEC PERMIT-2321 CAROLINE		114818	SS043181	10420.4266		ELECTRICAL	CODE ENFORCEMENT
		1.00	STATE SURCHARGE		114818	SS043181	10101.2083		SURCHARGES	GENERAL FUND
		5.00-	ADMIN SVC FEE		114818	SS043181	10420.4493		OTHER CHARGE FOR SERVICE - COM	CODE ENFORCEMENT
		<u>36.00</u>								
<b>151043</b>	<b>7/15/2024</b>		<b>2166 O'REILLY AUTO PARTS</b>							
		11.33	TOGGLE SWITCH #305		114815	1767-366392	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		150.60	BATTERY #265		114816	1767-366133	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		22.00-	RETD BATTERY CORE		114817	1767-366186	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		19.81	AIR&CABIN FILTERS #2163		114819	1767-367784	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		43.98	BRAKE LUBE		114820	1767-367975	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>203.72</u>								
<b>151044</b>	<b>7/15/2024</b>		<b>8595 PARK CONSTRUCTION COMPANY</b>							
		814,184.52	TAXIWAY RECONSTRUCTION		114821	PAYAPP3	40404.6371	AIR080	REPAIRS & MAINT CONTRACTUAL	AIRPORT CAPITAL FUND
		<u>814,184.52</u>								
<b>151045</b>	<b>7/15/2024</b>		<b>2240 PLUNKETT'S PEST CONTROL, INC.</b>							
		91.50	PEST CONTROL-PW		114822	8641986	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		189.17	JC JUNE24 MULTI HS PRGM		114823	8628055	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		750.00	JC UNIT ENDING 02-03 SWEEP		114824	8644057	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		450.00	JC UNIT CK #408/208/506		114825	8620372	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		420.00	JC UNIT SWEEP #1013/208		114826	8600816	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		60.00	JC CK LAUNDRY/#408		114827	8610253	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		55.65	NM JUN24 MULTI HS PGRM		114828	8635534	50677.6371.090		MTNCE-EXTERMINATION	NAN MCKAY APT BLDG
		55.00	NM UNIT CK #402		114829	8619752	50677.6371.090		MTNCE-EXTERMINATION	NAN MCKAY APT BLDG
		<u>2,071.32</u>								
<b>151046</b>	<b>7/15/2024</b>		<b>2271 PROTOUCH PAINTING</b>							
		23,200.00	PAINTING NORTHVIEW POOL		114830	19348	10528.6371		REPAIRS & MAINT CONTRACTUAL	NORTHVIEW POOL
		<u>23,200.00</u>								
<b>151047</b>	<b>7/15/2024</b>		<b>2286 QUILL LLC</b>							
		122.99	PRINTER TONER		114831	39087930	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		122.99	PRINTER TONER		114831	39087930	50606.6220		REPAIR & MAINTENANCE SUPPLIES	SEWER UTILITY
		<u>245.98</u>								
<b>151048</b>	<b>7/15/2024</b>		<b>1636 RICOH USA, INC.</b>							
		131.39	COPIER USAGE MAY24		114832	5069562801	10160.6378		COPIER MAINTENANCE AGREEMENT	INFORMATION TECHNOLOGY
		283.71	COPIER USAGE MAY24		114832	5069562801	10160.6378		COPIER MAINTENANCE AGREEMENT	INFORMATION TECHNOLOGY

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<b>151048</b>	<b>7/15/2024</b>		<b>1636 RICOH USA, INC.</b>						<b>Continued...</b>	
		71.34	COPIER USAGE MAY24		114832	5069562801	10160.6378		COPIER MAINTENANCE AGREEMENT	INFORMATION TECHNOLOGY
		44.46	COPIER USAGE MAY24		114832	5069562801	10320.6378		COPIER MAINTENANCE AGREEMENT	PUBLIC WORKS
		31.96	COPIER USAGE MAY24		114832	5069562801	10210.6378		COPIER MAINTENANCE AGREEMENT	POLICE PROTECTION
		58.60	COPIER USAGE MAY24		114832	5069562801	20243.6378		COPIER MAINTENANCE AGREEMENT	DOUG WOOG ARENA
		14.24	COPIER USAGE MAY24		114832	5069562801	20245.6378		COPIER MAINTENANCE AGREEMENT	AIRPORT
		54.39	COPIER USAGE MAY24		114833	10125	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		405.72	NM COPIER 4/1-6/30/24		114834	5069712845	50677.6201		OFFICE SUPPLIES	NAN MCKAY APT BLDG
		625.94	JC COPIER 4/1-6/30/24		114834	5069712845	50678.6201		OFFICE SUPPLIES	JOHN CARROLL APT BLDG
		31.79	LATE FEE CHARGES		114858	1100952634	10160.6378		COPIER MAINTENANCE AGREEMENT	INFORMATION TECHNOLOGY
		5.00	LATE FEE CHARGES		114859	1100952633	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		<u>1,758.54</u>								
<b>151049</b>	<b>7/15/2024</b>		<b>14534 SAFEBASEMENTS OF MINNESOTA</b>							
		160.00	RFD BLD PERMIT-259 18TH A N		114836	SS043114	10420.4266		ELECTRICAL	CODE ENFORCEMENT
		1.00	STATE SURCHARGE		114836	SS043114	10101.2083		SURCHARGES	GENERAL FUND
		5.00	ADMIN SVC FEE		114836	SS043114	10420.4493		OTHER CHARGE FOR SERVICE - COM	CODE ENFORCEMENT
		<u>156.00</u>								
<b>151050</b>	<b>7/15/2024</b>		<b>14535 SHERRY, ROBERT</b>							
		500.00	PLUMB PRJ PH 6 STIPEND		114837	PH6JCAPT1011	50678.6451	229901	REFUNDS & REIMBURSEMENT	JOHN CARROLL APT BLDG
		<u>500.00</u>								
<b>151051</b>	<b>7/15/2024</b>		<b>2633 SHERWIN-WILLIAMS CO., THE</b>							
		959.30	NM-PAINT-APT PREP/MOVEINS		114838	6175-1	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		<u>959.30</u>								
<b>151052</b>	<b>7/15/2024</b>		<b>2466 SHOWROOM AUTO CARE</b>							
		124.95	EXTERIOR BUFF/WAX #301		114839	12539	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		<u>124.95</u>								
<b>151053</b>	<b>7/15/2024</b>		<b>2506 SOUTH METRO FIRE DEPARTMENT</b>							
		31,350.00	REIMB MISC LUCAS MACHINES		114840	PS-INV207867	20212.6580	227684	OTHER EQUIPMENT	GRANTS/DONATIONS POLICE
		<u>31,350.00</u>								
<b>151054</b>	<b>7/15/2024</b>		<b>4658 TOTAL TOOL SUPPLY, INC.</b>							
		327.09	NYLON STRAPS		114841	01633653	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>327.09</u>								
<b>151055</b>	<b>7/15/2024</b>		<b>2883 TOWMASTER</b>							
		4,660.00	LIFT GATE-#208-24		114842	470105	60703.6550		MOTOR VEHICLES	CENTRAL GARAGE FUND



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<b>801058</b>	<b>6/28/2024</b>		<b>1969 MINNESOTA AFSCME, COUNCIL NO. 5</b>						<b>Continued...</b>	
		21.00			114583	0625241337053	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		21.00								
<b>801059</b>	<b>7/1/2024</b>		<b>3632 BOLTON &amp; MENK, INC.</b>							
		11,972.00	MARIE-FED AID PRELIM DESIGN		114525	0338343	40439.6302	202405	PROFESSIONAL SERVICES	2023 LOCAL IMPROVEMENTS
		11,972.00								
<b>801060</b>	<b>7/1/2024</b>		<b>3615 CAMPBELL KNUTSON, P.A.</b>							
		19,880.98	MAY PROSECUTION FEES/SVCS		114507	3168-0990G 5/31/24	10130.6304		PROFESSIONAL SVCS-CRIMINAL	CITY ATTORNEY
		19,880.98								
<b>801061</b>	<b>7/1/2024</b>		<b>7388 GARCIA, RYAN</b>							
		308.87	CITY ADMIN-Q2 2024 MILEAGE		114617	062524	10120.6331		CONFERENCES, TRAINING, TRAVEL	CITY ADMINISTRATION
		308.87								
<b>801062</b>	<b>7/1/2024</b>		<b>2585 STREICHER'S - MINNEAPOLIS</b>							
		1,548.90	04-BALLISTIC VEST		114594	11702727	10210.6245	227599	CLOTHING ALLOWANCE	POLICE PROTECTION
		302.99	04-BALLISTIC CARRIER/BO ITEMS		114595	11703587	10210.6245	227599	CLOTHING ALLOWANCE	POLICE PROTECTION
		246.95	21-NEW OFFICER EQUIPMENT		114596	11703133	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		259.99	27-BOOTS		114597	11703683	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		401.97	26-BOOTS/BELT/HOLSTER		114598	11703696	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		2,760.80								
<b>801063</b>	<b>7/8/2024</b>		<b>1843 LOCAL GOVERNMENT INFORMATION SYSTEMS</b>							
		182.00	APPL SUP-UB (RETIREEES)		114757	12027	10150.6375		OTHER CONTRACTED SERVICES	FINANCE
		9,305.00	APPL SUP-FINANCIAL		114757	12027	10150.6375		OTHER CONTRACTED SERVICES	FINANCE
		2,774.00	APPL SUP-HUBBLE/INSIGHT		114757	12027	10150.6375		OTHER CONTRACTED SERVICES	FINANCE
		8,138.00	APPL SUP-PAYROLL/HR		114757	12027	10150.6375		OTHER CONTRACTED SERVICES	FINANCE
		7,080.00	APPL SUP-POLICE MCD		114757	12027	10210.6375		OTHER CONTRACTED SERVICES	POLICE PROTECTION
		1,190.00	APPL SUP-PS RECORDS		114757	12027	10210.6375		OTHER CONTRACTED SERVICES	POLICE PROTECTION
		6,325.00	APPL SUP-PARK&REC		114757	12027	10520.6371		REPAIRS & MAINT CONTRACTUAL	PARKS ADMINISTRATION
		7,744.00	APPL SUP-GIS BASE		114757	12027	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		3,424.00	APPL SUP-GIS ELECTIVES		114757	12027	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		9,698.00	APPL SUP-PIMS		114757	12027	10410.6375		OTHER CONTRACTED SERVICES	DEVELOPMENT SERVICES
		731.00	APPL SUP-PIM BUSINESS LIC		114757	12027	10140.6375		OTHER CONTRACTED SERVICES	CITY CLERK
		731.00	APPL SUP-PIMS CODE ENFORCE		114757	12027	10420.6375		OTHER CONTRACTED SERVICES	CODE ENFORCEMENT
		731.00	APPL SUP-PIMS EPERMITS		114757	12027	10410.6375		OTHER CONTRACTED SERVICES	DEVELOPMENT SERVICES
		3,771.00	APPL SUP-INTERNET-IRONPORT		114757	12027	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		13,230.00	APPL SUP-IP TELEPHONEY		114757	12027	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY

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<b>801063</b>	<b>7/8/2024</b>		<b>1843 LOCAL GOVERNMENT INFORMATION SYSTEMS</b>						<b>Continued...</b>	
		9,245.00	HOSTED BACKUPS		114757	12027	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		1,266.00	HOSTED SEIM		114757	12027	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		840.00	HOSTED WIRELESS NETWORK MGMT		114757	12027	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		2,988.00	FIBER MAINT		114757	12027	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		10,131.00	HOSTED ESXI		114757	12027	40407.6571		COMPUTER HARDWARE	EQUIPMENT ACQUISITION F
		325.00	HOSTED SERVER-SSP-FORMS01		114757	12027	40407.6571		COMPUTER HARDWARE	EQUIPMENT ACQUISITION F
		17,943.00	APPL SUP-UTILITY BILLING		114757	12027	50600.6302		PROFESSIONAL SERVICES	UTILITY ADMINISTRATION
		<u>117,792.00</u>								
<b>801064</b>	<b>7/8/2024</b>		<b>2289 R&amp;R SPECIALTIES OF WISCONSIN, INC.</b>							
		165.00	ZAMBONIE BLADE SHARPEN		114699	0082023-IN	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		<u>165.00</u>								
<b>801065</b>	<b>7/12/2024</b>		<b>1818 LELS LOCAL 95</b>							
		98.00			114869	0710241015463	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		<u>98.00</u>								
<b>801066</b>	<b>7/12/2024</b>		<b>1969 MINNESOTA AFSCME, COUNCIL NO. 5</b>							
		857.16			114871	0710241015465	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		<u>857.16</u>								
<b>801067</b>	<b>7/12/2024</b>		<b>2243 POLICE FLOWER FUND</b>							
		40.00			114864	07102410154613	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		<u>40.00</u>								
<b>801068</b>	<b>7/15/2024</b>		<b>1825 LEVANDER, GILLEN &amp; MILLER PA</b>							
		1,500.00	JUNE 24 LEGAL		114835	06-30-24-41000E	10130.6306		PROFESSIONAL SVCS - RETAINER	CITY ATTORNEY
		5,644.00	JUNE 24 LEGAL		114835	06-30-24-41000E	10130.6302		PROFESSIONAL SERVICES	CITY ATTORNEY
		140.00	JUNE 24 LEGAL-TMOBILE@THOMP		114835	06-30-24-41000E	10101.2205	100121	DEPOSITS	GENERAL FUND
		1,960.00	JUNE 24 LEGAL		114835	06-30-24-41000E	20245.6302		PROFESSIONAL SERVICES	AIRPORT
		4,534.00	JUNE 24 LEGAL		114835	06-30-24-41000E	20280.6302		PROFESSIONAL SERVICES	ECON DEV GENERAL
		<u>13,778.00</u>								
<b>2024179</b>	<b>6/17/2024</b>		<b>6037 HEALTHPARTNERS-DENTAL</b>							
		541.15	DENTAL CLAIMS PAID		114468	06/06/24-06/12/24	60709.6132		DENTAL CLAIMS PAID	SELF-INSURED DENTAL
		<u>541.15</u>								
<b>2024180</b>	<b>6/10/2024</b>		<b>6860 WELLS FARGO PURCHASING CARDS</b>							
		57.94	HOM DEPOT BLADES, STRIPPER		114189	010199161301.1	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS

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<b>2024180</b>	<b>6/10/2024</b>		<b>6860 WELLS FARGO PURCHASING CARDS</b>						<b>Continued...</b>	
		118.00	HOM DEPOT DOOR CLOSER		114190	010198885764.1	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		26.94	HOM DEPOT DISCS		114191	010199043544.1	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		295.80	EYEMED_MAY 2024 BILLING		114192	547100069976.1	10101.2181		EYE MED INSURANCE	GENERAL FUND
		37.00	AMAZON-INNER SLIDE LUBE		114193	000012624131.1	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		63.57	AMAZON-COUPPLERS,PLUGS		114194	106841842878.1	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		39.87	AMAZON-LONG RUBBER GLOVES		114195	107536001910.1	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		49.99	AMAZON-THREAD CHECKER		114196	108271220193.1	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		1,345.30	AMAZON-MUTT MITTS		114197	108282954863.1	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		115.84	AMAZON-COUPPLERS		114198	100192466060.1	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		105.17	AMAZON-SCREEN PROTECTORS/ADAPT		114199	100249584048.1	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		101.70	AMAZON-SWIVEL MOUNT KITS		114200	105473442418.1	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		1,725.83	HOME DEPOT-APPLIANCES-KAP PAVI		114201	010199178917.1	20215.6520	227673	BUILDINGS AND STRUCTURE	GRANTS/DONATIONS PARK AND REC
		1,000.00	WALMART JC 10 GIFT CARDS PHASE		114202	083155120656.1	50678.6430	229901	MISCELLANEOUS	JOHN CARROLL APT BLDG
		1,000.00	WALMART GIFT CARDS PLUMBING PR		114203	083123906557.1	50678.6451	229901	REFUNDS & REIMBURSEMENT	JOHN CARROLL APT BLDG
		1,000.00	WALMART 10 \$100 GIFT CARDS FOR		114204	083115824099.1	50678.6302	229901	PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		31.49	QUILL WHITE COIN ENEVELPES		114205	105441355703.1	50677.6201		OFFICE SUPPLIES	NAN MCKAY APT BLDG
		31.48	QUILL WHITE COIN ENEVELPES		114206	105441355703.2	50678.6201		OFFICE SUPPLIES	JOHN CARROLL APT BLDG
		7.50	QUILL WHITE ENEVOPLES COIN SIZ		114207	105441355695.1	50677.6201		OFFICE SUPPLIES	NAN MCKAY APT BLDG
		7.49	QUILL WHITE ENEVOPLES COIN SIZ		114208	105441355695.2	50678.6201		OFFICE SUPPLIES	JOHN CARROLL APT BLDG
		70.76	PREMIUM WATER OFFICE JC NM		114209	892019217771.1	50677.6201		OFFICE SUPPLIES	NAN MCKAY APT BLDG
		70.75	PREMIUM WATER OFFICE JC NM		114210	892019217771.2	50678.6201		OFFICE SUPPLIES	JOHN CARROLL APT BLDG
		96.27	8X8 PHONE & INTERNET JC NM		114211	106426435213.1	50677.6390		POSTAGE AND TELEPHONE	NAN MCKAY APT BLDG
		96.27	8X8 PHONE & INTERNET JC NM		114212	106426435213.2	50678.6390		POSTAGE AND TELEPHONE	JOHN CARROLL APT BLDG
		448.97	COMCAST NM PHONE & INTERNET		114213	103064015522.1	50677.6390		POSTAGE AND TELEPHONE	NAN MCKAY APT BLDG
		43.98	AMAZON FILE POCKET FOLDERS JC		114214	105565591429.1	50677.6201		OFFICE SUPPLIES	NAN MCKAY APT BLDG
		43.97	AMAZON FILE POCKET FOLDERS JC		114215	105565591429.2	50678.6201		OFFICE SUPPLIES	JOHN CARROLL APT BLDG
		302.49	Comcast JC Phone System and in		114216	109743493873.1	50678.6390		POSTAGE AND TELEPHONE	JOHN CARROLL APT BLDG
		343.50	WM JC DUMPSTER APT CLEAN OUT 9		114217	700944699756.1	50678.6371.060		MTNCE-UNIT TURNAROUND	JOHN CARROLL APT BLDG
		855.74	WM JC DUMPSTER APT CLEAN OUT 9		114218	700944704507.1	50678.6371.060		MTNCE-UNIT TURNAROUND	JOHN CARROLL APT BLDG
		143.14	MENARDS MAINT SUPPLIES		114219	100210445563.1	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		12.29	ACE-MISC PARTS FOR CAM TRL		114220	740264024533.1	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		216.00	INTXMTR-PBT REPAIR		114221	207567900152.1	10210.6220		REPAIR & MAINTENANCE SUPPLIES	POLICE PROTECTION
		23.15	Pool Supplies Northview and SP		114222	000002751235.1	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		23.15	Pool Supplies Northview and SP		114223	000002751235.2	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		43.76	Communications App Sling for p		114224	000047859643.1	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		43.76	Communications App Sling for p		114225	000047859643.2	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		97.97	Summer Pool Cleaning Supplies		114226	091007512484.1	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		97.96	Summer Pool Cleaning Supplies		114227	091007512484.2	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		520.88	Concession Stand supplies Open		114228	370171758227.1	10527.6250		MERCHANDISE FOR RESALE	SPLASH POOL

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<b>2024180</b>	<b>6/10/2024</b>		<b>6860 WELLS FARGO PURCHASING CARDS</b>						<b>Continued...</b>	
		520.87	Concession Stand supplies Open		114229	370171758227.2	10528.6250		MERCHANDISE FOR RESALE	NORTHVIEW POOL
		40.00	Aquatic Training		114230	207721300016.1	10528.6331		CONFERENCES, TRAINING, TRAVEL	NORTHVIEW POOL
		662.40	Fitness Steps for SHIP Grant C		114231	104664486578.1	20215.6210	227683	OPERATING SUPPLIES	GRANTS/DONATIONS PARK AND REC
		167.91	First Aid Kits Supplies for Po		114232	105002332358.1	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		167.90	First Aid Kits Supplies for Po		114233	105002332358.2	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		100.68	SHIP Grant May 3rd Equipment		114234	106977405433.1	20215.6210	227683	OPERATING SUPPLIES	GRANTS/DONATIONS PARK AND REC
		182.47	Lifeguard Umbrellas		114235	102510157392.1	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		182.47-	Lifeguard Umbrellas		114235	102510157392.1	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		182.47	Lifeguard Umbrellas		114235	102510157392.1	10527.6240		MINOR EQUIPMENT AND FURNITURE	SPLASH POOL
		182.46	Lifeguard Umbrellas		114236	102510157392.2	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		182.46-	Lifeguard Umbrellas		114236	102510157392.2	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		182.46	Lifeguard Umbrellas		114236	102510157392.2	10528.6240		MINOR EQUIPMENT AND FURNITURE	NORTHVIEW POOL
		28.25	Deposit Bags for Cash Deposit		114237	104538864981.1	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		28.24	Deposit Bags for Cash Deposit		114238	104538864981.2	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		78.99	Chemical Testing Kits for Pool		114239	105826343735.1	10527.6220		REPAIR & MAINTENANCE SUPPLIES	SPLASH POOL
		78.99	Chemical Testing Kits for Pool		114240	105826343735.2	10528.6220		REPAIR & MAINTENANCE SUPPLIES	NORTHVIEW POOL
		18.49	Backboard Straps Northview and		114241	109192132363.1	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		18.49-	Backboard Straps Northview and		114241	109192132363.1	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		18.49	Backboard Straps Northview and		114241	109192132363.1	10527.6240		MINOR EQUIPMENT AND FURNITURE	SPLASH POOL
		18.48	Backboard Straps Northview and		114242	109192132363.2	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		18.48-	Backboard Straps Northview and		114242	109192132363.2	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		18.48	Backboard Straps Northview and		114242	109192132363.2	10528.6240		MINOR EQUIPMENT AND FURNITURE	NORTHVIEW POOL
		20.28	Concessions Test Kit Northview		114243	109192104057.1	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		20.28	Concessions Test Kit Splash		114244	109198323875.1	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		179.24	Pool Supplies Northview and Sp		114245	100396594927.1	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		179.24	Pool Supplies Northview and Sp		114246	100396594927.2	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		72.50	Water Fitness Tools		114247	102330038109.1	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		114.00	Concession Gloves		114248	102222878957.1	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		114.00	Concession Gloves		114249	102222878957.2	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		110.04	Binders for pools and supplies		114250	105469684478.1	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		110.04	Binders for pools and supplies		114251	105469684478.2	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		31.50	Pools POS System software fee		114252	000604133046.1	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		31.50	Pools POS System software fee		114253	000604133046.2	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		1,140.00	KAPOSIA DAYS WRISTBANDS		114254	206332400898.1	10110.6430		MISCELLANEOUS	MAYOR AND COUNCIL
		552.86	UPRINTING KAPOSIA DAYS STICKER		114255	200132362148.1	10110.6430		MISCELLANEOUS	MAYOR AND COUNCIL
		84.33	FLTFRM-K9DOUG-FOOD		114256	838000287978.1	20212.6210	227589	OPERATING SUPPLIES	GRANTS/DONATIONS POLICE
		55.92	TARGET RIVER CLEAN UP		114257	091244808376.1	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		12.65	KNOWLANS JC NM ACTIVITY		114258	720203345897.1	50677.6210		OPERATING SUPPLIES	NAN MCKAY APT BLDG
		12.65	KNOWLANS JC NM ACTIVITY		114259	720203345897.2	50678.6210		OPERATING SUPPLIES	JOHN CARROLL APT BLDG

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		5.99	KNOWLANS CHAMBER HILL TY		114260	720203377677.1	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		61.59	ACE STREET BEAUTIFICATION PROJ		114261	740274210216.1	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		63.98	WALGREENS THANK YOU SIGNAGE		114262	001034990347.1	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		15.99	WALGREENS JC CAL COMM THANK YO		114263	001025838871.1	50678.6210		OPERATING SUPPLIES	JOHN CARROLL APT BLDG
		28.64	WALGREENS JC CAL COMM THANK YO		114264	001025838871.2	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		99.68	WALGREENS RIVER STREET CLEANUP		114265	001101437650.1	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		28.64	WALGREENS RIVER THANL YOUS		114266	001046986187.1	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		14.32	WALGREENS CAMBER HILL THANK YO		114267	001017123540.1	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		14.59	WELLNESS PASTOR MEETING		114268	029010721133.1	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		487.83	ASCAP LICENSE FEE		114269	105143918305.1	10530.6471		DUES & SUBSCRIPTIONS	COMMUNITY AFFAIRS
		38.78	LOWES JC FIRE PIT		114270	103702674656.1	50678.6210		OPERATING SUPPLIES	JOHN CARROLL APT BLDG
		54.29	LOWES FIRE PIT		114271	100201119155.1	50678.6210		OPERATING SUPPLIES	JOHN CARROLL APT BLDG
		300.00	BLUEBEAM - PDF SOFTWARE		114272	000028920468.1	10315.6572		COMPUTER SOFTWARE	ENGINEERING
		300.00	BLUEBEAM SOFTWARE K.GELHAR		114273	000024861681.1	10315.6572		COMPUTER SOFTWARE	ENGINEERING
		149.95	AMAZON - BOOTS FOR NG		114274	101700998915.1	10315.6245		CLOTHING ALLOWANCE	ENGINEERING
		44.91	GRANDVIEW - LODGING DEPOSIT		114275	041600170557.1	10315.6331		CONFERENCES, TRAINING, TRAVEL	ENGINEERING
		18.79	GRANDVIEW - CONF BREAKFAST		114276	041600022332.1	10315.6331		CONFERENCES, TRAINING, TRAVEL	ENGINEERING
		620.00	VERIFIED BACKGROUND CKS		114277	900016407982.1	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		597.96	SUNCOUNTRY THOMPSON TRAVEL CON		114278	700636804485.1	10110.6331		CONFERENCES, TRAINING, TRAVEL	MAYOR AND COUNCIL
		266.98	SUNCOUNTRY AIR KALISZEWSKI CON		114279	700637153422.1	10110.6331		CONFERENCES, TRAINING, TRAVEL	MAYOR AND COUNCIL
		482.92	ANGELOS PUBLIC EMPLY WEEK		114280	500913463419.1	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		166.02	TARGET PUBLIC SERVICE WEEK		114281	091238086604.1	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		865.00	NLC CITY SUMMIT KALISZEWSKI		114282	417950598370.1	10110.6331		CONFERENCES, TRAINING, TRAVEL	MAYOR AND COUNCIL
		865.00	NLC CITY SUMMIT HANSEN		114283	417950590732.1	10110.6331		CONFERENCES, TRAINING, TRAVEL	MAYOR AND COUNCIL
		600.00	NLC CITY SUMMIT THOMPSON		114284	417948825406.1	10110.6331		CONFERENCES, TRAINING, TRAVEL	MAYOR AND COUNCIL
		95.69	JIMMYJOHNS LUNCH LEARN M HEALT		114285	500796420346.1	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		41.88	CUB PUBLIC EMPL WEEK		114286	730263003615.1	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		18.28	KNOWLANS LUNCH LEARN M HEALTH		114287	720203697584.1	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		65.66	INNOVATIVE DIVER POCKET FILES		114288	520000000650.1	10120.6201		OFFICE SUPPLIES	CITY ADMINISTRATION
		79.26	INNOVATIVE PAYROLL ENVELOPES		114289	520000000212.1	10120.6201		OFFICE SUPPLIES	CITY ADMINISTRATION
		600.00	NINITE-UPDATE SOFTWARE		114290	900017510182.1	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		234.35	CDWG-KEYBOARDS MICE		114291	886326003137.1	10160.6240		MINOR EQUIPMENT AND FURNITURE	INFORMATION TECHNOLOGY
		1,216.38	CDWG-CRADLEPOINT SOFTWARE		114292	886320000379.1	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		138.07	COMCAST-VETS INTERNET		114293	107218071553.1	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		36.97	AMAZON-SCISSORS		114294	101824882076.1	10160.6240		MINOR EQUIPMENT AND FURNITURE	INFORMATION TECHNOLOGY
		37.19	AMAZON - SCISSORS		114295	105375059683.1	10160.6240		MINOR EQUIPMENT AND FURNITURE	INFORMATION TECHNOLOGY
		48.54	AMAZON-LOG BOOKS		114296	106204574163.1	10160.6240		MINOR EQUIPMENT AND FURNITURE	INFORMATION TECHNOLOGY
		60.71	AMAZON-AUTHORIZED SIGN		114297	106308668978.1	10160.6240		MINOR EQUIPMENT AND FURNITURE	INFORMATION TECHNOLOGY
		350.00	Nasal Ranger Calibration		114298	105289716030.1	10420.6375		OTHER CONTRACTED SERVICES	CODE ENFORCEMENT

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		56.69	SHRED-IT APR 2024		114299	026748181309.1	10150.6375		OTHER CONTRACTED SERVICES	FINANCE
		56.69	SHRED-IT APR 2024		114300	026748181309.2	20260.6210		OPERATING SUPPLIES	HOUSING GENERAL
		56.69	SHRED-IT APR 2024		114301	026748181309.3	10140.6210		OPERATING SUPPLIES	CITY CLERK
		95.46	SHRED-IT APR 2024		114302	026748181309.4	50677.6210		OPERATING SUPPLIES	NAN MCKAY APT BLDG
		95.46	SHRED-IT APR 2024		114303	026748181309.5	50678.6210		OPERATING SUPPLIES	JOHN CARROLL APT BLDG
		10.22	DEPT OF AG-PEST LIC-C.LEWISON		114304	731228886614.1	10340.6331		CONFERENCES, TRAINING, TRAVEL	PARKS FACILITIES AND MTNCE
		176.27	GRANDVIEW LODGE-APWA CONF HOTE		114305	041600034465.1	10340.6331		CONFERENCES, TRAINING, TRAVEL	PARKS FACILITIES AND MTNCE
		87.23	HOME DEPOT-RUBBER WALL		114306	010198205143.1	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		304.50-	KULLY-RETD SENSORS		114307	200002618709.1	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		150.15-	GRANDVIEW LOD-CREDIT 1 NIGHT		114308	041600034791.1	10340.6331		CONFERENCES, TRAINING, TRAVEL	PARKS FACILITIES AND MTNCE
		144.34	MENARDS MAINTENANCE SUPPLIES		114309	100364425893.1	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		176.97	MENARDS MAINTENANCE SUPPLIES		114310	100364425976.1	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		80.98	MENARDS NM MAINTENANCE SUPPLIE		114311	100356978030.1	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		11.96	ACE HARDWARE BLANK KEYS MAINT		114312	740270184259.1	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		375.80	HOME DEPOT MAINT SUPPLIES		114313	101319739578.1	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		145.68	HOME DEPOT MAINTENANCE SUPPLIE		114314	010199158729.1	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		168.03	HOME DEPOT MAINTENANCE SUPPLIE		114315	010199139558.1	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		13.97	HOME DEPOT NM MAINTENANCE SUPP		114316	010201780779.1	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		39.36	MNRDS REPAIR SPPLS		114317	100265598631.1	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		64.97	HD SANDER & SPPLS		114318	010199043106.1	20243.6240		MINOR EQUIPMENT AND FURNITURE	DOUG WOOG ARENA
		47.36	HD SANDER & SPPLS		114319	010199043106.2	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		19.97	HD SANDPAPER		114320	010199043379.1	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		30.00	HD PAINT SUPPLIES		114321	010210451723.1	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		30.58	Training Supplies for Firearms		114322	091002935813.1	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		371.00	GRNDVIEWLODGE-45 CAN AM		114323	041600137273.1	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		194.55	VSTPRNT- BIZ CARDS		114324	713197712772.1	10210.6201		OFFICE SUPPLIES	POLICE PROTECTION
		119.26	AMZN-PRVCY SCREEN		114325	103817755229.1	10210.6201		OFFICE SUPPLIES	POLICE PROTECTION
		35.01	VRZN-APRIL DATA		114326	104628257859.1	10210.6390		POSTAGE AND TELEPHONE	POLICE PROTECTION
		220.92	AMZN-CAM TRL JACK / DL READER		114327	104105448234.1	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		56.67	AMZN-FILE FOLDERS		114328	104546802312.1	10210.6201		OFFICE SUPPLIES	POLICE PROTECTION
		126.34	AMZN-GUN SAFE / BIZ CARD HOLD		114329	102033598715.1	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		39.99	AMZN-PIC FRAMES		114330	102718503963.1	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		120.86	PZZAPUB-EMPLOYEE APPRECIATION		114331	001679715694.1	10125.6430		MISCELLANEOUS	HUMAN RESOURCES
		122.79	PZZAPUB-EMPLOYEE APPRECIATION		114332	001679715520.1	10125.6430		MISCELLANEOUS	HUMAN RESOURCES
		1,335.50	AXON-CIP-POL-23-3		114333	510058328780.1	40402.6375		OTHER CONTRACTED SERVICES	CAPITAL PROGRAMS FUND
		16.60	DPS-TABS SQ 69		114334	001067888544.1	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		50.00	IAATI-24 ANNUAL DUES		114335	000019713525.1	10210.6471		DUES & SUBSCRIPTIONS	POLICE PROTECTION
		176.27	GRANDVIEW LODGE-APWA CONF HOTE		114336	041600034838.1	10320.6331		CONFERENCES, TRAINING, TRAVEL	PUBLIC WORKS
		176.27-	GRANDVIEW LOD-REFUND 1 NIGHT		114337	041600034783.1	10320.6331		CONFERENCES, TRAINING, TRAVEL	PUBLIC WORKS

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
<b>2024180</b>	<b>6/10/2024</b>		<b>6860 WELLS FARGO PURCHASING CARDS</b>						<b>Continued...</b>	
		23.78	ACE COLOR RUN SUPPLIES		114338	740276228667.1	10529.6210		OPERATING SUPPLIES	RECREATIONAL PROGRAMS
		37.60	AMAZON FOLDERS FOR POOL		114339	108611355352.1	10529.6210		OPERATING SUPPLIES	RECREATIONAL PROGRAMS
		233.98	AMAZON WALKIES FOR CAMP STAFF		114340	100671549238.1	10529.6210		OPERATING SUPPLIES	RECREATIONAL PROGRAMS
		75.00	SKYZONE TICKETS FOR TRIP		114341	001205415033.1	10529.6452		TRIPS AND TOURS	RECREATIONAL PROGRAMS
		58.26	KWIK TRIP FRUIT FOR COLOR RUN		114342	972005836477.1	20215.6210	227685	OPERATING SUPPLIES	GRANTS/DONATIONS PARK AND REC
		125.30	VAN PAPER SUPPLIES		114343	900017547132.1	20245.6210		OPERATING SUPPLIES	AIRPORT
		1,722.35	BTR SPRDR RPRS		114344	300820942826.1	20245.6371		REPAIRS & MAINT CONTRACTUAL	AIRPORT
		1,420.00	STANELY STMR TERM CRPT CLN		114345	026739914076.1	20245.6371		REPAIRS & MAINT CONTRACTUAL	AIRPORT
		144.85	COMCAST MAY INTERNET		114346	108007777215.1	20245.6390		POSTAGE AND TELEPHONE	AIRPORT
		234.66	MDWM MOWER BLADES		114347	151457578530.1	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		118.00	MN FLYER MAY AD		114348	658202534986.1	20245.6341		ADVERTISING	AIRPORT
		.35	FLTRDR24 CURRENCY CONVERSION		114349	000711049021.1	20245.6471		DUES & SUBSCRIPTIONS	AIRPORT
		34.99	FLTRDR24 ANNUAL SUB		114350	000711049021.1	20245.6471		DUES & SUBSCRIPTIONS	AIRPORT
		488.22	COVERKING-SEATCOVERS #323/324		114351	000037799982.1	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		2,436.93	AT&T-APRIL CELL AND DATA		114352	812412758928.1	10210.6390		POSTAGE AND TELEPHONE	POLICE PROTECTION
		64.86	GETSLING-SCHEDULING		114353	000076385715.1	20243.6375		OTHER CONTRACTED SERVICES	DOUG WOOG ARENA
		27.20	USPS-STAMPS		114354	001780473531.1	20243.6201		OFFICE SUPPLIES	DOUG WOOG ARENA
		85.50	SAMS CLUB-CONCESSION RESALE		114355	360583198705.1	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		33.53	WALMART-OFFICE SUPPLIES		114356	400246626900.1	20243.6201		OFFICE SUPPLIES	DOUG WOOG ARENA
		32.94	SP LIKWID CONCEPTS-PAINT BRUSH		114357	000017167435.1	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		136.76	COMCAST-CABLE		114358	106344944292.1	20243.6375		OTHER CONTRACTED SERVICES	DOUG WOOG ARENA
		30.23	ALTEX IND-ADAPTERS		114359	762918356819.1	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		607.02	ALTEC IND-SPRAY GUNS		114360	762118612363.1	10340.6240		MINOR EQUIPMENT AND FURNITURE	PARKS FACILITIES AND MTNCE
		22.57	ALTEC PARTS-ADAPTER/COUPLING		114361	762626613162.1	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		461.46	SPRAYING SYSTEM-GUNJETS/TIPS		114362	240000062136.1	10340.6240		MINOR EQUIPMENT AND FURNITURE	PARKS FACILITIES AND MTNCE
		607.02-	ALTEC-RETD SPRAY GUNS		114363	762428631553.1	10340.6240		MINOR EQUIPMENT AND FURNITURE	PARKS FACILITIES AND MTNCE
		30.23-	ALTEC-RETD FITTINGS		114364	762547631542.1	10340.6240		MINOR EQUIPMENT AND FURNITURE	PARKS FACILITIES AND MTNCE
		84.97	AMAZON RESCUE TUBES		114365	106747176328.1	10527.6240		MINOR EQUIPMENT AND FURNITURE	SPLASH POOL
		84.96	AMAZON RESCUE TUBES		114366	106747176328.2	10528.6240		MINOR EQUIPMENT AND FURNITURE	NORTHVIEW POOL
		29.30	Amazon thermometers		114367	101714798354.1	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		29.30	Amazon thermometers		114368	101714798354.2	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		29.33	Amazon thermometers		114369	101714798354.3	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		37,666.55								
<b>2024181</b>	<b>6/20/2024</b>		<b>2013 MINNESOTA REVENUE ( C )</b>							
		220.66	SALES TAX FOR MAY 2024		114476	MAY 2024	10101.2081		DUE TO OTHER GOVT-SALES	GENERAL FUND
		.71-	SALES TAX FOR MAY 2024		114476	MAY 2024	10101.4673		CASH OVER/SHORT	GENERAL FUND
		4,333.52	SALES TAX FOR MAY 2024		114476	MAY 2024	20243.2081		DUE TO OTHER GOVT-SALES	DOUG WOOG ARENA
		17.48	SALES TAX FOR MAY 2024		114476	MAY 2024	20245.2081		DUE TO OTHER GOVT-SALES	AIRPORT
		745.05	SALES TAX FOR MAY 2024		114476	MAY 2024	50605.2081		DUE TO OTHER GOVT-SALES	WATER UTILITY

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2024181	6/20/2024		2013 MINNESOTA REVENUE ( C )						Continued...	
		5,316.00								
2024182	7/1/2024		2018 MINNESOTA STATE RETIREMENT SYSTEM (EFT)							
		2,081.46			114474	062024946494	10101.2175		OTHER RETIREMENT	GENERAL FUND
		2,081.46								
2024183	7/1/2024		2200 PERA							
		566.51			114475	062024946495	10101.2174		PERA	GENERAL FUND
		566.51								
2024184	7/1/2024		1338 EFTPS							
		217.05			114471	062024946491	10101.2171		FEDERAL WITHHOLDING	GENERAL FUND
		822.34			114472	062024946492	10101.2173		FICA TAX WITHHOLDING	GENERAL FUND
		1,039.39								
2024185	7/1/2024		2013 MINNESOTA REVENUE ( C )							
		156.04			114473	062024946493	10101.2172		STATE WITHHOLDING	GENERAL FUND
		156.04								
2024186	6/28/2024		1978 MINNESOTA CHILD SUPPORT PAYMENT CENTER							
		30.91			114584	0625241337054	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		717.12			114585	0625241337055	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		46.14			114586	0625241337056	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		207.66			114587	0625241337057	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		1,001.83								
2024187	6/28/2024		2018 MINNESOTA STATE RETIREMENT SYSTEM (EFT)							
		3,527.50			114577	06252413370510	10101.2175		OTHER RETIREMENT	GENERAL FUND
		3,527.50								
2024188	6/28/2024		2096 NATIONWIDE RETIREMENT SOLUTIONS							
		13,188.04			114578	06252413370511	10101.2175		OTHER RETIREMENT	GENERAL FUND
		13,188.04								
2024189	6/28/2024		2200 PERA							
		71,940.21			114579	06252413370512	10101.2174		PERA	GENERAL FUND
		71,940.21								
2024190	6/28/2024		2748 MISSION SQUARE TRANSFER (EFT)							
		1,960.00			114580	06252413370513	10101.2175		OTHER RETIREMENT	GENERAL FUND

CITY OF SOUTH ST PAUL  
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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2024190	6/28/2024		<b>2748 MISSION SQUARE TRANSFER (EFT)</b>						<b>Continued...</b>	
		1,960.00								
2024191	6/28/2024		<b>10755 OPTUM</b>							
		2,253.03			114581	06252413370514	10101.2176		HOSPITALIZATION/MED INSURANCE	GENERAL FUND
		2,253.03								
2024192	6/28/2024		<b>1338 EFTPS</b>							
		38,362.99			114576	0625241337051	10101.2171		FEDERAL WITHHOLDING	GENERAL FUND
		45,190.84			114582	0625241337052	10101.2173		FICA TAX WITHHOLDING	GENERAL FUND
		83,553.83								
2024193	6/28/2024		<b>2013 MINNESOTA REVENUE ( C )</b>							
		18,659.23			114589	0625241337059	10101.2172		STATE WITHHOLDING	GENERAL FUND
		18,659.23								
2024194	6/24/2024		<b>10755 OPTUM</b>							
		576.90	FSA REIMB-DEPCARE-2024		114754	529631456	10101.2179		FLEXIBLE BENEFIT PLAN	GENERAL FUND
		576.90								
2024195	7/1/2024		<b>6037 HEALTHPARTNERS-DENTAL</b>							
		676.46	DENTAL CLAIMS PAID		114755	06/20/24-06/26/24	60709.6132		DENTAL CLAIMS PAID	SELF-INSURED DENTAL
		676.46								
2024196	7/1/2024		<b>10755 OPTUM</b>							
		161.70	FSA REIMB-DEPCARE-2024		114756	532549291	10101.2179		FLEXIBLE BENEFIT PLAN	GENERAL FUND
		48.83-	HRA REIMBURSEMENT 2024		114756	532549291	70805.6131		EMPLOYEE HRA REIMBURSEMENT	EMPLOYEE HEALTH REIMBUR
		112.87								
2024197	7/8/2024		<b>6037 HEALTHPARTNERS-DENTAL</b>							
		872.25	DENTAL CLAIMS PAID		114855	06/27/24-07/03/24	60709.6132		DENTAL CLAIMS PAID	SELF-INSURED DENTAL
		872.25								
2024198	7/12/2024		<b>10755 OPTUM</b>							
		97,903.03			114866	07102410154615	10101.2176		HOSPITALIZATION/MED INSURANCE	GENERAL FUND
		1,500.00	HEALTH SAVINGS RB		114893	07/12/2024	10101.2176		HOSPITALIZATION/MED INSURANCE	GENERAL FUND
		1,500.00	HEALTH SAVINGS BC		114893	07/12/2024	10101.2176		HOSPITALIZATION/MED INSURANCE	GENERAL FUND
		1,500.00	HEALTH SAVINGS JE		114893	07/12/2024	10101.2176		HOSPITALIZATION/MED INSURANCE	GENERAL FUND
		900.00	HEALTH SAVINGS DG		114893	07/12/2024	10101.2176		HOSPITALIZATION/MED INSURANCE	GENERAL FUND



CITY OF SOUTH ST PAUL  
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<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Supplier / Explanation</u>	<u>PO #</u>	<u>Doc No</u>	<u>Inv No</u>	<u>Account No</u>	<u>Subledger</u>	<u>Account Description</u>	<u>Business Unit</u>
		5,969,037.10	Grand Total							
							<u>Payment Instrument Totals</u>			
							Checks	5,225,252.20		
							EFT Payments	574,132.55		
							A/P ACH Payment	<u>169,652.35</u>		
							Total Payments	5,969,037.10		



**CITY COUNCIL AGENDA REPORT**  
**DATE: JULY 15, 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>
15628	Luis & Rochelle Matos	00015220	Chicken License	A	06/20/2024	05/31/2040	708 15th Ave N		07/15/2024
15629	Abigail Monroe	00015222	Chicken License	A	06/28/2024	12/31/2040	328 7th Ave S		07/15/2024
15627	Spa Schwa LLC	00015219	Massage Therapy	A	06/18/2024	05/31/2024	625 Southview Blvd		07/15/2024
15308	MAC Enterprises LLC	00014332	Petroleum Dealer	A	06/26/2024	05/31/2025	501 Farwell Ave	Stockmen's Truck Stop	07/15/2024
15010	Home SFR Borrower, LLC	00014787	Rental Housing	A	07/01/2024	05/31/2025	119 10th Ave N		07/15/2024
15177	Amy Susan Piggee	00014859	Rental Housing	A	06/28/2024	05/31/2025	633 10th Ave N		07/15/2024
14484	St, Paul Real Estate LLC	00014430	Rental Housing	A	05/29/2024	05/31/2025	115 12th Ave S		07/15/2024
15476	Joshua Daniel Jewett	00015070	Rental Housing	A	06/12/2024	05/31/2025	302 12th Ave S		07/15/2024
15010	Home SFR Borrower, LLC	00014998	Rental Housing	A	07/01/2024	05/31/2025	118 13th Ave S		07/15/2024
15366	Jesse Lee Polomny	00014974	Rental Housing	A	06/28/2024	05/31/2025	448 1st Ave S		07/15/2024
15225	Home SFR Borrower, LLC	00014891	Rental Housing	A	07/01/2024	05/31/2025	824 3rd Ave S		07/15/2024
15355	BKK Realty, LLC	00014965	Rental Housing	A	05/29/2024	05/31/2025	201 4th Ave N		07/15/2024
15430	Pagaya Smartresi F1 Fund Property Owner III, LLC	00015034	Rental Housing	A	06/17/2024	05/31/2025	235 4th Ave S		07/15/2024
15249	Chrishtan Marquis Bass	00015081	Rental Housing	A	06/17/2024	05/31/2025	416 4th Ave S		07/15/2024
14670	FYR SFR Borrower, LLC	00014683	Rental Housing	A	07/01/2024	05/31/2025	1518 4th St N		07/15/2024
14670	FYR SFR Borrower, LLC	00014992	Rental Housing	A	07/01/2024	05/31/2025	305 5th Ave S		07/15/2024
15186	Campos Enterprises LLC	00014914	Rental Housing	A	06/17/2024	05/31/2025	404 5th Ave S		07/15/2024
15010	Home SFR Borrower, LLC	00014785	Rental Housing	A	07/01/2024	05/31/2025	437 5th Ave S		07/15/2024
14888	Kevin P. Todd	00014832	Rental Housing	A	06/25/2024	05/31/2025	148 6th Ave S		07/15/2024
15166	Kevin Scott Oesterreich	00014852	Rental Housing	A	06/27/2024	05/31/2025	548 6th Ave S		07/15/2024
15225	Home SFR Borrower, LLC	00014890	Rental Housing	A	07/01/2024	05/31/2025	1239 7th Ave S		07/15/2024
12220	Patrick M. Kasper	00014538	Rental Housing	A	05/29/2024	05/31/2025	440 7th Ave S		07/15/2024
14921	Bryan Bourn	00014734	Rental Housing	A	06/27/2024	05/31/2025	909 7th Ave S		07/15/2024
13234	Christopher Speltz	00014547	Rental Housing	A	06/14/2024	05/31/2025	1219-1221 8th Ave S		07/15/2024
15006	Nordik Properties, LLC	00014781	Rental Housing	A	05/30/2024	05/31/2025	223 8th Ave S		07/15/2024
15328	Tatiana Michelle Kilgore	00014947	Rental Housing	A	06/27/2024	05/31/2025	825 8th Ave S		07/15/2024
11939	Karen A. Buhr	00014554	Rental Housing	P	05/15/2024	05/31/2025	232 9th Ave S		07/15/2024
15232	Olugbenga Olatunji Fatogun	00014928	Rental Housing	A	06/04/2024	05/31/2025	113 9th St S		07/15/2024

## 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>
15492	James Cha Thao	00015106	Rental Housing	A	06/28/2024	05/31/2025	215 Bircher Ave		07/15/2024
13028	Daniel L. McGarry	00014570	Rental Housing	A	06/28/2024	05/31/2025	1941 Butler Ave		07/15/2024
15621	Heidi Susan Keuntjes	00015210	Rental Housing	A	05/30/2024	05/31/2025	232 Douglas St E		07/15/2024
15003	Clifton Properties, LLC	00015030	Rental Housing	A	06/20/2024	05/31/2025	116 Frost St E	Clifton Properties LLC	07/15/2024
12336	Mark & Annie Strange	00014590	Rental Housing	A	07/03/2024	05/31/2025	221 Grand Ave W 101		07/15/2024
12336	Mark & Annie Strange	00014591	Rental Housing	A	07/03/2024	05/31/2025	221 Grand Ave W 102		07/15/2024
11817	Victor J. Binsfeld	00014599	Rental Housing	A	06/28/2024	05/31/2025	974 Logan Ln		07/15/2024
11959	Roger Tollas	00014601	Rental Housing	A	06/20/2024	05/31/2025	238 Macarthur St E		07/15/2024
12116	Tien Nguyen	00014607	Rental Housing	A	05/29/2024	05/31/2025	1512 Maywood Dr		07/15/2024
12127	Ronald & Tammy Brummund	00014623	Rental Housing	A	05/29/2024	05/31/2025	1810 Southview Blvd		07/15/2024
13890	Rachael Ann Jackson	00014626	Rental Housing	A	06/12/2024	05/31/2025	130 Spruce St E		07/15/2024
12290	Kelly Little	00014675	Rental Housing	A	07/01/2024	05/31/2025	901 Spruce St W		07/15/2024
15367	Stormlight Properties LLC	00014975	Rental Housing	A	06/25/2024	05/31/2025	113-115 Stanley Ave		07/15/2024
15487	Joseph Daniel Gedatus	00015226	Rental Housing	A	07/02/2024	05/31/2025	140 Warburton St W		07/15/2024
15487	Joseph Daniel Gedatus	00015095	Rental Housing	A	07/02/2024	05/31/2025	146 Warburton St W		07/15/2024
12042	Todd Kelm	00014664	Rental Housing Multi Family Dwelling (4+)	A	05/09/2024	05/31/2025	220 1st Ave S		07/15/2024
15027	Alejandro Tapia	00014798	Rental Housing Multi Family Dwelling (4+)	A	06/27/2024	05/31/2025	409-409.5 5th Ave S		07/15/2024
14751	Ralows Rentals, LLC	00014909	Rental Housing Multi Family Dwelling (4+)	A	06/11/2024	05/31/2025	459 5th Ave S		07/15/2024
14751	Ralows Rentals, LLC	00014402	Rental Housing Multi Family Dwelling (4+)	A	06/11/2024	05/31/2025	720 7th St S		07/15/2024
15410	Bryant Oaks, LLC	00015015	Rental Housing Multi Family Dwelling (4+)	A	05/14/2024	05/31/2025	1230 Bryant Ave	Bryant Oaks, LLC	07/15/2024
15410	Bryant Oaks, LLC	00015016	Rental Housing Multi Family Dwelling (4+)	A	05/14/2024	05/31/2025	1240 Bryant Ave	Bryant Oaks, LLC	07/15/2024
15410	Bryant Oaks, LLC	00015017	Rental Housing Multi Family Dwelling (4+)	A	05/14/2024	05/31/2025	1250 Bryant Ave	Bryant Oaks, LLC	07/15/2024
14735	Kaposia Valley Apartments c/o Simek Realty	00014696	Rental Housing Multi Family Dwelling (4+)	A	04/18/2024	05/31/2025	1905 Parkwood Dr		07/15/2024

# 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>
15285	Oberon Holdings LLC	00014922	Rental Housing Multi Family Dwelling (4+)	A	07/09/2024	05/31/2025	920 Summit Ave		07/15/2024
11998	Dakota County CDA	00014631	Rental Housing Multi Family Dwelling (4+)	A	05/02/2024	05/31/2025	1350 Thompson Ave		07/15/2024



## CITY COUNCIL AGENDA REPORT

DATE: July 15, 2024

DEPARTMENT: Finance

Prepared by: Clara Hilger

ADMINISTRATOR: RG

8-D

**AGENDA ITEM: Accept the 2024 First Quarter Financial Report and authorize 2024 Budget amendments**

**ACTION TO BE CONSIDERED:**

1. Motion to accept the 2024 First Quarter Financial Report
2. Adopt Resolution 2024-083 to amend the 2024 Budget

**OVERVIEW:**

The Finance Department has prepared the *attached first quarter financial report*, which was reviewed by the Council at the June 24, 2024 Worksession. Finance has not noted any worrisome variances in the operating funds for the 1st quarter. The variances that have occurred are noted in the attached report.

The attached financial report includes the following recommended budget revisions:

- Contingency balance is allocated across several departments to reflect settled contracts and benefit adjustments.
- The Human Resources and Buildings budgets were adjusted to reflect unanticipated expenditures for 2024.
- The Engineering budget was adjusted to account for grant application assistance and preliminary design work for Marie Ave.

Formal council action is requested for these Budget modifications through the approval of a motion accepting the First Quarter Financial Report and by the subsequent adoption of attached resolution 2024-083, which will authorize the proposed budget amendments.

**SOURCE OF FUNDS:**

As outlined in this Agenda report

City of South St. Paul  
Dakota County, Minnesota

**RESOLUTION NO. 2024-083**

**RESOLUTION AUTHORIZING 2024 BUDGET ADJUSTMENTS**

**WHEREAS**, the Mayor and City Council adopted an annual Operating Budget for the current fiscal year in December 2023 after considerable discussion and consideration which was based on the best and most accurate information available at that time; and,

**WHEREAS**, changes in circumstances and different or more accurate information can periodically arise during a fiscal year to challenge the assumptions incorporated in the adopted annual Operating Budget, suggesting the need for Budget amendments to enable the City to better manage its resources for the balance of the fiscal year; and,

**WHEREAS**, the Mayor and City Council have received, reviewed and discussed the 2024 First Quarter Financial Report and, the Mayor and City Council have thereupon carefully determined that the 2024 Operating Budget, as a guide plan for City operations, could be improved by the adoption of certain amendments.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of South St. Paul hereby approves the following budget amendments:

	Increase or (Decrease) <u>Expenditures</u>
General Fund:	
Mayor and Council	251
Administration	28,278
Human Resources	14,731
City Clerk	(34,782)
Finance	36,478
Information Technology	15,168
Recycling	535
Police	371,186
Engineering	60,299
Streets, Alleys and Blvds	53,356
Buildings	27,273
Parks Facilities and Maintenance	34,740
Development Services	24,151
Code Enforcement	18,451
Parks Administration	15,950
Splash Pool	1,929
Northview Pool	1,929
Recreation Programs	15,649
Community Affairs	5,387
Contingencies	(690,959)

	Increase or (Decrease) <u>Expenditures</u>
Doug Woog Arena Fund	19,654
Airport Fund	19,104
Water and Sewer Utility Fund	
Administration	10,590
Water Utility	15,415
Sewer Utility	16,605
Central Garage Fund	13,323

Adopted this 15th day of July, 2024.

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Deanna Werner, City Clerk

Description	2024 Original Budget	2024 Amended Budget	Actual thru March 2024	Benchmark 25% Percent of Budget	
<b>GENERAL OPERATING FUND</b>					
<b>GENERAL FUND - REVENUES</b>					
Taxes	13,320,065.00	13,320,065.00	0.00	0.00%	A
Fees	2,160,455.00	2,160,455.00	146,661.33	6.79%	B
Intergovernmental	3,438,850.00	3,438,850.00	189,041.68	5.50%	
Charges for Services	2,021,606.00	2,021,606.00	421,163.36	20.83%	
Other Revenues	94,210.00	94,210.00	9,485.14	10.07%	C
Transfers In/Fund Balance	190,000.00	190,000.00	47,505.00	25.00%	
<b>Total Revenues</b>	<b>21,225,186.00</b>	<b>21,225,186.00</b>	<b>813,856.51</b>	<b>3.83%</b>	
<b>GENERAL FUND - EXPENDITURES</b>					
General Government					
Mayor & Council	178,459.00	178,710.00	57,719.72	32.30%	D
Administration	607,774.00	636,052.00	150,892.15	23.72%	
Human Resources	282,269.00	297,000.00	63,725.84	21.46%	
City Attorney	98,000.00	98,000.00	25,331.00	25.85%	E
City Attorney - Criminal	170,000.00	170,000.00	0.00	0.00%	F
City Clerk	313,997.00	279,215.00	70,917.46	25.40%	
Information Technology	800,076.00	815,244.00	238,107.67	29.21%	
Recycling	23,350.00	23,885.00	26.50	0.11%	G
Finance	487,827.00	524,305.00	130,954.44	24.98%	
<b>Total General Government</b>	<b>2,961,752.00</b>	<b>3,022,411.00</b>	<b>737,674.78</b>	<b>24.41%</b>	
Public Safety					
Police	8,263,184.00	8,634,370.00	1,943,029.86	22.50%	
Fire	2,772,182.00	2,772,182.00	1,377,902.76	49.70%	H
<b>Total Public Safety</b>	<b>11,035,366.00</b>	<b>11,406,552.00</b>	<b>3,320,932.62</b>	<b>29.11%</b>	
Public Works					
Engineering	720,601.00	780,900.00	198,706.49	25.45%	
Streets, Alley's and Blvd's	2,282,487.00	2,335,843.00	530,585.81	22.71%	
Buildings	372,692.00	399,965.00	108,382.33	27.10%	
Parks Facilities and Maintenance	1,376,503.00	1,411,243.00	280,590.90	19.88%	
<b>Total Public Works</b>	<b>4,752,283.00</b>	<b>4,927,951.00</b>	<b>1,118,265.53</b>	<b>22.69%</b>	
Community Development					
Development Services	619,384.00	643,535.00	149,181.47	23.18%	
Code Enforcement	169,852.00	188,303.00	40,824.02	21.68%	
<b>Total Community Development</b>	<b>789,236.00</b>	<b>831,838.00</b>	<b>190,005.49</b>	<b>22.84%</b>	
Leisure Services					
Parks Administration	297,261.00	313,211.00	72,098.37	23.02%	
Splash Pool	92,176.00	94,105.00	5,844.59	6.21%	I
Northview Pool	107,976.00	109,905.00	4,907.77	4.47%	I
Recreation Programs	257,449.00	273,098.00	54,796.41	20.06%	
Community Affairs	131,687.00	137,074.00	33,622.37	24.53%	
<b>Total Leisure Services</b>	<b>886,549.00</b>	<b>927,393.00</b>	<b>171,269.51</b>	<b>18.47%</b>	
Nondepartmental					
Contingencies	800,000.00	109,041.00	0.00	0.00%	
<b>Total Nondepartmental</b>	<b>800,000.00</b>	<b>109,041.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>Total Expenditures</b>	<b>21,225,186.00</b>	<b>21,225,186.00</b>	<b>5,538,147.93</b>	<b>26.09%</b>	
<b>Revenues Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>(4,724,291.42)</b>		

Description	2024 Original Budget	2024 Amended Budget	Actual thru March 2024	Benchmark 25% Percent of Budget	
<b>OTHER OPERATING FUNDS</b>					
<b>DOUG WOOG ARENA</b>					
Revenues	1,215,500.00	1,215,500.00	266,143.21	21.90%	A
Expenditures	1,501,767.00	1,521,421.00	315,289.98	20.72%	
<b>Revenues Over (Under) Expenditures</b>	<b>(286,267.00)</b>	<b>(305,921.00)</b>	<b>(49,146.77)</b>		
<b>AIRPORT OPERATING FUND</b>					
Revenues	1,427,720.00	1,427,720.00	439,727.26	30.80%	J
Expenditures	1,626,847.00	1,645,951.00	220,214.16	13.38%	
<b>Revenues Over (Under) Expenditures</b>	<b>(199,127.00)</b>	<b>(218,231.00)</b>	<b>219,513.10</b>		
<b>STORM WATER UTILITY FUND</b>					
Operating Revenues and Grants	800,420.00	800,420.00	139,510.16	17.43%	K
Expenditures - Operating	948,832.00	948,832.00	211,161.33	22.25%	
Transfers - Capital	66,700.00	66,700.00	31,002.00	46.48%	M
<b>Revenues Over (Under) Expenditures</b>	<b>(215,112.00)</b>	<b>(215,112.00)</b>	<b>(102,653.17)</b>		
<b>STREET LIGHT UTILITY FUND</b>					
Revenues	375,385.00	375,385.00	60,271.73	16.06%	K
Expenditures	316,501.00	316,501.00	34,040.81	10.76%	
<b>Revenues Over (Under) Expenditures</b>	<b>58,884.00</b>	<b>58,884.00</b>	<b>26,230.92</b>		
<b>WATER AND SEWER UTILITY FUND</b>					
<b>Revenues</b>					
Administration	562,614.00	562,614.00	0.00	0.00%	C
Water Utility	11,571,955.00	11,571,955.00	565,614.49	4.89%	K, P
Sewer Utility	5,093,975.00	5,093,975.00	837,651.02	16.44%	K
<b>Total Revenues</b>	<b>17,228,544.00</b>	<b>17,228,544.00</b>	<b>1,403,265.51</b>	<b>8.15%</b>	
<b>Expenditures</b>					
Administration	562,614.00	573,204.00	141,925.39	24.76%	
Water Utility	1,376,751.00	1,392,166.00	329,155.79	23.64%	
Sewer Utility	4,327,476.00	4,344,081.00	1,361,899.69	31.35%	L
<b>Total Expenditures</b>	<b>6,266,841.00</b>	<b>6,309,451.00</b>	<b>1,832,980.87</b>	<b>29.05%</b>	
<b>Transfers</b>					
Water Utility	360,407.00	360,407.00	59,901.00	16.62%	M
Sewer Utility	423,007.00	423,007.00	109,051.00	25.78%	M
<b>Total Transfers</b>	<b>783,414.00</b>	<b>783,414.00</b>	<b>168,952.00</b>	<b>21.57%</b>	
<b>Net Income (Loss)</b>	<b>10,178,289.00</b>	<b>10,135,679.00</b>	<b>(598,667.36)</b>		
<b>CENTRAL GARAGE - INTERNAL SERVICE FUND</b>					
Revenues	1,886,792.00	1,886,792.00	499,819.04	26.49%	
Expenditures	2,213,648.00	2,226,971.00	244,114.91	10.96%	
<b>Net Income (Loss)</b>	<b>(326,856.00)</b>	<b>(340,179.00)</b>	<b>255,704.13</b>		

Description	2024 Original Budget	2024 Amended Budget	Actual thru March 2024	Benchmark 25% Percent of Budget	
<b>OTHER OPERATING FUNDS</b>					
<b>ECONOMIC DEVELOPMENT AUTHORITY</b>					
Revenues	412,221.00	412,221.00	0.00	0.00%	A
Expenditures	412,221.00	412,221.00	48,346.79	11.73%	
<b>Revenues Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>(48,346.79)</b>		
<b>EDA - HOUSING (HRA LEVY)</b>					
Revenues	1,127,694.00	1,127,694.00	196,899.81	17.46%	A
Expenditures	1,127,694.00	1,127,694.00	220,895.49	19.59%	
<b>Revenues Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>(23,995.68)</b>		
<b>HRA - PUBLIC HOUSING</b>					
Revenues	2,248,520.00	2,248,520.00	311,114.27	13.84%	N
Operating Expenses	2,146,000.00	2,146,000.00	447,902.15	20.87%	
Capital Expenses	0.00	0.00	68,799.85	100.00%	O
<b>Net Income (Loss)</b>	<b>102,520.00</b>	<b>102,520.00</b>	<b>(205,587.73)</b>		

Tickmark Explanations for Budget VS Actual Variances

- A Taxes will be received in June/July and December/January
- B 1st quarter Franchise fees payment is received in October
- C Interest earnings are posted semi-annually and other minor revenues are unpredictable
- D 2+ quarters of insurance payments made through the end of March
- E Legal service invoices for two months
- F Legal service-criminal invoices for first quarter paid in April
- G Compost site costs occur May through October; clean up day in September
- H Fire Department 2nd quarter invoice paid in March
- I Pools are only open June through August; re-allocations will be made in November
- J Certain revenues come in at the start of the year at the Airport (land leases)
- K Utility revenues are based on service delivery, bills issued in Jan, Feb, Mar of 2024 are accrued back to the 2023 books as they are for services delivered in 2023. This is an annual occurrence.
- L Sanitary Sewer has 4 months of MCES charges
- M Transfers for bond principal and interest made in February
- N Activity from the tenant software has not been updated for 2024
- O Capital expenses for Public Housing are not budgeted
- P Budgeted revenues included State bond money for the water treatment plant



**CITY COUNCIL AGENDA REPORT**

**DATE: July 15, 2024**

**DEPARTMENT: FINANCE**

**PREPARED BY: Clara Hilger**

**ADMINISTRATOR: RG**

**8-E**

**AGENDA ITEM: Accepting the Year Ended December 31, 2023 Audited Financial Report**

**ACTION TO BE CONSIDERED:**

Adopt Resolution No. 2024-084 accepting Audited Financial Reports for 2023.

**OVERVIEW:**

At the close of each fiscal year, the City's chief financial officer must prepare a financial report covering the City's operations during that fiscal year. The report must use generally accepted accounting principles (GAAP) to present financial statements and disclosures that fully portray the City's financial position and the results of City operations.

In accordance with Minnesota Statutes Section 471.697, staff and Jackie Huegel, CPA, Principal with Malloy, Montague, Karnowski, Radosevich & Co., presented, reviewed, and discussed the December 31, 2023 Audited Financial Reports (Annual Comprehensive Financial Report, related Management Report, and Special Purpose Audit Reports) with the City Council at the June 24, 2024 Council worksession.

Staff recommends acceptance of the Annual Comprehensive Financial Report for the year ending on December 31, 2023 in accordance with Minnesota Statutes Section 471.697 sub.1(c) through adoption of Resolution 2024-084.

**SOURCE OF FUNDS:**

N/A

City of South St. Paul  
Dakota County, Minnesota

**RESOLUTION NO. 2024-084**

**RESOLUTION ACCEPTING THE YEAR ENDED DECEMBER 31, 2023  
AUDITED FINANCIAL REPORTS**

**WHEREAS**, at the close of the fiscal year, the City's chief financial officer must prepare a financial report covering the city's operations during the preceding fiscal year, which must contain financial statements and disclosures that present the city's financial position and the results of city operations using generally accepted accounting principles (GAAP); and,

**WHEREAS**, in accordance with Minnesota Statutes Section 471.697 sub. 1(c), a copy of the audited financial statement, with any management letter or other written findings or comments by the auditor, must be provided to each City Council member and the mayor not later than 30 days after the report is required to be submitted to the State Auditor, and must also be presented at a scheduled meeting of the City Council prior to October 31 of the year in which the report is submitted to the State Auditor; and,

**WHEREAS**, individual copies of the audited financial statement, management letter and other written findings or comments were presented, reviewed and discussed by the Mayor and City Council during a regularly scheduled Worksession on Monday, June 24, 2024; and,

**NOW, THEREFORE, BE IT RESOLVED**: the Mayor and City Council for the City of South St. Paul have reviewed and hereby accept the City's Audited Financial Statements and accompanying Management and Special Purpose Reports for the City's fiscal year ending December 31, 2023.

Adopted this 15th day of July, 2024.

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City Clerk



## CITY COUNCIL AGENDA REPORT

DATE: JULY 15, 2024

DEPARTMENT: Planning

Prepared By: Michael Healy, Planning Manager

ADMINISTRATOR: RG

8-F

### AGENDA ITEM:

#### ACTIONS TO BE CONSIDERED:

Approve Resolution 2024-92 memorializing the approval of a front yard setback variance for 120 2<sup>nd</sup> Avenue South.

#### OVERVIEW:

The Applicants, Sarah and Nick Ridgeway, submitted an application for a front yard setback variance to build a new enclosed porch onto the front of their home at 120 2nd Avenue South. They are proposing to demolish their existing enclosed porch which is set back 21 feet from the front property line. They would like to replace it with a new larger enclosed porch that extends out an additional 5' 2" and will only be set back 15' 10" from the front property line. A variance was needed because the addition will bring their house closer to the front property line than the block average setback of existing houses on the same block that face the same street.

The Planning Commission held a public hearing for the variance at their meeting on Wednesday, June 5<sup>th</sup> and recommended approval of the variance but declined to adopt specific findings to support the variance approval. At their meeting on June 17<sup>th</sup>, the City Council unanimously approved the variance and adopted findings to support the approval. The attached resolution, if approved on consent, would formally adopt the Council's findings from June 17<sup>th</sup> and memorialize the variance approval in resolution format so that it can be recorded against the subject property.

**60 DAY REVIEW DEADLINE:** Not applicable. This variance has already been approved and the attached resolution is simply memorializing the approval.

#### LINKS:

Link to June 17<sup>th</sup> City Council packet which includes the staff memo analyzing this project:

[HTTPS://WWW.SOUTHSTPAUL.ORG/AGENDACENTER/VIEWFILE/AGENDA/ 06172024-1324](https://www.southstpaul.org/AgendaCenter/ViewFile/Agenda/06172024-1324)

#### ATTACHMENTS:

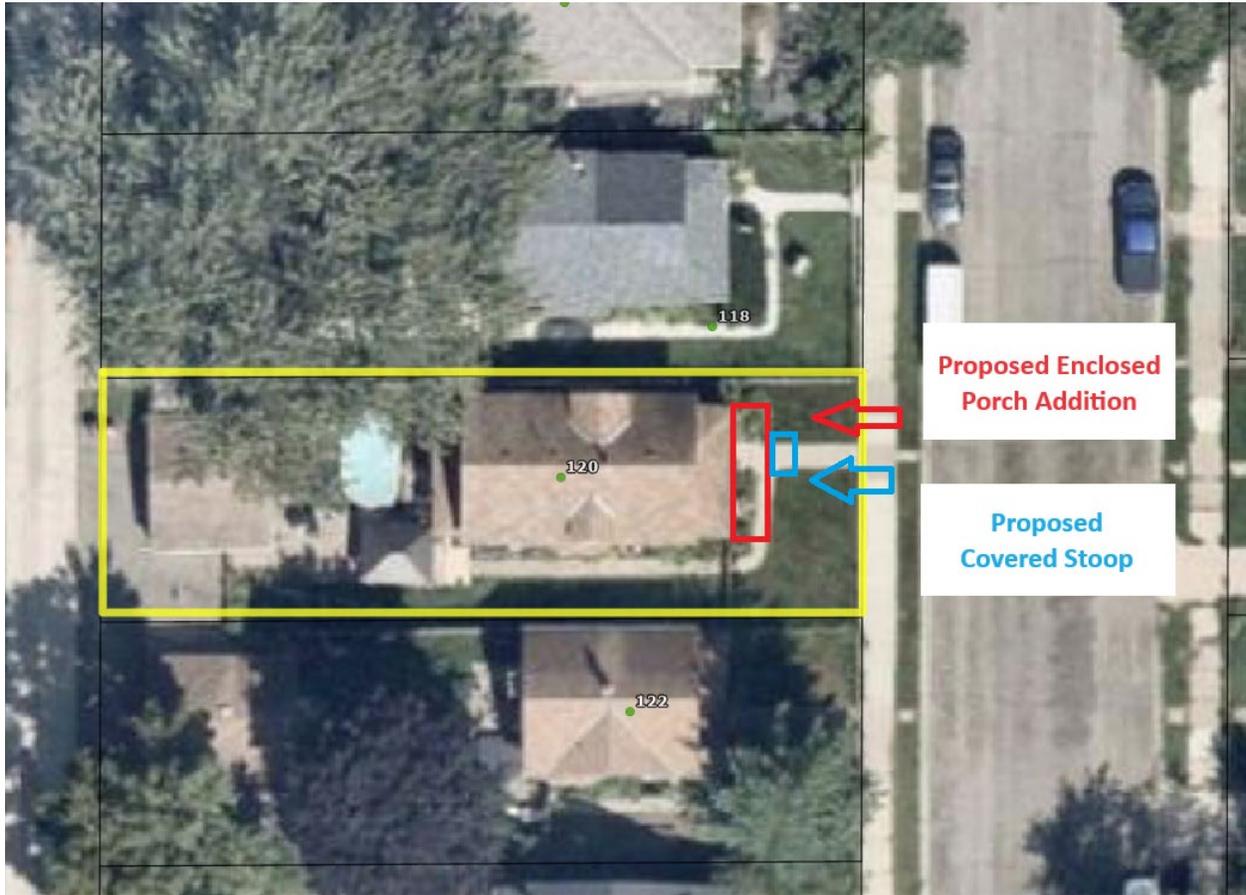
A- Site Location Map

B- Aerial Photograph of Subject Property with Porch Addition Outlined

ATTACHMENT A  
SITE LOCATION MAP



**ATTACHMENT B  
AERIAL PHOTOGRAPH OF SUBJECT PROPERTY WITH PORCH ADDITION  
OUTLINED**



City of South St. Paul  
Dakota County, Minnesota

**RESOLUTION NO. 2024-92**

**A RESOLUTION MEMORIALIZING THE APPROVAL OF A FRONT YARD  
SETBACK VARIANCE FOR 120 2<sup>nd</sup> AVENUE SOUTH**

**WHEREAS**, the City received an application Sarah and Nick Ridgeway requesting a front yard setback variance to build a new enclosed porch onto the front of their home at 120 2<sup>nd</sup> Avenue South:

- The property is zoned R-2 Single- and Two-Family Residence. The front yard setback requirement is that no addition can be built onto the front of a house that brings the house closer to the front property line than the average setback of all houses that are on the same block and that face the same street.
- There are 13 other houses on the Applicant’s block which face 2nd Avenue South. The Applicant has not hired a surveyor to determine the exact block average setback, but the block average front yard setback appears to be somewhere in the 18–20-foot range.
- The Applicants are proposing to demolish their existing enclosed porch which is set back 21 feet from the front property line and replace it with a new larger enclosed porch that extends out an additional 5’ 2” and will only be set back 15’ 10” from the front property line. A front yard setback variance is required because the new porch will be closer to the front property line than the block average.

**WHEREAS**, the subject property is residential property addressed as 120 2<sup>nd</sup> Avenue South (“the Property”); and is legally described as follows:

Lot 25, Block 13, Hepburn Park Addition to the City of St. Paul, Dakota County, State of Minnesota.

**WHEREAS**, the Planning Commission held a public hearing on the application at their June 5, 2024 meeting, preceded by notice as required by law; and

**WHEREAS**, the Planning Commission recommended approval (7-0) of the application at their June 5, 2024 meeting but declined to adopt specific findings in support of the approval recommendation; and

**WHEREAS**, the City Council has considered the application, the recommendation of the Planning Commission, and other evidence presented for consideration;

**WHEREAS**, the City Council motioned to approve the variance (7-0) at their June 17, 2024 meeting, adopted formal findings of fact to support the approval, and directed Staff to bring a resolution to the July 15, 2024 meeting to memorialize the variance approval and findings of fact.

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

1. Facts. The facts found by the Planning Commission as stated in the Planner's report dated June 5, 2024 regarding this matter are hereby adopted and included herein by reference including the following attachments:

- a. Site Location Map
- b. Aerial Photograph of Subject Property with Porch Addition Outlined
- c. Oblique Angle Photograph Showing Front Yards on Subject Property's Block
- d. Photographs of Subject Property and Neighboring Properties
- e. Applicant's Narrative
- f. Site Plan
- g. Building Plan and Floor Plan
- h. Public Hearing Notice

2. Findings.

A. The City Council determines that the setback variance is consistent with the following criteria:

i. That the variance is in harmony with the general purpose and intent of the ordinance.

*The general purpose and intent of the ordinance is to ensure an attractive streetscape with buildings that are appropriately set back from the street which complement other houses on the same street. The subject property is on a block with an eclectic mix of front yard setbacks and the Applicant's proposal will beautify the streetscape and will not conflict with the established character of the streetscape.*

ii. That the terms of the variance are consistent with the Comprehensive Plan.

*The terms of the variance are consistent with the comprehensive plan which calls for context sensitive infill development in existing neighborhoods.*

iii. That economic considerations are not the reasoning for the variance.

*The reasoning for the variance is that the Applicant wishes to expand their front porch to create additional living space for their family and this is not possible without a setback variance.*

- iv. That the Property Owner proposes to utilize the property in a reasonable manner.

*The R-2 zoning district allows single-family homes with enclosed porches. There are other homes on the Applicant's block that have smaller front yards than what is being proposed.*

- v. That the plight of the property owner is due to a unique circumstance not created by the property owner.

*The house was built prior to the zoning code being in effect and the current owner is not at fault for the house's configuration. Additionally, the subject property's block has unique characteristics and taking the block average to establish the front setback requirement does not make completely sense on this block. 40-foot lots have special challenges and the variance addresses those challenges in an appropriate way.*

- vi. The variance will not alter the essential character of the neighborhood.

*The variance will not alter the essential character of the neighborhood. The Applicant's block has an eclectic mix of front yard setbacks and the Applicant's addition will beautify the subject property and will fit in with the eclectic mix of setbacks. The subject property's front yard will still be larger than some of the other front yards on the block.*

B. The City Council approves the Variance, subject to the following conditions:

1. **Compliance with Plans/Submittals.** The site shall be utilized in substantial conformance with the following plans on file with the Community Development Department.
  - a. **Application (Sarah and Nick Ridgeway)** **dated 4/20/2024**
  - b. **Site Plan (Sarah Ridgeway)** **Undated**
  - c. **Building Plans (Nick and Sarah Ridgeway)** **Undated**
2. **Building Permit Required.** The Applicant shall obtain a building permit prior to constructing the porch addition. The Applicant shall provide sufficient documentation about the footprint of existing buildings on the property to ensure that the property will not exceed 35% lot coverage by buildings.

- 3. Compliance with Design Standards for a Permitted Encroachment.** If the Applicant moves forward with constructing a covered but open porch or portico off the front of the new enclosed porch, the improvement shall be subject to the design standards for permitted encroachments that are articulated in Section 118-273.
  
- 4. Variance Termination.** The variance will expire and automatically terminate if the improvement is not substantially begun within one year of the date of approval. The violation of any condition in the grant of the variance may terminate the variance, following a hearing by the City Council.

Adopted this 15<sup>th</sup> day of July 2024

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City Clerk



**CITY COUNCIL AGENDA REPORT**  
**DATE: July 15<sup>th</sup>, 2024**  
**DEPARTMENT: POLICE**  
**Prepared by: Brian Wicke**  
**ADMINISTRATOR: RG**

**8-G**

**AGENDA ITEM: Accept Letter of Resignation**

**ACTION TO BE CONSIDERED:**

Motion to Accept Letter of Resignation from Police Officer Simo Peinovich.

**OVERVIEW:**

Attached you will find a letter from Police Officer Simo Peinovich giving notice of his intent to resign from his position with the South St. Paul Police Department upon completion of his shift July 5<sup>th</sup>, 2024. Officer Peinovich has accepted a position with the Minnesota Bureau of Criminal Apprehension and is set to begin his employment with them later this same month.

Officer Peinovich entered our organization as Police Explorer while attending high school and transitioned to full time police officer upon completion of his education, on his hire date of January 2<sup>nd</sup>, 2019. During his tenure with the South St. Paul Police Department, Officer Peinovich has served as a firearms instructor, use of force instructor, and most recently as a K9 handler assigned to the Dakota County Drug Task Force

Members of the Department wish Officer Peinovich the best as he moves into the next chapter of his life and thank him for his dedicated service to the City of South St. Paul. A copy of his letter of resignation is attached.

**SOURCE OF FUNDS:**

N/A

Simo Peinovich  
Cottage Grove, MN  
June 21, 2024

Chief Brian Wicke  
South St Paul Police Department  
125 3<sup>rd</sup> Ave N  
South St Paul, MN 55075

Dear Chief Brian Wicke,

This letter is written to inform you that I am resigning from my position as Police Officer with the South St Paul Police Department. My last working day for the South St Paul Police Department will be July 5<sup>th</sup>, 2024.

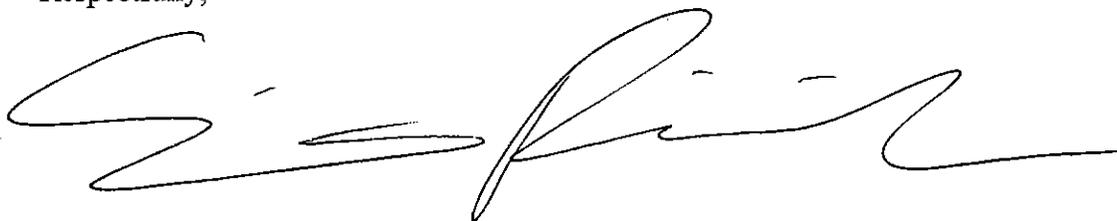
I have accepted a full-time position as a Special Agent with the Minnesota Bureau of Criminal Apprehension.

My time with the South St Paul Police Department has been nothing short of extraordinary. The opportunities, memories, and overall experience represent the best time in my life. I have had the pleasure of working with countless law enforcement professionals and leaders whom I admire greatly and consider many to be lifelong friends. South St Paul is a special place, largely due to the people who have dedicated their life to the service of this city and to the partners they work with every day.

I would also like to take a moment to personally thank you for every growth and learning opportunity you provided me over the past 5 years. I would not be able to take advantage of this opportunity with the BCA if not for the support and guidance I received from you and other members of this department along the way, and for that I am immensely grateful.

Please understand that though this letter serves as a mark of moving to a different chapter of my career, I will not forget where I came from, and will always be available as a professional partner and friend to my home department for years to come.

Respectfully,

A handwritten signature in black ink, appearing to read 'Simo Peinovich', written in a cursive style with a long horizontal flourish at the end.



**CITY COUNCIL AGENDA REPORT**  
**DATE: July 15<sup>th</sup>, 2024**  
**DEPARTMENT: POLICE**  
**Prepared by: Brian Wicke**  
**ADMINISTRATOR: RG**

**8-H**

**AGENDA ITEM: Accept Letter of Resignation**

**ACTION TO BE CONSIDERED:**

Motion to Accept Letter of Resignation from Community Service Officer Michael Tobritzhofer.

**OVERVIEW:**

Attached you will find a letter from Community Service Officer Michael Tobritzhofer giving notice of his intent to resign from his part-time position with the South St. Paul Police Department upon completion of his shift July 8<sup>th</sup>, 2024. Community Service Officer Tobritzhofer has recently completed his academic and skills training and has accepted a position with another law enforcement agency.

Members of the Department wish Community Service Officer Tobritzhofer the best as he moves into the next chapter of his life and thank him for his dedicated service to the City of South St. Paul. A copy of his letter of resignation is attached.

**SOURCE OF FUNDS:**

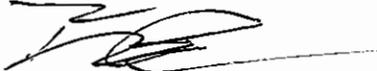
N/A

Dear Chief Wicke, Commander Running, and to whom it may concern,

Unfortunately, I write to you to formally resign from my position as Community Service Officer at the South St Paul Police Department, effective on the 8<sup>th</sup> day of July in the year of 2024. I can't begin to express how grateful I am for the opportunities and experiences I have had during my time with this department. I can say with the upmost confidence that I have never worked alongside more dedicated and skilled individuals in my entire life. The knowledge and skills I have learned while being here will undoubtedly contribute to my future career in law enforcement. I wish this department nothing but success in the future.

Sincerely,

Michael Tobritzhofer

*Michael* 



## CITY COUNCIL AGENDA REPORT

DATE: JULY 15, 2024

DEPARTMENT: Planning

Prepared By: Michael Healy, Planning Manager

ADMINISTRATOR: RG

8-I

### **AGENDA ITEM: Approve Stormwater Maintenance Agreement with Blue River Holdings**

#### **ACTIONS TO BE CONSIDERED:**

Authorize the Mayor and City Clerk to execute a Stormwater Maintenance Agreement with Blue River Holdings, subject to final review and minor revisions by the City Attorney.

#### **OVERVIEW:**

##### **Background**

On June 20, 2022, the City Council approved a site plan and conditional use permits for the construction of a new 12,343 square foot multitenant commercial building on Concord Exchange. The new building would be located directly north of Al's Corral at 440 Concord Exchange South and is being constructed on land that is being purchased from the South St. Paul Economic Development Authority (EDA). South St. Paul Animal Hospital is planning to relocate to the new building and there will also be room for additional tenants.

One of the conditions of the 2022 approval is that the Applicant needs to enter into a stormwater maintenance agreement with the City to ensure the long-term maintenance of their private stormwater facilities. The City Attorney and City Engineer have prepared a draft agreement (attached). The City Council is asked to approve the draft agreement and authorize the City Attorney to finalize the agreement prior to signature and recording. The Applicant will need to sign the agreement in order to obtain their building permit.

#### **STAFF RECOMMENDATION:**

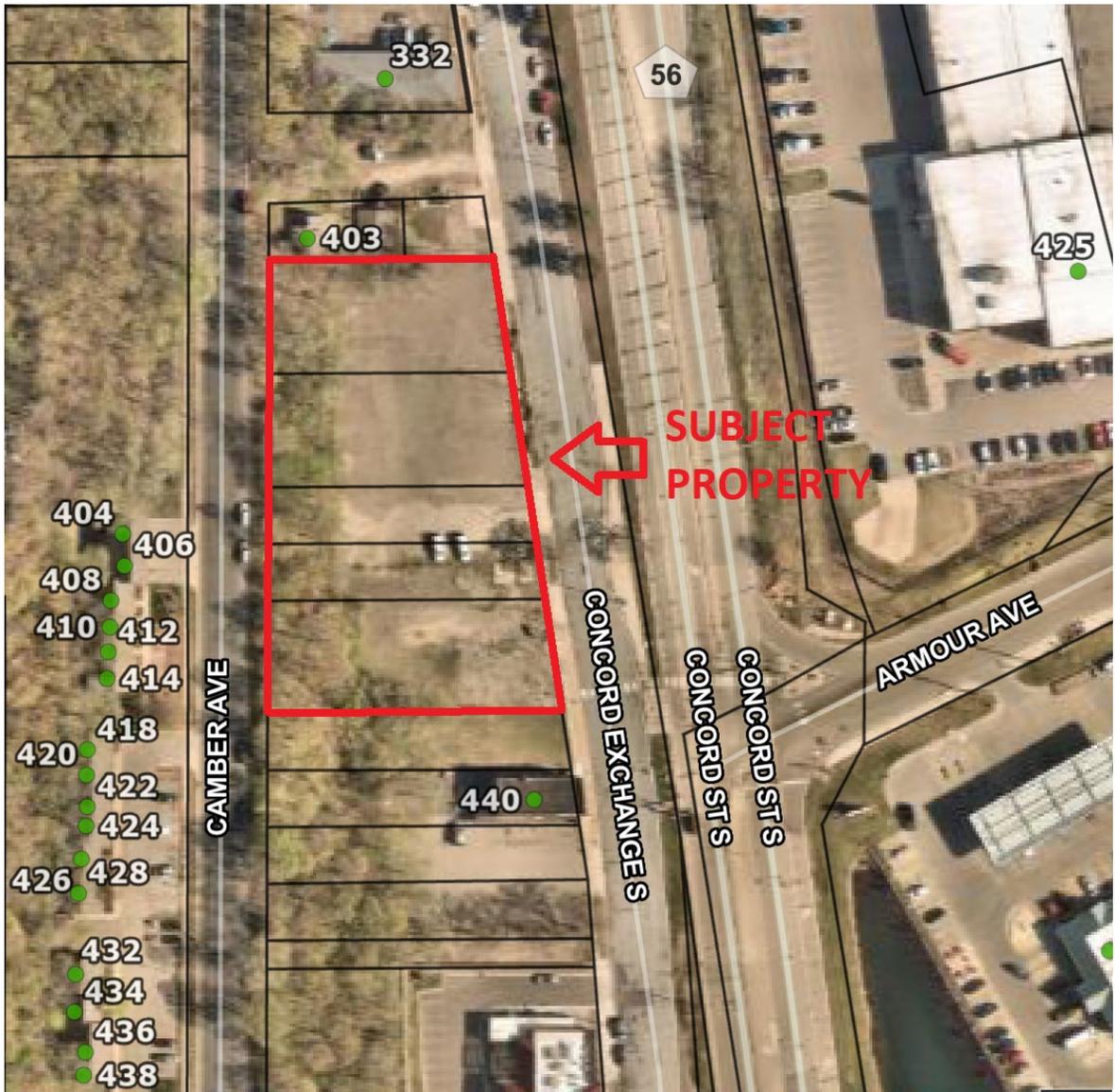
Staff recommends that the City Council approve and authorize execution of the agreement.

**60-DAY REVIEW DEADLINE: NA**

#### **ATTACHMENTS**

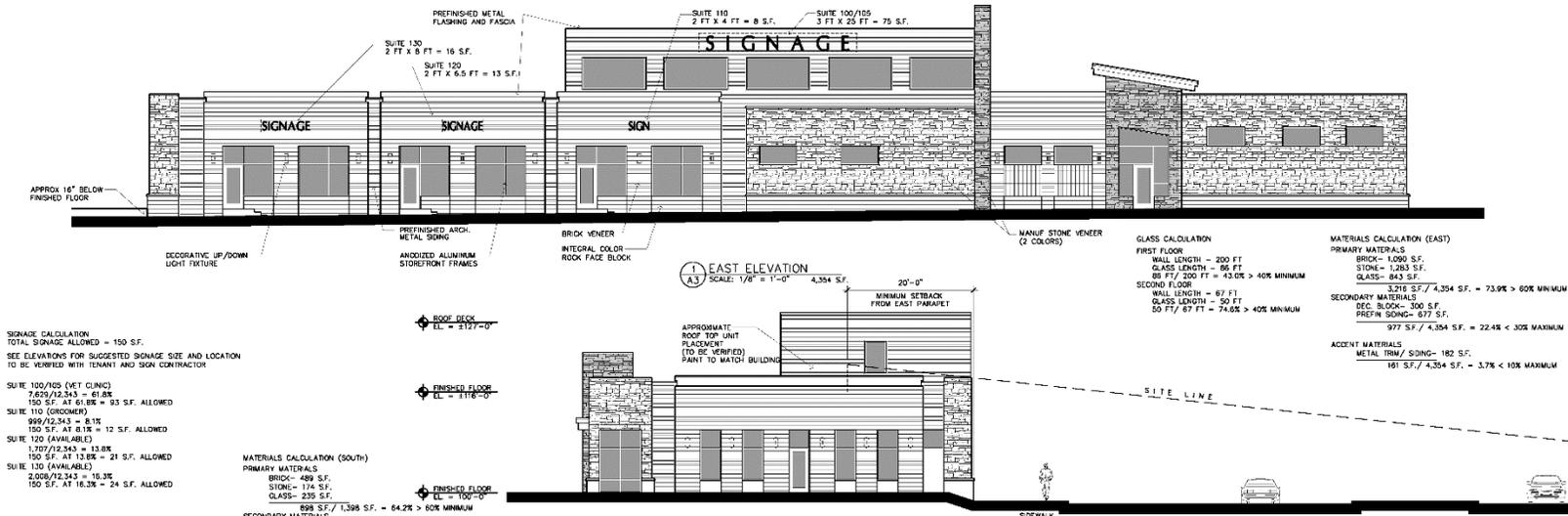
- A- Site Location Map
- B- Site and Building Plan

ATTACHMENT A  
SITE LOCATION MAP





Elevation: SOUTH ST. PAUL ANIMAL HOSPITAL/CONCORD EXCHANGE/SOUTH ST. PAUL ANIMAL HOSPITAL-A3



**SIGNAGE CALCULATION**  
 TOTAL SIGNAGE ALLOWED = 150 S.F.  
 SEE ELEVATIONS FOR SUGGESTED SIGNAGE SIZE AND LOCATION TO BE REVIEWED WITH TENANT AND SIGN CONTRACTOR

SUITE 100/105 (NET CLING)  
 7,629/12,343 = 61.8%  
 150 S.F. AT 61.8% = 93 S.F. ALLOWED

SUITE 110 (SIGNOWER)  
 989/12,343 = 8.1%  
 150 S.F. AT 61.8% = 12 S.F. ALLOWED

SUITE 120 (AVAILABLE)  
 1,107/12,343 = 9.0%  
 150 S.F. AT 13.8% = 21 S.F. ALLOWED

SUITE 130 (AVAILABLE)  
 2,008/12,343 = 16.3%  
 150 S.F. AT 16.3% = 24 S.F. ALLOWED

**MATERIALS CALCULATION (SOUTH)**  
 PRIMARY MATERIALS  
 BRICK- 489 S.F.  
 STONE- 174 S.F.  
 GLASS- 239 S.F.  
 898 S.F./ 1,398 S.F. = 64.2% > 60% MINIMUM

SECONDARY MATERIALS  
 DEC. BLOCK- 45 S.F.  
 PREFIN. SING- 367 S.F.  
 412 S.F./ 1,398 S.F. = 29.5% < 30% MAXIMUM

ACCENT MATERIALS  
 METAL TRIM/ SING- 85 S.F.  
 85 S.F./ 1,398 S.F. = 6.3% < 10% MAXIMUM

**GLASS CALCULATION**  
 FIRST FLOOR  
 WALL LENGTH = 200 FT  
 GLASS LENGTH = 86 FT  
 86 FT/ 200 FT = 43.0% > 40% MINIMUM

SECOND FLOOR  
 WALL LENGTH = 87 FT  
 GLASS LENGTH = 50 FT  
 50 FT/ 87 FT = 57.5% > 40% MINIMUM

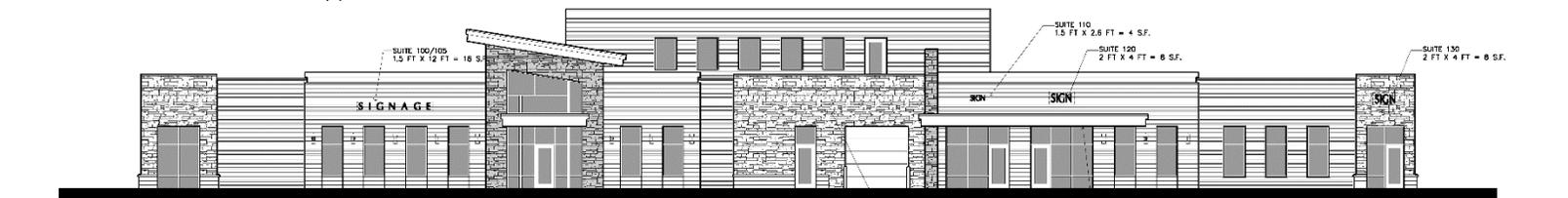
**MATERIALS CALCULATION (EAST)**  
 PRIMARY MATERIALS  
 BRICK- 1,090 S.F.  
 STONE- 1,283 S.F.  
 GLASS- 843 S.F.  
 3,216 S.F./ 4,354 S.F. = 73.9% > 60% MINIMUM

SECONDARY MATERIALS  
 DEC. BLOCK- 100 S.F.  
 PREFIN. SING- 677 S.F.  
 977 S.F./ 4,354 S.F. = 22.4% < 30% MAXIMUM

ACCENT MATERIALS  
 METAL TRIM/ SING- 182 S.F.  
 182 S.F./ 4,354 S.F. = 4.2% < 10% MAXIMUM

1 EAST ELEVATION  
 SCALE: 1/8" = 1'-0"  
 4,354 S.F.

2 SOUTH ELEVATION  
 SCALE: 1/8" = 1'-0"  
 1,398 S.F.



**MATERIALS CALCULATION (WEST)**  
 PRIMARY MATERIALS  
 BRICK- 815 S.F.  
 STONE- 870 S.F.  
 GLASS- 553 S.F.  
 2,238 S.F./ 4,300 S.F. = 66.7% > 60% MINIMUM

SECONDARY MATERIALS  
 DEC. BLOCK- 104 S.F.  
 PREFIN. SING- 1,097 S.F.  
 1,201 S.F./ 4,300 S.F. = 27.9% < 30% MAXIMUM

ACCENT MATERIALS  
 METAL TRIM/ SING- 261 S.F.  
 261 S.F./ 4,300 S.F. = 6.1% < 10% MAXIMUM

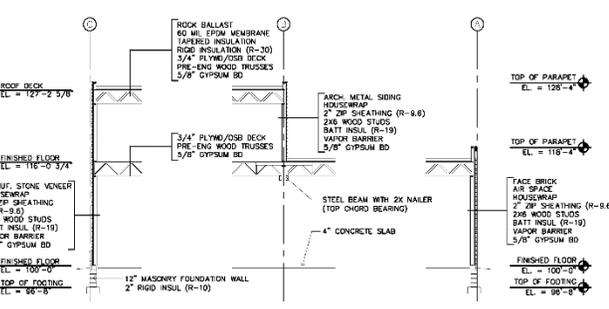
**MATERIALS CALCULATION (NORTH)**  
 PRIMARY MATERIALS  
 BRICK- 100 S.F.  
 STONE- 691 S.F.  
 GLASS- 164 S.F.  
 1,055 S.F./ 1,502 S.F. = 70.2% > 60% MINIMUM

SECONDARY MATERIALS  
 DEC. BLOCK- 90 S.F.  
 PREFIN. SING- 357 S.F.  
 447 S.F./ 1,502 S.F. = 29.8% < 30% MAXIMUM

ACCENT MATERIALS  
 METAL TRIM/ SING- 00 S.F.  
 00 S.F./ 1,502 S.F. = 0.0% < 10% MAXIMUM

3 WEST ELEVATION  
 SCALE: 1/8" = 1'-0"  
 4,300 S.F.

4 NORTH ELEVATION  
 SCALE: 1/8" = 1'-0"  
 1,502 S.F.



5 SCHEMATIC BUILDING SECTION  
 SCALE: 1/8" = 1'-0"



**LAMPERT ARCHITECTS**

420 S. Franklin Avenue  
 St. Paul, MN 55107  
 Phone: 651.221.1100  
 Fax: 651.221.1101  
 www.lampert-architect.com

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

**PRELIMINARY FOR CONSTRUCTION**

**SOUTH ST. PAUL ANIMAL HOSPITAL**  
 South St. Paul, Minnesota

Client: JAMES B. LAMPERT ARCHITECTS, P.A.  
 Project Designer: JAMES B. LAMPERT  
 Drawn By: JRD  
 Checked By: LL

Revisions:  
 3/22/22 PRELIMINARY  
 3/31/22 CITY SUBMITTAL

**BUILDING ELEVATIONS**

Sheet Number

**A3**

Project No. 201222-3

*(Reserved for Recording Data)*

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## **STORMWATER MAINTENANCE AGREEMENT**

This Stormwater Maintenance Agreement (“Agreement”) is made, entered into and effective this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the City of South St. Paul, a Minnesota municipal corporation (“City”) and Blue River Holdings, a Minnesota limited liability company (“Developer”).

**WHEREAS**, the Developer is the fee owner of certain real property situated in the City of South St. Paul, County of Dakota, State of Minnesota legally described on the attached Exhibit A, (the “Property”); and

**WHEREAS**, the Developer has obtained the approval of the City for the development of the Property for a Stormwater Management Facilities; and

**WHEREAS**, as used herein, the term “Stormwater Management Facilities” may refer to water quality and/or water quantity facilities (i.e. detention basins, retention basins, filtration basins, swales, pipes, oil/water separators, sand filtering devices, infiltration facilities, sump structures, etc.) which are located outside the public road right-of-way; and

**WHEREAS**, the City has required that the Developer make provision for the construction, maintenance and repair of the Stormwater Management Facilities located within the boundaries of the Property as shown on Exhibit B attached hereto, as the same is described and depicted in those certain construction plans drawn by Loucks Associates dated 5/13/2024 (“Plans”); and

**WHEREAS**, the City and Developer desire to set forth their understanding with respect to the construction, repair and maintenance of the Stormwater Management Facilities and the responsibility relating to the costs of the repair and maintenance of the Stormwater Management Facilities.

**NOW THEREFORE**, in consideration of the foregoing facts and circumstances, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. Construction of Stormwater Management Facilities. The Developer agrees to construct the Stormwater Management Facilities according to the Plans and repair and maintain the Stormwater Management Facilities at its sole cost and expense.

1.1. The Developer shall provide temporary sediment control in and around the stormwater management facilities during construction until all disturbed soils have been restored. The stormwater management facilities will then be inspected prior to final project close out. If any of the facilities are operating below the design level, corrections shall be made to restore the functionality prior to final project acceptance.

2. Maintenance of Stormwater Management Facilities. The Developer agrees to repair and maintain the Stormwater Management Facilities at its sole cost and expense.

2.1. Maintenance of the Stormwater Management Facilities shall mean:

2.1.1. Annual inspections of the stormwater facilities including, but not limited to: storm sewer and drainage structures, sediment removal structures, outlet control devices, structural systems, land use, and grades on the property that influence the performance of the Facility as shown on Exhibit B. Within 30 days of the inspection date, all accumulated sediment and debris must be removed and all other necessary corrections completed such that each stormwater facility operates as designed and permitted. Contributing drainage areas must be kept clear of litter and vegetative debris, outlet pipes and overflow spillways kept clear, inlet areas kept clean, and undesirable vegetation removed. Erosion impairing the function or integrity of the facilities, if any will be corrected, and any structural damage impairing or threatening to impair the function of the facilities must be repaired.

2.1.2. Inlets and sediment removal structures will be cleared of any flow impediments and accumulated sediment quarterly. The volume of material removed quarterly will be included in the annual report to the City.

2.1.3. Subject to Section 4 below, Developer shall, within 45 days of the annual inspection, provide a report of the quarterly structure cleanings and annual inspection to the City Engineer. If the required annual inspection report is not submitted to the City by December 1st of each year, the Developer shall provide the City with the right to enter onto the property to conduct the annual inspection.

3. Developer's Default. In the event of default by the Developer as to any of the work to be performed by it hereunder, following at least thirty (30) days prior written notice and Developer's failure to cure such default within such time-frame, except in an emergency as determined by the City, the City may, at its option, perform the work and the Developer shall promptly, following receipt of an invoice and reasonable substantiation of such costs, reimburse the City for any reasonable out-of-pocket expense incurred by the City. This Agreement is a license for the City to act when so authorized under this Agreement, and it shall not be necessary for the City to seek a Court order for permission to enter the Property. When the City does any

such work, the City may, in addition to its other remedies, assess the reasonable out-of-pocket cost in whole or in part.

4. Changes to Site Configuration or Stormwater Management Facilities. If site configurations or Stormwater Management Facilities change, causing decreased effectiveness of stormwater management facilities, new or improved Stormwater Management Facilities must be implemented to ensure the conditions for post-construction stormwater management continue to be met.

5. Terms and Conditions. This Agreement shall run with the land and shall be binding upon Developer's successors and assigns with respect to the Property. The terms and conditions of this Agreement shall be binding upon and shall insure to the benefit of the parties hereto and their respective successors and assigns.

6. Developer Warranty. Developer warrants and represents the following to the City and acknowledges that this Agreement has been duly executed and delivered and constitutes the legal valid and binding obligation of Developer enforceable in accordance with its terms. The party signing on behalf of the Developer has been duly authorized by the entity to sign the Agreement and bind the entity. Developer has been duly formed under the laws of the State of Minnesota and is in good standing under the laws of the jurisdiction in which the Property is located, is duly qualified to transact business in the jurisdiction in which the Property is located and has the requisite power and authority to enter into and perform this Agreement and the documents and instruments required to be executed and delivered by Developer pursuant hereto. This Agreement and the documents and instruments required to be executed and delivered by Developer pursuant hereto have each been duly authorized by all necessary action on the part of Developer and such execution, delivery and performance does and will not conflict with or result in a violation of Developer's organizational agreement or any judgment or order. The execution, delivery and performance by Developer of this Agreement will not (a) violate any provision of any law, statute, rule or regulation or any order, writ, judgment, injunction, decree, determination or award of any court, governmental agency or arbitrator presently in effect having applicability to Developer, or (b) result in a breach of or constitute a default under any indenture, loan or credit agreement or any other agreement, lease or instrument to which Developer is a party or by which it or any of its properties may be bound.

7. Amendment and Waiver. The parties hereto may by mutual written agreement amend this Agreement in any respect. Any party hereto may extend the time for the performance of any of the obligations of another, waive any inaccuracies in representations by another contained in this Agreement or in any document delivered pursuant hereto which inaccuracies would otherwise constitute a breach of this Agreement, waive compliance by another with any of the covenants contained in this Agreement, waive performance of any obligations by the other or waive the fulfillment of any condition that is precedent to the performance by the party so waiving of any of its obligations under this Agreement. Any agreement on the part of any party for any such amendment, extension or waiver must be in writing. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provisions, whether or not similar, nor shall any waiver constitute a continuing waiver.

8. Governing Law. This Agreement shall be governed by and construed in accordance



**IN WITNESS WHEREOF**, the parties hereto have caused this document to be executed as of the day and year first above written.

**CITY:  
CITY OF SOUTH ST. PAUL**

By: \_\_\_\_\_  
James P. Francis  
Mayor

By: \_\_\_\_\_  
Deanna Werner  
City Clerk

STATE OF MINNESOTA            )  
  )  
COUNTY OF DAKOTA            )        ss.

On this \_\_\_ day of \_\_\_\_\_, 2024, before me a Notary Public within and for said County, personally appeared James P. Francis and Deanna Werner, to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of South St. Paul, the municipality named in the foregoing instrument, and that the seal affixed to said instrument was signed and sealed on behalf of said municipality by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipality.

\_\_\_\_\_  
Notary Public



**EXHIBIT A**  
**Legal Description**

LOTS 2, 3, 4, 5, 6, 7, 8, 9, AND 10, BLOCK 20, RIVERSIDE PARK ADDITION, DAKOTA  
COUNTY MN

**EXHIBIT B**  
**Stormwater Maintenance Facilities Plans**





**CITY COUNCIL AGENDA REPORT**  
**DATE: July 15, 2024**  
**DEPARTMENT: IT**  
**Prepared by: Ian Hardie**  
**ADMINISTRATOR: RG**

**8-J**

**AGENDA ITEM: Approval for Fiber Optic Cable Projects**

**ACTION TO BE CONSIDERED:**

Authorize staff to proceed with fiber optic cable installations connecting City facilities.

**OVERVIEW:**

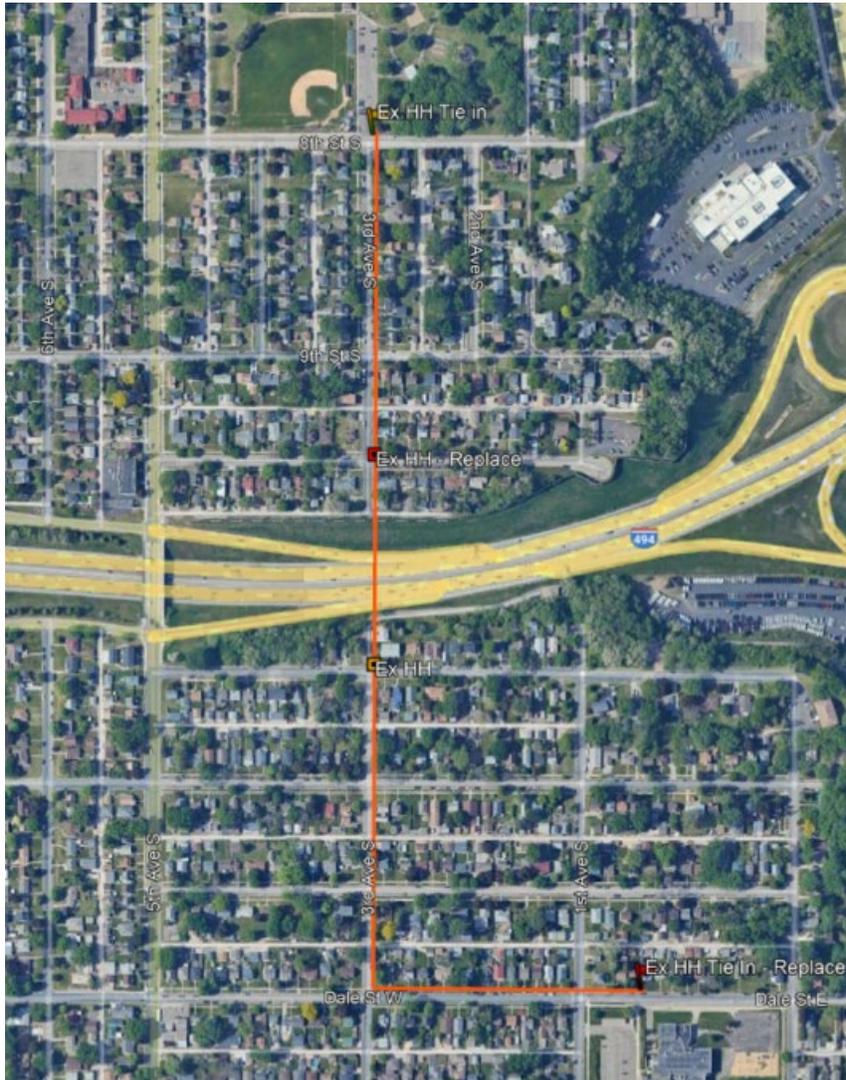
The City is installing fiber optic cable to connect City facilities to our data network. Staff has several projects ready for the 2024 build season, including connecting the Vets Field, as well as several components of the water system and park facilities. These connections will provide fast and secure connections to critical infrastructure within the city for SCADA, security cameras, building controls and future use.

17th Ave Tank	\$64,822.50
Vets Field	\$40,786
Pumphouse 7	\$69,985.75
Pumphouse 8	\$35,631.75
Fiber overpull (pumphouse 4)	\$34,645.00

**SOURCE OF FUNDS:**

Capital Projects Fund - \$245,871

360111 SSP-288F Along 3rd Ave btwn 3rd & 8th and Dale & 1st - Overpull 2024



Overpull through existing network along 3<sup>rd</sup> Ave S. from 8<sup>th</sup> going south to Dale and along Dale to 1<sup>st</sup> Ave S. This cost estimate includes materials (no switch), labor and splicing needed to complete this project. Any unforeseen cost will be communicated once known.

Labor	\$23,425.00
Materials	\$11,220.00
Total	\$34,645.00

Estimated annual locates \$0.00.

365626 SSP-Pumphouse #8 245 21st Ave N to CH - New Build

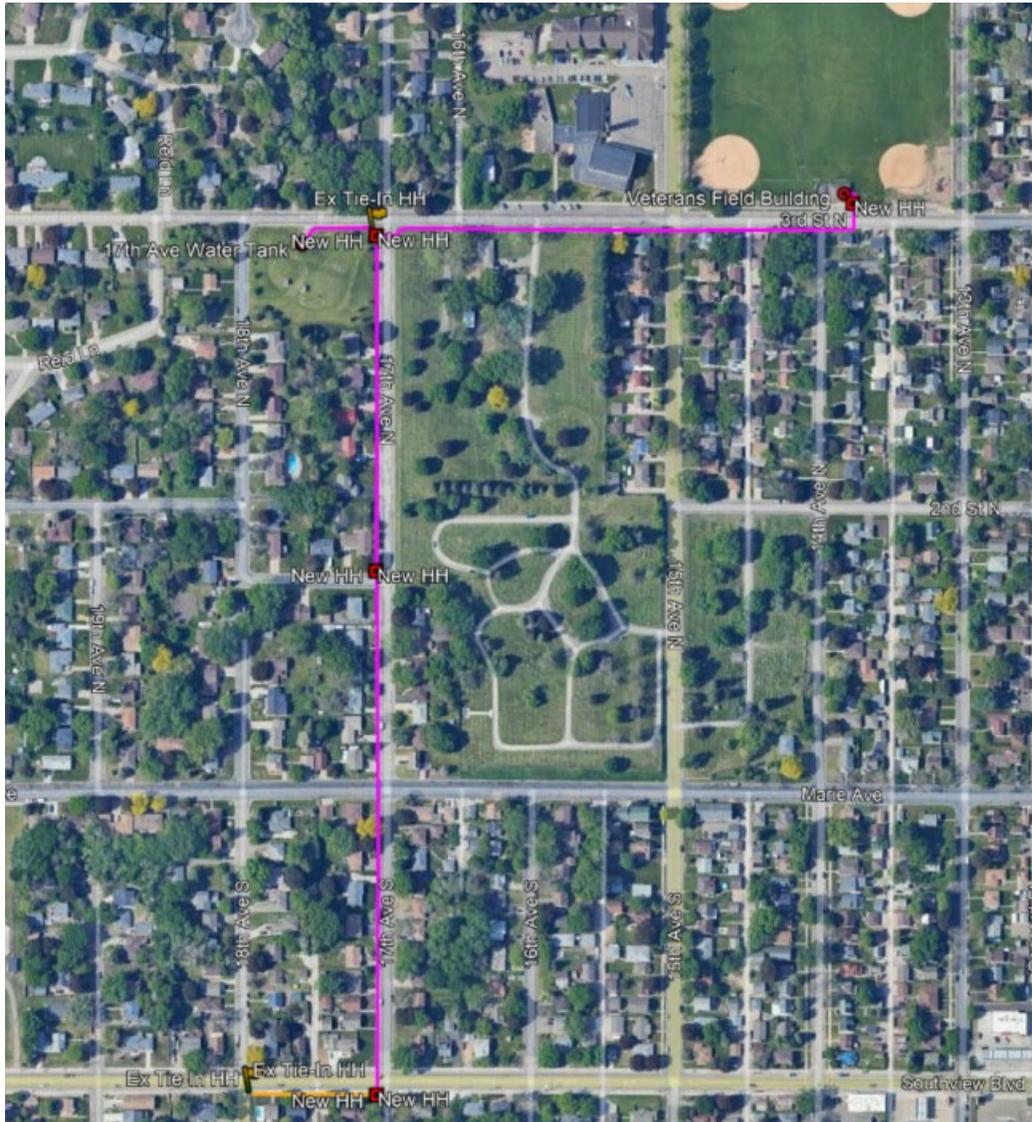


Installation of fiber optic network to connect Pumphouse #8 to City Hall. This cost estimate includes materials (switch included), labor and splicing to complete this project. Any unforeseen cost will be communicated once known.

Labor	\$25,603.75
Materials	\$10,028.00
Total	\$35,631.75

Estimated annual locates \$210.00.

365628 SSP-17th Ave Water Tank 259 17th Ave N to CH - New Build 2024

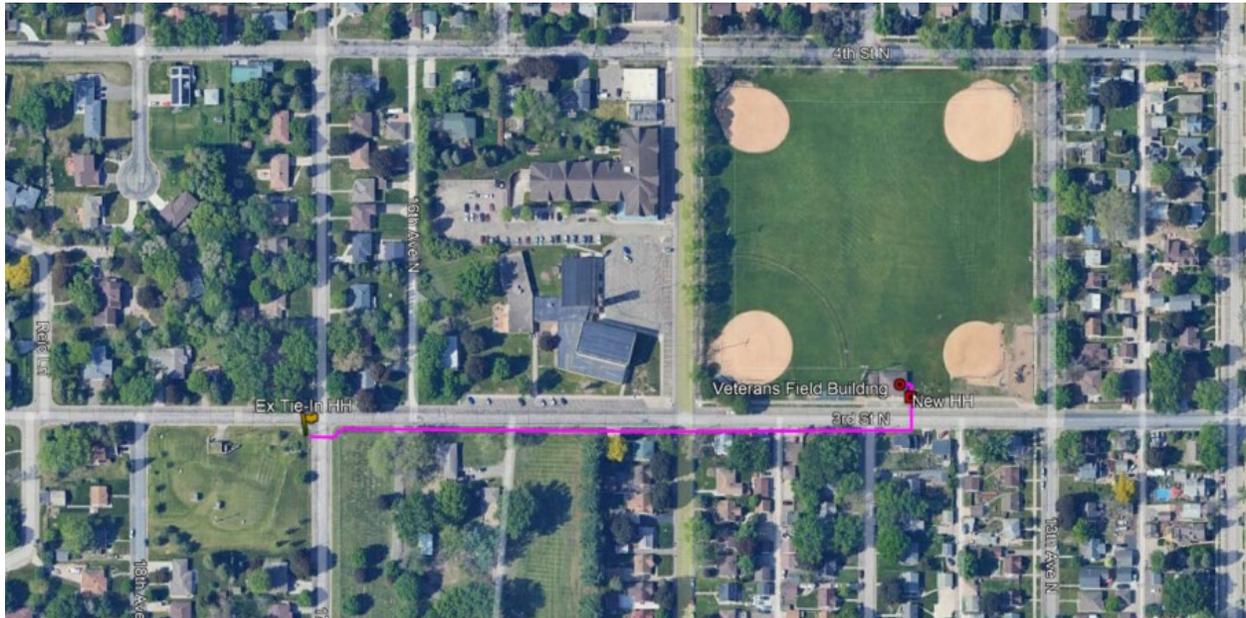


Installation of fiber optic network to connect 17<sup>th</sup> Ave Water Tank to City Hall. This cost estimate includes materials (switch included), labor and splicing needed to complete this project. Any unforeseen cost will be communicated once known.

Labor	\$50,922.50
Materials	\$13,900.00
Total	\$64,822.50

Estimated annual locates \$516.00.

365629 SSP-Veterans Field 1400 3rd St N to CH - New Build 2024



Installation of fiber optic network to connect Veterans Field to City Hall. This cost estimate includes materials (switch includes), labor and splicing needed to complete this project. Any unforeseen cost will be communicated once known.

Labor	\$30,560.00
Materials	\$10,226.00
Total	\$40,786.00

Estimated annual locates \$288.00.

365631 SSP-Pumphouse #7 520 Farwell Ave to CH - New Build



Installation of fiber optic network to connect Pumphouse #7 to City Hall. This cost estimate includes materials (switch included), labor and splicing needed to complete this project. Any unforeseen cost will be communicated once known.

Labor	\$56,228.75
Materials	\$13,757.00
Total	\$69,985.75

Estimated annual locates \$606.00.



**City Council Agenda**

Date: July 15, 2024  
Department: Engineering  
Prepared by: Nick Guilliams, City Engineer  
Administrator: \_\_\_\_\_

8-K

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

**ACTION TO BE CONSIDERED:**

Motion to approve Change Order No. 3 for a credit of \$14,090.

**OVERVIEW:**

On October 2, 2023, the City Council awarded the Well No. 3 Water Treatment Plant bid to Municipal Builders, Inc. for \$8,094,000. Change Order No. 3 constitutes a credit for the removal of below-grade waterproofing. During construction, well-draining soils were discovered, making the waterproofing of the below-grade concrete unnecessary.

The net change to the contract amount from Change Order No. 3 is a credit of \$14,049. 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
Change Order No. 3	<b>(\$14,049)</b>
<b>Proposed Contract Amount</b>	<b>\$8,568,961.06</b>

**RECOMMENDATION:**

Staff recommends that the City Council consider approving Change Order No. 3 in the amount of (\$14,049), resulting in a new contract amount of \$8,568,961.06.

**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

City of South St Paul  
OWNER

6/14/2024  
DATE

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

3  
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

Remove below grade waterproofing.

Credit: \$14,049.00

### Purpose of Change Order:

During construction it was determined that the soil at the site is very well draining and that the addition of dampproofing or membrane is not required on the below grade concrete.

Basis of Cost:  Actual  Estimated

Attachments (list supporting documents)

### Contract Status

Original Contract

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

Change this C.O.

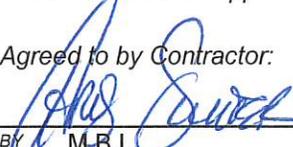
Revised Contract

Time	Cost
	\$8,094,000.00
-	\$489,010.06
-	(\$14,049.00)
-	\$8,568,961.06

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

Digitally signed by Andrew Knapp  
DN: cn=Andrew Knapp, o=SEH, ou=Water Division, c=USA  
Date: 2024.07.10 10:45:05Z

Agreed to by Contractor:

  
BY M.B.I.

Andrew Knapp, PE

Approved for Owner:

  
BY City of South St Paul

SR. PROJ. MGR  
TITLE

City Engineer  
TITLE

Distribution Contractor 2 Owner 1 Project Representative 1

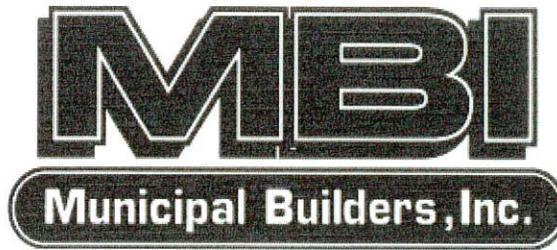
SEH Office 1

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

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June 12, 2024

Mr. Miles Jensen  
Short Elliott Hendrickson  
3535 Vadnais Center Drive  
St. Paul, MN 55110

Re: Well No. 3 Water Treatment Plant  
South St. Paul, MN

Dear Mr. Jensen:

As discussed, we've compiled the costs associated with the deletion of the below grade waterproofing while keeping the insulation. The resulting credit is as follows:

**Below grade waterproofing deletion**

Sub:		
Kramer Davis		\$ 13,380.00
	Subtotal	\$ 13,380.00
	MBI 5% contractors fee on subs	<u>\$ 669.00</u>
	<b>TOTAL CREDIT</b>	<b>\$ 14,049.00</b>

Please review and approve. Call with any questions.

Sincerely,

Chris Sluiter  
Sr. Project Manager  
Municipal Builders, Inc.

Enc.

7900 Old Viking Blvd NW    Nowthen, MN    Phone: (763) 421-8790    Fax: (763) 421-1028



## City Council Agenda

Date: July 15, 2024

Department: Engineering

Prepared by: Nick Guilliams, City Engineer

Administrator: RG

8-L

**Agenda Item: Approve Proposal with Kimley-Horn for Final Design Services to Extend Verderosa Avenue and Public Utilities to Access the Proposed Wakota Crossing Redevelopment Project**

**Action to be considered:**

Approve a proposal with Kimley-Horn for \$165,000 for final design services needed to extend Verderosa Avenue and public utilities to access the proposed Wakota Crossing Redevelopment.

**Overview:**

City staff has been collaborating with Capital Partners over the past year on the proposed Wakota Crossing Redevelopment project. This project involves the construction of a Class A Office-Warehouse building, offering a total of 182,700 gross square feet of leasable space. To facilitate this project, Verderosa Avenue, a public street, will need to be extended, along with installing public utilities such as water, sanitary sewer, and storm sewer. The cost of this extension will be funded by a \$3,000,000 grant from the United States Department of Housing and Urban Development (HUD) Community Project Funding. The project is expected to bring about substantial economic benefits, create job opportunities, and contribute to the growth of the local community.

The preliminary design phase is complete, and staff recommends that we proceed with completing construction documents for bidding and construction in 2025.

**Recommendation:**

Staff recommends that the Council approve a proposal with Kimley-Horn for \$165,000.

**Source of Funds:**

Capital project funds with reimbursement from HUD Community Project Funding.

July 10<sup>th</sup>, 2024

Mr. Nick Guilliams  
City Engineer  
City of South St. Paul  
125 3<sup>rd</sup> Avenue North  
South St. Paul, MN 55075

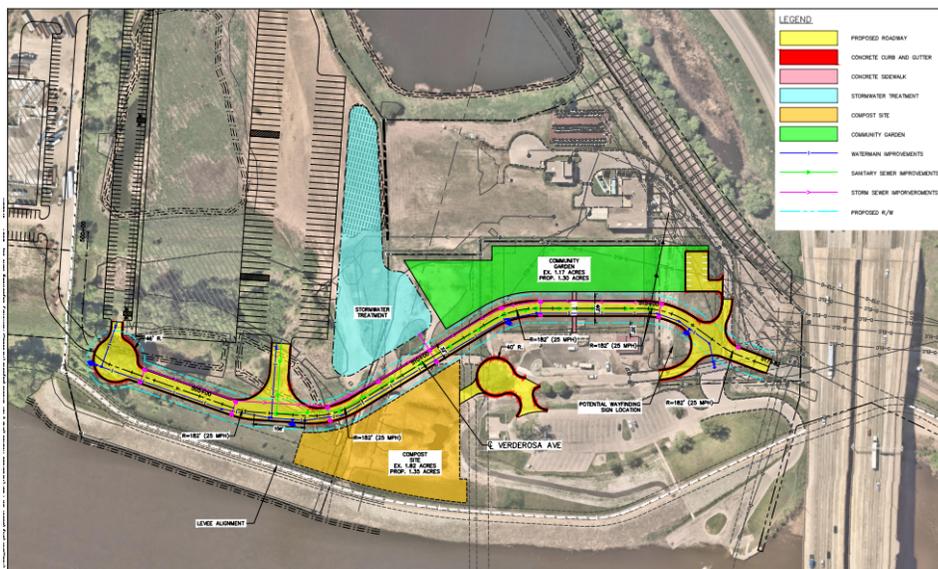
**RE: Verderosa Avenue Extension - Final Design Services**

Dear Mr. Guilliams:

Kimley-Horn and Associates, Inc. (Kimley-Horn) is pleased to submit this proposal to the City of South St. Paul (City) for professional engineering services for final design of the Verderosa Avenue Extension Project. Our project understanding, proposed scope of services, schedule, and fee are detailed below.

## **PROJECT UNDERSTANDING**

The City of South St. Paul recently received \$3,000,000 in federal grant funding to construct the extension of Verderosa Avenue onto the private development site located at the former MCES site south of I-494 and east of Hardman Avenue. This segment of roadway will connect the development site to the roadway network of South St. Paul, extend public utilities (watermain and sanitary sewer) to the site, and relocate the City Community Garden and Compost Sites. Kimley-Horn has developed the preliminary layout for the proposed improvements shown below.



We understand that the City would like to progress the project through final design, preparation of construction documents and bidding. Final design services will include coordination of HUD grant agreement requirements with City Staff, preparation of project deliverables for review agencies, and coordination of final site layout and grading plans with developer staff.

This proposal has been prepared with the assumption that bidding of the project will occur in the Winter of 2024/2025 with construction beginning in the Spring of 2025. We also understand that further coordination with HUD agreement requirements and the developer is necessary to fully scope the environmental permitting and who will be responsible. This proposal is provided with the assumption that this work will either be done by others, or a contract amendment will be executed between Kimley-Horn and the City of South St. Paul to complete the necessary environmental approvals/permitting.

## **SCOPE OF WORK**

### **Task 1: Project Management and Meetings**

#### **Task 1.1 – General Project Management**

Kimley-Horn will provide overall project management and utilize internal project management tools to monitor budgets, staff roles, and responsibilities for the project. We will communicate project updates directly with the City's project manager. We have assumed the final design will commence in July 2024 and extend through February 2025.

#### **Task 1.2 – Project Team Meetings**

We will prepare materials for and conduct up to six (6) project team meetings, including one (1) design kickoff meeting. Kimley-Horn will have up to two (2) staff present at each meeting and will be responsible for scheduling, agenda, and summary notes. We have assumed the project team meetings will be comprised of City, Kimley-Horn, and developer staff. We have also assumed two (2) additional coordination meetings with applicable funding agency staff to determine funding-specific permitting and design requirements.

### **Task 2: Public/Agency Involvement**

#### **Task 2.1 – City Website Support**

Kimley-Horn will prepare a project information sheet for use on the City website and/or social media outlets. We will prepare up to three (3) updates to the project information sheet throughout the final design phase to provide public updates on the project development. We have assumed no open houses or public meetings will be conducted to share project updates or gather public feedback.

## **Task 2.2 – City Council Meetings**

Kimley-Horn will prepare for and attend one (1) City Council meeting or work session to present an update on the project development. We will prepare a PowerPoint presentation and have assumed the attendance of one (1) Kimley-Horn staff at the City Council meeting or work session.

## **Task 3: Final Design**

### **Task 3.1 – Final Design (60%, 90%, 100%)**

Kimley-Horn will prepare and submit to the City 60%, 90%, and 100% Plans for proposed improvements. Kimley-Horn will also prepare a Project Manual and Special Provisions with the 90% and 100% submittals. The following plan sheets are assumed to be prepared as part of the plans:

- Cover Sheet
- Statement of Estimated Quantities
- General Notes
- Typical Sections
- Construction Details
- Alignment Plan and Tabulation
- Removal Plans
- Construction Plan and Profiles
- Storm Sewer Laterals and Tabulation
- Watermain and Sanitary Sewer Plans
- SWPPP
- Community Garden and Compost Site Plan
- Turf Establishment and Erosion Control Plans
- Intersection Detail Plans
- Cross Sections

### **Task 3.2 – Cost Estimates**

Kimley-Horn will prepare an Engineer's Opinion of Probable Cost at each plan submittal (60%, 90%, and 100%).

### **Task 3.3 – Project Manual and Special Provisions**

Kimley-Horn will prepare the Project Manual and Special Provisions with the 90% and 100% project submittals. The Project Manual and Special Provisions are assumed to be formatted consistent with previous City of South St. Paul street reconstruction projects.

### **Task 3.4 – Utility Coordination**

It is assumed that Utility Coordination will require two (2) coordination meetings and one (1) round of Gopher One Call requests. We will work with utility companies to identify impacts due to the proposed improvements and coordinate relocations ahead of construction. We will prepare a meeting summary following each utility coordination meeting.

### Task 3.5 Permitting

It is assumed that watermain extension permit (MDH), sanitary sewer extension permit (MPCA), and general construction stormwater permit will be required for this project. Kimley-Horn will coordinate and submit these permits for this project. Any additional permitting related to wetlands, floodplains, endangered species, or additional environmental clearance is assumed to be part of Task 3.

### Task 4: Bidding Services

Kimley-Horn will manage and upload necessary documents to QuestCDN for bidding services. Kimley-Horn will also host the bid opening and prepare the bid tabulation and summary following bidding. It is assumed that Kimley-Horn will prepare up to two (2) addendums as needed during bidding.

### Task 5: Project Area Visualization (Optional)

Kimley-Horn will prepare a 3D visualization of the project area using Civil 3D/infraworks as the basis for the 3D modeling. We will prepare up to two (2) higher level visualizations from single viewpoints, using outputs from the 3D model. We have assumed the project visualizations will be utilized to communicate the proposed development and future vision of the area to the City Council and project stakeholders.

## SCHEDULE

The following is a summary of the anticipated project schedule for the project.

Begin Final Design	July 2024
60% Plan Submittal	August 2024
90% Plan Submittal	October 2024
100% Plan Submittal	December 2024
Bid Opening	February 2025
Begin Construction	March/April 2025

## ESTIMATED COSTS

Kimley-Horn will provide the Scope of Services identified above on an hourly basis. Our total estimated cost for the Scope of Services is summarized in the table below.

Task 1 – Project Management and Meetings	\$ 15,000
Task 2 – Public/Agency Involvement	\$ 9,500
Task 3 – Final Design	\$125,000
Task 4 – Bidding Services	\$ 6,500
<i>Reimbursable Expenses</i>	<i>\$ 9,000</i>
<b>Total</b>	<b>\$165,000</b>
<i>Task 5 – Project Area Visualization (Optional)</i>	<i>\$ 21,500</i>
<b>Total (with Optional Task 5)</b>	<b>\$186,500</b>

We propose to complete the services on an hourly basis with a not-to-exceed cost of **\$165,000** or **\$186,500** based on the selection of Optional Task 5, including all labor and reimbursable expenses. Labor fee will be billed according to our current standard hourly rate schedule. Fees and times stated in this Proposal are valid for 120 days after the date of this letter.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. Please feel free to contact me at 651-643-0449 or [eric.fosmo@kimley-horn.com](mailto:eric.fosmo@kimley-horn.com) if you have any questions.

Sincerely,

**KIMLEY-HORN AND ASSOCIATES, INC.**



Eric Fosmo, P.E.

Project Manager/Vice President



Blake Tamminen, EIT

Project Engineer



**AGENDA ITEM: Approval of Grant Agreement for Drinking Water Planning and Design Funds for PFAS Treatment**

**ACTION TO BE CONSIDERED:**

Approve Resolution 2024-86 Authorizing the City of South St. Paul Grant Agreement with the Minnesota Pollution Control Agency in the amount of \$1,221,071 for Drinking Water Planning and Design Funds for PFAS Treatment

**OVERVIEW:**

On April 10, 2024, the U.S. Environmental Protection Agency (EPA) issued the first-ever national drinking water standard to protect communities from per- and polyfluoroalkyl substances (PFAS). This regulatory action follows extensive scientific research and input from stakeholders, aiming to reduce PFAS exposure and associated health risks. All public water systems have three years to complete initial monitoring for these chemicals. Where PFAS is found to exceed the new standards, systems will be required to implement solutions to reduce PFAS in their drinking water within five years (by 2029).

As of now, Well No. 4 has concentrations above the EPA standards. Other municipal wells could also be out of compliance, but more data to calculate the quarterly running average as required by the EPA is needed. Staff will continue to test the remaining seven municipal wells to gather enough data to get a quarterly running average. Well No. 4 is significant for the system, representing approximately 39% of the active pumping capacity and alone capable of meeting 63% of the active pumping capacity of the system. Due to this, determining the best way to provide PFAS treatment at Well No. 4 is imperative to continue providing safe drinking water to our residents.

The Minnesota State Legislature approved a one-time appropriation for the planning and design for long-term treatment of public drinking water contaminated with PFAS. This one-time appropriation must be spent by June 30, 2027. This funding provides up to \$22,000,000 total to support the planning and design of drinking water treatment systems for eligible communities. Staff submitted a grant application in April 2024, and we were recently notified that the city received \$1,221,071. The funding will be used to retain a consultant who will evaluate options for reducing PFAS levels in drinking water. This will involve preparing a feasibility study to develop and assess alternatives, engineering plans, and specifications to implement the chosen alternative.

**RECOMMENDATION:**

Staff recommends that the Council approve Resolution 2024-86 Authorizing the execution of a grant agreement with the Minnesota Pollution Control Agency for \$1,221,071 for drinking water planning and design funds for PFAS treatment.

**SOURCE OF FUNDS:**

N/A

City of South St. Paul  
Dakota County, Minnesota

**RESOLUTION NO. 2024-86**  
**RESOLUTION AUTHORIZING GRANT AGREEMENT TO THE MINNESOTA**  
**POLLUTION CONTROL AGENCY FOR DRINKING WATER PLANNING AND**  
**DESIGN FUNDS FOR PFAS TREATMENT**

**WHEREAS,** PFAS has been identified in several City-owned wells; and

**WHEREAS,** Well No. 4 has PFAS concentrations above current EPA standards; and

**WHEREAS,** The Minnesota State Legislature approved a one-time appropriation for the planning and design for long-term treatment of public drinking water contaminated with PFAS; and

**WHEREAS,** The Minnesota Pollution Control Agency awarded the City of South St. Paul \$1,221,071 to support the planning and design for reducing PFAS levels in drinking water.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The City Council of South St. Paul hereby authorizes grant approval to the Minnesota Pollution Control Agency for drinking water planning and design funds for PFAS treatment.

Adopted this 15<sup>th</sup> day of July, 2024.

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City Clerk

SWIFT Contract Number:

Agency Interest ID: 93554

Activity ID: PRO20240001

This Grant Agreement is between the state of Minnesota, acting through its Commissioner of the **Minnesota Pollution Control Agency**, 520 Lafayette Road North, St. Paul, MN 55155-4194 (“MPCA” or “State”), and **City of South St. Paul**, 125 Third Avenue North, South St. Paul, MN 55075 (“Grantee” or “Contractor” or “City”).

## Recitals

1. Under Minn. Stat. § 116.03, subd. 2, the State is empowered to enter into this grant.
2. The City is authorized to enter into this grant under Minn. Stat. § 412.211.
3. The State and City are in need of the **City of South St. Paul Drinking Water Planning and Design Funds for Perfluoroalkyl Substances (PFAS) Project** (project).
4. Grantee will comply with required grants management policies and procedures set forth through [Minn. Stat. § 16B.97](#), subd. 4(a)(1).
5. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to [Minn. Stat. § 16B.98](#), subd. 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

## Grant Agreement

### 1. Term of Grant Agreement

- 1.1 Effective date:** *July 12, 2024*, Per [Minn. Stat. § 16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract is fully executed and the State’s Authorized Representative has notified the Grantee that work may commence. Per [Minn. Stat. § 16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed.
- 1.2 Expiration date:** *June 30, 2027*, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 Survival of terms.** The following clauses survive the expiration or cancellation of this grant agreement: Indemnification; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

### 2. Grantee’s Duties

The City will plan and design a treatment system to address PFAS contamination at Well No. 4.

The system design will need to be approved by the MDH Drinking Water Protection Section, as required under Minnesota Rule 4720.0010. <https://www.revisor.mn.gov/rules/4720.0010/>

The design will need to meet the requirements of the most recent edition of the Great Lake’s Upper Mississippi River Board’s Recommended Standards for Water Works (10 States Standards) and the policies of MDH.

<https://www.health.state.mn.us/communities/environment/water/tenstates/index.html>

### 3. Time

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

### 4. Consideration and Payment

**4.1 Consideration.** The State will pay for all services performed by the Grantee under this grant agreement as follows:

- (a) Compensation.** The MPCA will reimburse the Grantee according to approved invoices relating to the duties listed in Clause 2. The MPCA will review the expense documentation submitted by the Grantee for the costs and will reimburse the Grantee for reasonable and necessary expenditures, as determined by the MPCA.
- (b) Travel expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant agreement will be provided to meet the duties listed in Clause 2; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.
- (c) Total obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed **\$1,221,071.00 (One Million Two Hundred Twenty-One Thousand Seventy-One Dollars and Zero Cents)**.

#### 4.2 Payment

**(a) Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule: **monthly or at least quarterly.**

Invoices must be emailed to [mpca.ap@state.mn.us](mailto:mpca.ap@state.mn.us), and contain the following information:

- Name of Grantee
- Grantee project manager
- Invoice number
- Invoice date
- Paid in full receipts
- MPCA project manager
- SWIFT Contract No.
- Invoicing period (actual working period)
- Prevailing Wage documentation

If there is a problem with submitting an invoice electronically, please contact the Accounts Payable Unit at 651-757-2491.

The Grantee shall submit an invoice for the final payment upon submittal of the final progress and financial report within 15 (fifteen) days of the original or amended end date of this grant agreement. The State reserves the right to review submitted invoices after 15 (fifteen) days and make a determination as to payment.

**(b) Unexpended Funds.** The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

#### 4.3 Contracting and Bidding Requirements

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must follow the law.

**(a)** For projects that include construction work and have a total project cost of \$25,000 or more, prevailing

wage rules apply per [Minn. Stat. §§177.41 through 177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

(b) The grantee must not contract with vendors who are suspended or debarred in MN:

<https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp>

#### 4.4 Prevailing Wage

Pursuant to Minnesota Statutes 177.41 to 177.44 and corresponding Minnesota Rules 5200.1000 to 5200.1120, this contract is subject to the prevailing wages as established by the Minnesota Department of Labor and Industry. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalties. Rates are listed in **Attachment A**.

In compliance with Minn. Stat. § 177.43, subd. 3 and §177.44, subd. 5, the wages of laborers, workers, and the mechanics on projects financed in whole or part by State Funds should be comparable to wages paid for similar work in the community as a whole. Project includes erection, construction, remodeling, or repairing of a public building or other public work financed in whole or part by State funds.

Any work on real property which uses the skill sets of any trades covered by Labor Code and Class under prevailing wages is construction and requires prevailing wages. See <http://www.dli.mn.gov/business/employment-practices/prevailing-wage-information> for a list of affected trades.

The Contractor shall pay prevailing wages to its employees when conducting construction activities under this agreement.

**Applicability.** In accordance with Minn. Stat. § 177.43, subd. 7. This does not apply to an agreement or work under an agreement, under which:

- A. the estimated total cost of completing the project is less than \$2,500 and only one trade or occupation is required to complete the work; or
- B. the estimated total cost of completing the project is less than \$25,000 and more than one trade or occupation is required to complete it.

#### **Choose from Commercial, Highway/Heavy, or Residential Wage Rates:**

The prevailing wage rate requirements are attached as **Attachment A**.

#### **Prevailing Wage Payroll Information:**

In accordance with Minn. Stat. § 177.30, subd. 4, and § 177.43, subd. 3, the Contractor and Subcontractor shall furnish to the Contracting Authority and the Project Owner:

- All payrolls, of all workers on the project, a certified payroll report via e-mail as attachments, a State of Minnesota Prevailing Wage Payroll Report as a Microsoft Excel file and Statement of Compliance Form as a PDF file to the appropriate e-mail addresses: [prevailingwage.pca@state.mn.us](mailto:prevailingwage.pca@state.mn.us) and the MPCA Authorized Representative.
- The Subject line on the Contractor's or Subcontractor's e-mail must give their firm's name and the Contract or Purchase Order Number.
- These completed forms must be furnished not more than 14 days after the end of each pay period.
- The State of Minnesota Prevailing Wage Payroll Report and Statement of Compliance Form are available on the MMD website at <http://www.mmd.admin.state.mn.us/mn02000.htm>. Submit the completed and

signed State of Minnesota Prevailing Wage Payroll Report as a Microsoft Excel file and the Statement of Compliance Form as a PDF file, no other payroll forms will be accepted to meet this requirement.

The prevailing wage payroll information forms that are submitted shall be maintained by the contracting agency for a minimum of three years after final payment has been made on the project. All of the data provided on the Prevailing Wage Payroll Information Form will be public data, which is available to anyone upon request.

Refer vendor questions regarding the Prevailing Wage Laws to the Department of Labor and Industry at 651-284-5091 or visit the website for Labor Standards Section, Prevailing Wage  
<http://www.dli.mn.gov/business/employment-practices/prevailing-wage-information>.

All construction work needs an IC-134 form submitted by the Contractor before payment can be made. The Contractor can find a copy of the IC-134 online at the Minnesota Department of Revenue website at  
<https://www.revenue.state.mn.us/construction-contracts-state-or-local-government-agencies>.

#### **4.5 Reporting Requirements**

The Grantee shall submit to the State quarterly status reports, based on the effective date of this agreement.

### **5. Conditions of Payment**

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative/MPCA's Project Manager and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

### **6. Authorized Representative**

The State's Authorized Representative/Project Manager is **Pamela Anderson**, 520 Lafayette Road, St. Paul, MN 55155, 651-757-2190, [pam.anderson@state.mn.us](mailto:pam.anderson@state.mn.us), or their successor, and has the authority to monitor the Grantee's performance and to accept the services provided under this agreement. If the services are satisfactory, the MPCA's Project Manager will certify acceptance of each invoice submitted for payment.

The Grantee's Authorized Representative is **Nicholas Guilliams**, 125 Third Avenue North, South St. Paul, MN 55075, 651-554-3214, [nguilliams@southstpaul.org](mailto:nguilliams@southstpaul.org), or their successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

### **7. Assignment, Amendments, Change Orders, Waiver, and Grant Agreement Complete**

**7.1 Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.

**7.2 Amendments.** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.

**7.3 Change orders.** If the State's Project Manager or the Grantee's Authorized Representative identifies a change needed in the workplan and/or budget, either party may initiate a Change Order using the Change Order Form provided by the MPCA. Change Orders may not delay or jeopardize the success of the Project, alter the overall scope of the Project, increase or decrease the overall amount of the Contract/Agreement, or cause an extension of the term of this Agreement. Major changes require an Amendment rather than a Change Order.

The Change Order Form must be approved and signed by the State's Project Manager and the Grantee's Authorized Representative **in advance of doing the work**. Documented changes will then become an integral and enforceable part of the Agreement. The MPCA has the sole discretion on the determination of whether a

requested change is a Change Order or an Amendment. The state reserves the right to refuse any Change Order requests.

**7.4 Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.

**7.5 Grant agreement complete.** This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

## 8. Indemnification

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

## 9. State Audits

Under [Minn. Stat. § 16B.98](#), subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## 10. Government Data Practices and Intellectual Property

**10.1 Government data practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of [Minn. Stat. § 13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

### 10.2 Intellectual property rights

**(a) Intellectual property rights.** The State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this grant agreement. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant agreement. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant agreement. The Documents shall be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee, at the Grantee's expense, upon the written request of the State, or upon completion, termination, or cancellation of this grant agreement. To the extent possible, those Works eligible for copyright protection under the United States' Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

**(b) Obligations.**

- (1) **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this grant agreement, the Grantee shall immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure therein.
- (2) **Representation.** The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause Liability, the Grantee shall indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including, but not limited to, attorney fees. If such a claim or action arises or in Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.
- (3) **License.** The State hereby grants a limited, no-fee, noncommercial license to the Grantee to enable the Grantee's employees engaged in research and scholarly pursuits to make, have made, reproduce, modify, distribute, perform, and otherwise use the Works, including Documents, for research activities or to publish in scholarly or professional journals, provided that any existing or future intellectual property rights in the Works or Documents (including patents, licenses, trade or service marks, trade secrets, or copyrights) are not prejudiced or infringed upon, that the Minnesota Data Practices Act is complied with, and that individual rights to privacy are not violated. The Grantee shall indemnify and hold harmless the State for any claim or action based on the Grantee's use of the Works or Documents under the provisions of Clause 10.2(b)(2). Said license is subject to the State's publicity and acknowledgement requirements set forth in this grant agreement. The Grantee may reproduce and retain a copy of the Documents for research and academic use. The Grantee is responsible for security of the Grantee's copy of the Documents. A copy of any articles, materials or documents produced by the Grantee's employees, in any form, using or derived from the subject matter of this license, shall be promptly delivered without cost to the State.

**11. Workers' Compensation**

The Grantee certifies that it is in compliance with [Minn. Stat. § 176.181](#), subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

**12. Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

### 13. Termination

- 13.1 Termination by the State.** The State or Grantee may immediately terminate this grant agreement with or without cause, upon 30-days' written notice to the other party. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 13.2 Termination for cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this grant agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 13.3 Termination for insufficient funding.** The State may immediately terminate this grant agreement if:
- (a)** It does not obtain funding from the Minnesota Legislature.
  - (b)** Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

### 14. Data Disclosure

Under [Minn. Stat. § 270C.65](#), subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

### 15. Payment to subcontractors (if applicable)

As required by Minn. Stat. § 16A.1245, the prime contractor must pay all subcontractors, less any retainage, within 10 calendar days of the prime contractor's receipt of payment from the State for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

### 16. Publicity and Endorsement

- 16.1 Publicity.** Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.
- 16.2 Endorsement.** The Grantee must not claim that the State endorses its products or services.

## Signatures

**Title**

**Name**

**Signature**

**Date**

DRAFT

**Admin ID**



**CITY COUNCIL AGENDA REPORT**  
**DATE: JULY 15, 2024**  
**DEPARTMENT: CITY CLERK**  
**Prepared by: Deanna Werner**  
**ADMINISTRATOR: RG**

**8-N**

**AGENDA ITEM: Acceptance of Gift Donations**

**ACTION TO BE CONSIDERED:**

Motion to accept Resolution 2024-087, Acceptance of Gift Donations as submitted by the City Clerk.

**OVERVIEW:**

Donations will be approved by Resolution as they are received. The amount of the donation and the donors will still be listed separately on the Council Agenda and read aloud during the approval of the consent agenda.

**SOURCE OF FUNDS:**

N/A

City of South St. Paul  
Dakota County,  
Minnesota

**RESOLUTION NO. 2024-087**

Acceptance of Gift Donations

**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, The City of South St. Paul receives donations** from various sources and businesses within the City of South St. Paul and the surrounding areas.

**WHEREAS,** the City of South St. Paul finds it is appropriate to accept the donation(s) offered with appreciation.

**THEREFORE, BE IT RESOLVED:** by the City Council of the City of South St. Paul, Minnesota, to accept the following donation(s):

<b>Doner</b>	<b>Amount</b>	<b>Department</b>	<b>Designation</b>
Waterous, Inc.	\$1,000	Parks & Recreation	2024 Splish, Splash

The City Clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted this 15th day of July 2024.

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City Clerk



**City Council Agenda**  
Date: July 15, 2024  
Department: City Clerk  
Prepared by: Deanna Werner  
Admin: RG

8-0

**Agenda Item:**

**Action to be considered:** Appointment of Election Judges

Motion to adopt Resolution No. 2024-088, Appointing Election Judges for the Statewide Primary Election to be held on August 13, 2024.

**Overview:**

Section 204B.21, Subd. 2 of the Minnesota Election Laws requires that Election Judges shall be appointed by the governing body of the municipality.

The attached list of names includes Election Judges who have worked over the past several years, as well as new Election Judges. All Election Judges will be required to attend an biannual training as mandated by State Law to serve for as an Election Judge. The Election Judges that are appointed by the City continue to provide some of the most efficiently run elections in Dakota County. They are very committed and dedicated to their work as Election Judges.

**Source of Funds:** N/A

City of South St. Paul  
Dakota County, Minnesota

**RESOLUTION No. 2024-088**

**RESOLUTION APPOINTING ELECTION JUDGES  
AND ABSENTEE BALLOT BOARD  
FOR THE 2024 Statewide Primary on August 13, 2024.**

**WHEREAS**, pursuant to Section 204B.21 of the Minnesota Election Laws, Election Judges shall be appointed by the governing body of the municipality; and

**WHEREAS**, the appointments shall be made at least 25 days before the Election at which the Election Judges will serve; and]

**WHEREAS**, Election Judges shall receive at least the prevailing Minnesota minimum wage for each hour spent carrying out duties at the polling place and in attending training session; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of South St. Paul that the individuals listed on the attached Exhibit A are appointed to serve as Election Judges for the Elections to be held on August 13, 2024.

**BE IT FURTHER RESOLVED**, the City Clerk is authorized to appoint additional Election Judges as needed for the conduct of this Election.

Adopted this 15<sup>th</sup> day of July 2024

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City Clerk

## ***Exhibit A***

<b>Last Name</b>	<b>First Name</b>	<b>Assignment</b>
Arneson	Cary	Election Judge
Baumann	Faye	Election Judge
Bernal	Ernesto	Election Judge
Bernal	Suzanne	Election Judge
Chadwick	Barb	Election Judge
Dalzell	Dawn	Election Judge
Diaz	Linda	Election Judge
Feit	Joshua	Election Judge
Fritsche	Patricia	Election Judge
Gervais	Ryan	Election Judge
Goaley	Cathy	Election Judge
Goossens	LouAnn	Election Judge
Haye	Tracy	Election Judge
Hiedeman	Scott	Election Judge
Hinz	Joseph	Election Judge
Hrinda	Deb	Election Judge
Humann	Paul	Election Judge
Jarman	Judy	Election Judge
Joynson	Barb	Election Judge
Keith	Linda	Election Judge
Knock	Jerry	Election Judge
Peterson	Lisa	Election Judge
Pickar	James	Election Judge
Polzin	Tom	Election Judge
Rakness	Rich	Election Judge
Randle Sr.	Michael	Election Judge
Sanford	Carol	Election Judge
Schlemmer	Monica	Election Judge
Schroeder	Patricia	Election Judge
Schroeder	Robin	Election Judge
Stoltenow	Mark	Election Judge
Strehlow	Catherine	Election Judge
Vaz	Meyrick	Election Judge
Werner	Tom	Election Judge



**AGENDA ITEM: Award Quote for Tree Planting in Boulevards Around Veterans Field Park to Hoffman & McNamara**

**ACTION TO BE CONSIDERED:**

Award a quote to Hoffman & McNamara in the amount of \$16,671 for tree planting.

**OVERVIEW:**

In 2021, the City received a grant in the amount of \$94,500 from the Department of Natural Resources to assist the City with tree removal and replacement that was necessary due to Emerald Ash Borer. At the time, Staff awarded a quote to Davey Tree Expert Company for ash tree removal and replacement. The original quote amount/contract with Davey has been fulfilled, and the City still has approximately \$17,451 left in grant funding that can be spent on planting additional trees. This funding will be used to plant new trees in the boulevards around Veterans Field Park. Staff requested quotes from qualified contractors on the cost to plant 40 trees in this area. The lowest quote is from Hoffman & McNamara:

Contractor	Total Cost
Hoffman & McNamara	\$16,671
Tree Trust	\$17,150

**RECOMMENDATION:**

Staff recommend awarding the quote to Hoffman & McNamara.

**SOURCE OF FUNDS:**

2021-2024 Shade Tree Bonding Grant.

**ATTACHMENTS:**

- A- Approximate Tree Planting Locations

**ATTACHMENT A**  
**APPROXIMATE TREE PLANTING LOCATIONS**



Blue dot = Approximate tree planting location  
Red outline= Traffic visibility area. No trees to be planted in this area.



**AGENDA ITEM: Conditional Employment Offer – Entry Level Police Officer**

**ACTION TO BE CONSIDERED:**

Motion to appoint Dylan Christensen as a probationary entry level police officer effective on, or after August 5<sup>th</sup>, 2024, at a starting monthly salary consistent with his years of sworn experience, as articulated in the current LELS contract, contingent upon successful completion of a background investigation, physical examination, and psychological evaluation.

**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-one officers, with an additional set to begin with us later this month.

During the November 6<sup>th</sup>, 2023, Civil Service Commission Meeting, the Commission directed staff to begin taking continual applications and an initial eligible register was established on December 4<sup>th</sup>, 2023, that has since been exhausted. A second eligible register was established on July 15<sup>th</sup>, 2024, and the Commission has certified the top three applicants for consideration of appointment. A redacted copy of the top candidates' application and resume is attached.

Dylan Christensen holds an Associate's Degree from Inver Hills Community College, is currently serving in the Minnesota Army National Guard, and worked for the South St. Paul Police Department first as a Community Service Officer, then as a Police Officer before resigning in good standing to seek employment elsewhere in June of 2024.

John Quinlan holds a Bachelor's degree from the University of Minnesota and is currently working as a Police Officer in the City of San Francisco, California.

Payton Powell holds an Associate's Degree from Inver Hills Community College and is currently finishing his law enforcement skills training at Hennepin Technical College, while working full time as a sales executive.

Police Department staff have reviewed the application, testing materials, and preliminary background information for this candidate and recommends Dylan Christensen be given a conditional employment offer as probationary police officer effective on, or after August 5<sup>th</sup>, 2024, contingent upon successful completion of a background investigation, physical examination, and psychological evaluation,

**SOURCE OF FUNDS:**

2024 Police Protection Budget

**SOUTH SAINT PAUL POLICE DEPARTMENT**

2024-1 ENTRY LEVEL POLICE OFFICER TEST

NAME		FIRST ORAL GROSS	FIRST ORAL WEIGHTED	SECOND ORAL GROSS	SECOND ORAL WEIGHTED	VETERAN'S PREFERENCE	RESERVE/ CSO - Bonus	TOTAL SCORE	FINAL RANKING
Christensen	Dylan	54.00	40.00	63.00	60.00	10		110.00	1
Quinlan	John	54.00	40.00	63.00	60.00			100.00	2
Powell**	Payton	42.00	31.11	63.00	60.00			91.11	3
Murwanashyaka	Innocent	48.00	35.56	56.00	53.33			88.89	4

The Commission directed that the weighting of the scores would be 40% for initial oral interviews and 60% 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 0.40 (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 0.60 (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)

7/15/2024

# 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:** July 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) Dylan Christensen
- 2) John Quinlan
- 3) Payton Powell

  
James Woodburn – Secretary

**EMPLOYMENT APPLICATION**



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

**Christensen, Dylan Alexander**  
 23-00011 POLICE OFFICER

**Received: 7/11/24 12:42 PM**  
**For Official Use Only:**  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
 Experience  
 Training  
 Other: \_\_\_\_\_

**PERSONAL INFORMATION**

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

**PREFERENCES**

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

**EDUCATION**

<b>DATES:</b>	<b>SCHOOL NAME:</b> Andover high school	<b>DEGREE RECEIVED:</b> High School Diploma
<b>LOCATION:</b> (City, State/Province) Andover , Minnesota	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>DATES:</b>	<b>SCHOOL NAME:</b> Inver Hills Community College	<b>DEGREE RECEIVED:</b> Associate's
<b>LOCATION:</b> (City, State/Province) Inver Grove Heights , Minnesota	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>MAJOR:</b> Law Enforcement		
<b>DATES:</b>	<b>SCHOOL NAME:</b> Metro State University	<b>DEGREE RECEIVED:</b> Bachelor's
<b>LOCATION:</b> (City, State/Province) Saint Paul , Minnesota	<b>DID YOU GRADUATE?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>MAJOR:</b> Criminal Justice		

**WORK EXPERIENCE**

<b>DATES:</b> From: 6/2024 To: Present	<b>EMPLOYER:</b> Washington County Sheriffs Office	<b>POSITION TITLE:</b> Deputy
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) Stillwater, Minnesota		
<b>SUPERVISOR:</b> Mike Petrey - Sergeant	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>DUTIES:</b> Patrolled areas Arrested suspects Made traffic stops Wrote reports Entered evidence		
<b>REASON FOR LEAVING:</b> Going back to South St Paul. WashCo was not I thought it was and I missed the work environment and family atmosphere of South St Paul		
<b>DATES:</b> From: 12/2018 To: Present	<b>EMPLOYER:</b> Minnesota Army National Guard	<b>POSITION TITLE:</b> Infantry Sergeant
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) Detroit Lakes, Minnesota		

<b>PHONE NUMBER:</b> 6512688222	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>DUTIES:</b> Deployed to the Middle East to aid in Operation Spartan Shield and performed security operations for the region. Activated during the Minneapolis Riots of 2020 aiding in the Law • Enforcement duties Monitored and authorized access to restricted areas by employees and visitors to guard against theft and incursion.		
<b>DATES:</b> From: 1/2023 To: 5/2024	<b>EMPLOYER:</b> South St. Paul Police Department	<b>POSITION TITLE:</b> Police Officer
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) 125 3rd Ave N, South St. Paul, Minnesota, 55075		
<b>PHONE NUMBER:</b> 6515543300	<b>SUPERVISOR:</b> Mike Running - Commander	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>DUTIES:</b> Arrested suspects following established procedures while exercising caution and good judgment. Protected citizens by preventing crime, enforcing laws and apprehending suspects. Communicated with victims, suspects and witnesses to gather and provide information regarding criminal events.		
<b>REASON FOR LEAVING:</b> K9 Interested in a variety of communities to serve. Interested in patrolling a larger area. Interested in working for a bigger agency and want to serve the community I live in.		
<b>DATES:</b> From: 6/2022 To: 1/2023	<b>EMPLOYER:</b> South St. Paul Police Department	<b>POSITION TITLE:</b> Community Service Officer
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) 125 3rd Ave N, South St. Paul, Minnesota, 55075		
<b>PHONE NUMBER:</b> 6515543300	<b>SUPERVISOR:</b> Mike Running - Commander	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>DUTIES:</b> • Patrolled assigned areas in a vehicle to ensure public safety and security. • Assisted with traffic control during special events, such as parades or sporting events. • Issued citations for violations of local ordinances and state laws.		
<b>REASON FOR LEAVING:</b> Promoted to police officer		
<b>DATES:</b> From: 8/2020 To: 6/2022	<b>EMPLOYER:</b> City of Inver Grove Heights Fire Department	<b>POSITION TITLE:</b> Firefighter
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) Inver Grove Heights, Minnesota, 55076		
<b>SUPERVISOR:</b> Josh Parrow - Captain	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>DUTIES:</b> Administered emergency treatment and medical care to people in various emergencies Answered emergency situations quickly and assessed conditions to contain fires, assist victims and prevent escalation. Collaborated with other emergency personnel when responding to emergencies.		
<b>REASON FOR LEAVING:</b> Started Job as a CSO with South St. Paul		
<b>DATES:</b> From: 7/2019 To: 5/2022	<b>EMPLOYER:</b> Marks Towing	<b>POSITION TITLE:</b> Tow Truck Driver
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) Eagan, Minnesota		
<b>SUPERVISOR:</b> Craig - Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>DUTIES:</b> Consulted with supervisors and dispatch personnel to assess situations, determine appropriate solutions and make decisions. Responded to roadside assistance requests to provide tows and other types of support. Completed vehicle recoveries, private tows and involuntary retrievals in collaboration with businesses and police departments.		
<b>REASON FOR LEAVING:</b> Wanted to get into something more related to law enforcement so that I could obtain skills to better myself later on down the road. I came back to the job after the security job. I currently work here.		
<b>DATES:</b> From: 1/2020 To: 11/2020	<b>EMPLOYER:</b> Capital Investigations and Security Services	<b>POSITION TITLE:</b> Security Officer
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) St. Paul, Minnesota		
<b>PHONE NUMBER:</b> 6125047495	<b>SUPERVISOR:</b> SGT SCOTT - SGT	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**DUTIES:**  
 Patrol areas assigned  
 Keep peace  
 enforce private property regulations  
 Issue warnings and trespasses  
 Keep the property and the residents of contracted properties safe.

**REASON FOR LEAVING:**  
 Lack of pay and not what I thought the job would be.

<b>DATES:</b> From: 1/2016 To: 12/2019	<b>EMPLOYER:</b> Telcom construction	<b>POSITION TITLE:</b> Foreman
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) Clearwater, Minnesota		
<b>SUPERVISOR:</b> Don - Zwillig	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

**DUTIES:**  
 -Operate all equipment  
 -Train other employees  
 -Read blue prints  
 -Coordinate plans to successfully install underground fiber optics  
 -customer service  
 - understand, execute, and turn in work orders affectively  
 - repair and service fiber optic phone lines and power and gas services  
 - maintain knowledge of all equipment and duties

**REASON FOR LEAVING:**  
 Joined the national guard and moving to the cities to attend college for law enforcement

<b>DATES:</b> From: 6/2015 To: 1/2016	<b>EMPLOYER:</b> Buyer roofing	<b>POSITION TITLE:</b> Roofer
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) Waite park, Minnesota		
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

**DUTIES:**  
 - affectively install rubber 4 ply roofing materials to commercial buildings  
 - framing out parts of different roofs  
 -mixing hot tar  
 -Operating equipment  
 -use and knowledge of power tools

**REASON FOR LEAVING:**  
 Found better job with better pay

<b>DATES:</b> From: 2/2014 To: 6/2015	<b>EMPLOYER:</b> Oreilly auto parts	<b>POSITION TITLE:</b> Parts specialist
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) Champlin, Minnesota		
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

**DUTIES:**  
 -knowledge of parts  
 -Sale of automotive parts  
 -customer service  
 - delivery of parts

**REASON FOR LEAVING:**  
 Graduated high school and moved

**CERTIFICATES AND LICENSES**

<b>TYPE:</b> CPR and First Aid		
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b>	
<b>TYPE:</b> EMR		
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b>	
<b>TYPE:</b> POST (PEACE OFFICER)		
<b>LICENSE NUMBER:</b> 27878	<b>ISSUING AGENCY:</b> South St. Paul	

**Skills**

<b>OFFICE SKILLS:</b> Typing:30 Data Entry:0
<b>OTHER SKILLS:</b>
<b>LANGUAGE(S):</b>

**ADDITIONAL INFORMATION**

<b>Additional Information</b> PIT/TVI Certified SFST/ARIDE Certified <b>Military Service</b> National Guard as of 12/27/18 Middle East Deployment 03/2021-02/2022 Minneapolis riots activation
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## REFERENCES

<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> George Wong	<b>POSITION:</b> Tow Truck Operator/Heavy Wrecker Operator
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code)		
<b>EMAIL ADDRESS:</b> racer-greenblur@hotmail.com		<b>PHONE NUMBER:</b>
<b>REFERENCE TYPE:</b> Personal	<b>NAME:</b> Ashley Weller	<b>POSITION:</b> Sergeant Minnesota Army National Guard/Team Leader
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code)		
<b>EMAIL ADDRESS:</b> ashleyweller22@gmail.com		<b>PHONE NUMBER:</b>
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Nicholas Grundhauser	<b>POSITION:</b> Sergeant Minnesota Army National Guard/Saint Paul Police Officer
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code)		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b>
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Chantz DeJean	<b>POSITION:</b> Staff Sergeant Minnesota Army National Guard/Squad Leader
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code)		
<b>EMAIL ADDRESS:</b> chantz.dejean@gmail.com		<b>PHONE NUMBER:</b>

## EMPLOYMENT APPLICATION



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

**Quinlan, John Reilly**  
 23-00011 POLICE OFFICER

Received: 6/19/24 4:25 AM

**For Official Use Only:**

QUAL: \_\_\_\_\_

DNQ: \_\_\_\_\_

Experience

Training

Other: \_\_\_\_\_

## PERSONAL INFORMATION

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

## PREFERENCES

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

## EDUCATION

<b>DATES:</b>	<b>SCHOOL NAME:</b> University of Minnesota Twin Cities? ? Minneapolis	
<b>LOCATION:</b> (City, State/Province) Minneapolis, Minnesota	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Bachelor's
<b>MAJOR:</b> Applied Economics		

## WORK EXPERIENCE

<b>DATES:</b> From: 3/2020 To: Present	<b>EMPLOYER:</b> San Francisco Police Department	<b>POSITION TITLE:</b> Police Officer
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) 1245 3rd St, San Francisco, California, 94121		
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b># OF EMPLOYEES SUPERVISED:</b> 0		
<b>DUTIES:</b> Currently assigned to a Violence Reduction Team on patrol out of Tenderloin Station.		

## CERTIFICATES AND LICENSES

<b>TYPE:</b> California POST Certificate	
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b>
<b>TYPE:</b> Minnesota POST Reciprocity Exam	
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b> MN POST

## Skills

<b>OFFICE SKILLS:</b> Typing: Data Entry:
<b>OTHER SKILLS:</b>
<b>LANGUAGE(S):</b> English - <input checked="" type="checkbox"/> Speak <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write

**ADDITIONAL INFORMATION**

Nothing Entered For This Section

**REFERENCES**

Nothing Entered For This Section

# Payton Powell

## *Police Officer*

payton.a.powell@trainingmag.com

## *Experience*

### *Account Executive Lakewood Media Group*

May 2015 - Current

For nearly the past decade I have managed an extensive list of key clients, oversee all conference and sponsorship sales, and have assisted in developing crucial changes in the company to survive and thrive through the COVID-19 pandemic. I have also grown my share of media sales considerably from the ground up.

### *Reserve Deputy Dakota County Sheriff's Office*

September 2022 - Present

As a reserve deputy I primarily assist the agency with special public events, work with outside agencies for their special public events, and do monthly patrol and transport duties with another reserve deputy.

### *Community Service Officer Cottage Grove Police Department*

May 2024 – Present

As a community service officer, I work closely with sworn officers and administration to diligently assist in their duties as well as serve the public by responding to non-emergency calls. I work to build and manage community relations, write reports, and serve the public interest within the scope of my duties.

## *Education*

January 2023 – Present (anticipated graduation December 2024)

Associate degree, Inver Hills Community College

## *Skills*

Conversational Spanish  
EMR Certified

Market Research  
Problem-solving

Communication  
Leadership

## EMPLOYMENT APPLICATION



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

**Powell, Payton A**  
 23-00011 POLICE OFFICER

Received: 6/20/24 11:10 AM

**For Official Use Only:**

QUAL: \_\_\_\_\_

DNQ: \_\_\_\_\_

Experience

Training

Other: \_\_\_\_\_

## PERSONAL INFORMATION

## POSITION TITLE:

POLICE OFFICER

## EXAM ID#:

23-00011

## NAME: (Last, First, Middle)

Powell, Payton A

## SOCIAL SECURITY NUMBER:

N/A

## ADDRESS: (Street, City, State/Province, Zip/Postal Code)

## EMAIL ADDRESS:

payton.a.powell@gmail.com

## HOME PHONE:

## NOTIFICATION PREFERENCE:

Email

## LEGAL RIGHT TO WORK IN THE UNITED STATES?

Yes  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:

Minneapolis South High School

## LOCATION: (City, State/Province)

Minneapolis, Minnesota

## DID YOU GRADUATE?

Yes  No

## DEGREE RECEIVED:

High School Diploma

## DATES:

## SCHOOL NAME:

Inver Hills Community College

## LOCATION: (City, State/Province)

Inver Grove Heights, Minnesota

## DID YOU GRADUATE?

Yes  No

## DEGREE RECEIVED:

Associate's

## MAJOR:

Culturally Responsive Professional Peace Officer

## WORK EXPERIENCE

## DATES:

From: 4/2015 To: Present

## EMPLOYER:

Lakewood Media Group

## POSITION TITLE:

Sales Executive

## ADDRESS: (Street, City, State/Province, Zip/Postal Code)

5353 Knox Ave S, Minneapolis, Minnesota, 55419

## COMPANY URL:

trainingmag.com

## PHONE NUMBER:

6123840733

## SUPERVISOR:

Bryan Powell - CFO/Owner

## MAY WE CONTACT THIS EMPLOYER?

Yes  No

## DUTIES:

To work with clients to connect them to our numerous media and conference resources. Help them increase brand awareness among our audience and help them utilize our lead generation products. Work with clients to make sure all their needs are met at our conferences.

## REASON FOR LEAVING:

I still work at this job.

## DATES:

From: 5/2024 To: Present

## EMPLOYER:

Cottage Grove Police Department

## POSITION TITLE:

Community Service Officer

## ADDRESS: (Street, City, State/Province, Zip/Postal Code)

12800 Ravine Parkway S, Cottage Grove, Minnesota, 55016

## PHONE NUMBER:

651-458-2850

## SUPERVISOR:

Nils - Torning

## MAY WE CONTACT THIS EMPLOYER?

Yes  No

## DUTIES:

As a CSO for Cottage Grove police department, my primary responsibility is to serve the city by responding to calls for service, assisting sworn officers with their duties, patrolling the city and parks, and writing reports based on the actions I take throughout the day. Some of these calls include, but are not limited to: dog bites, loose animals, responding to vehicle lockouts, motorist assists, noise complaints, collecting or delivering evidence to sworn officers or administration and more.

**REASON FOR LEAVING:**

I am currently still employed part-time; I chose to Cottage Grove as they offered a CSO position that I felt would prepare me for a sworn position once I was POST eligible. I plan on leaving this position once I finish skills and secure full-time employment as a sworn peace officer.

**CERTIFICATES AND LICENSES**

<b>TYPE:</b> Emergency Medical Responder	
<b>LICENSE NUMBER:</b> 1026694	<b>ISSUING AGENCY:</b> Minnesota Emergency Medical Services Regulatory Board
<b>TYPE:</b> Basic Life Support	
<b>LICENSE NUMBER:</b> 245416254793	<b>ISSUING AGENCY:</b> American Heart Association

**Skills**

<b>OFFICE SKILLS:</b> Typing: Data Entry:
<b>OTHER SKILLS:</b>
<b>LANGUAGE(S):</b> Spanish - <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

**ADDITIONAL INFORMATION**

Nothing Entered For This Section

**REFERENCES**

<b>REFERENCE TYPE:</b> Personal	<b>NAME:</b> Matthew Miranda	<b>POSITION:</b> Investigator - St. Louis County Sherrif's Department
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code)		
<b>EMAIL ADDRESS:</b> mirandam@stlouiscounty.mn.gov		<b>PHONE NUMBER:</b>
<b>REFERENCE TYPE:</b> Personal	<b>NAME:</b> Matthew Schmidt	<b>POSITION:</b>
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) 651 Stewart Ave N, South Saint Paul, Minnesota 55075		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b>
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Trevor Lunn	<b>POSITION:</b>
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) 645 Stewart Ave N, South Saint Paul, Minnesota 55075		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b>
<b>REFERENCE TYPE:</b> Personal	<b>NAME:</b> Peter Karns	<b>POSITION:</b>
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code)		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b> 6128177118
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Wayne Wegener	<b>POSITION:</b> Captain - Mendota Heights Police Department
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code)		
<b>EMAIL ADDRESS:</b> wwegener@mendotaheightsmn.gov		<b>PHONE NUMBER:</b>
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Leah Nelson	<b>POSITION:</b> Conference Operations Director - Lakewood Media Group
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code)		
<b>EMAIL ADDRESS:</b> leah@trainingmag.com		<b>PHONE NUMBER:</b>



**AGENDA ITEM: Public Hearings – Liquor Violations**

**ACTION TO BE CONSIDERED:**

Motion to adopt the following resolutions:

Resolution 2024-089, Imposing Sanctions Upon Retail Off Sale Liquor License Holder – Cantor Inc., DBA Hat Trick Liquors, 1150 Southview Blvd.

Resolution 2024 -090, Imposing Sanctions Upon Retail On Sale Wine/Strong Beer License Holder – El Hornito Wood Fire Pizza, 1527 5<sup>th</sup> Ave.

**OVERVIEW:**

On June 17<sup>th</sup>, 2024 the City Council called for public hearings to be held on Monday, July 15<sup>th</sup>, 2024, to consider the imposition of sanctions for liquor violations which occurred at the following locations:

- Hat Trick Liquor, 1150 Southview Blvd.
- El Hornito Wood Fire Pizza, 1527 5<sup>th</sup> Ave.

Each year the Police Department conducts alcohol and tobacco compliance checks on City- licensed establishments. In performing compliance checks, the Police Department utilizes age appropriate individuals who are under police supervision. These individuals will enter an establishment and either request to be served alcohol or attempt to purchase a tobacco product. Alcohol compliance checks are performed separately from tobacco compliance checks.

On March 29, 2024, the Police Department conducted liquor compliance checks on all South St. Paul liquor license holders. Hat Trick Liquor and El Hornito Wood Fire Pizza were found to be in violation of liquor laws by selling to a minor. Attached are the South St. Paul Police Incident Reports, Resolution adopting penalties for liquor law violations and a listing of past liquor violations.

State law authorizes the City Council to impose sanctions on a liquor holder for liquor law violations and requires that no suspension or revocation take effect until the licensee or permit holder has been given the opportunity for a hearing. In September of 2003, the City Council adopted a resolution which sets forth guidelines that may be considered when determining the sanction to be imposed. A copy of the resolution is attached.

Both liquor violations are considered first violations.

**SOURCE OF FUNDS: N/A**

City of South St. Paul  
Dakota County, Minnesota

**RESOLUTION NO. 2003-183**

**RESOLUTION RELATING TO CIVIL PENALTIES FOR VIOLATION OF  
LAWS RELATING TO ALCOHOLIC BEVERAGES**

**WHEREAS**, state law authorizes an authority issuing a retail intoxicating liquor license to impose civil penalties upon a license holder who is found to have failed to comply with an applicable statute, rule, or ordinance relating to alcoholic beverages; and

**WHEREAS**, civil penalties authorized by state law include license suspension for up to 60 days, license revocation, imposition of a civil penalty of up to \$2,000 for each violation, or any combination of these sanctions; and

**WHEREAS**, the City Council adopted Resolution No. 98-144 providing guidelines which may be considered by the City Council in imposing civil penalties; and

**WHEREAS**, the City Council desires to modify the guidelines as set forth in this Resolution.

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

1. The civil penalties to be imposed upon a holder of a retail intoxicating liquor license upon a finding of the licensee's failure to comply with an applicable statute, rule, or ordinance relating to alcoholic beverages shall be determined on a case-by-case basis and shall be appropriate in the opinion of the City Council taking into consideration the facts and circumstances of each case.

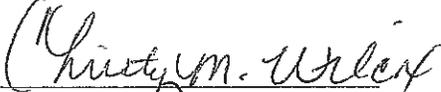
2. The following guidelines may be considered by the City Council in determining a civil penalty:

<b>NUMBER OF VIOLATIONS IN A CALENDAR YEAR</b>	<b>CIVIL PENALTY</b>
First Violation	One to three day license suspension and a \$500 civil penalty to be paid before the expiration of the suspension
Second Violation	Five to ten day license suspension and a \$750 civil penalty to be paid before the expiration of the suspension
Third Violation	License revocation

If a monetary civil penalty is not paid in full when due, the suspension imposed shall automatically extend until payment in full is made; or if a suspension of license was not imposed, and the monetary civil penalty is not paid when due, the license shall be suspended automatically, without further action of the City Council, until the civil penalty is paid in full. A license suspension shall not, however, exceed 60 days.

3. Resolution No. 98-144 is hereby rescinded and repealed.

Adopted this 2<sup>nd</sup> day of September, 2003.

  
City Clerk

**LIQUOR LICENSE VIOLATIONS PAST SANCTIONS IMPOSED  
2010 to Present**

Liquor License Holder	Sanction (Civil Penalty)	Month/Year of Violation
<b>2024</b>		
Hat Trick Liquor	TBD	3/29/2024
El Hornito Wood Fire Pizza	TBD	3/29/2024
<b>2023</b>		
<b>No Violations</b>		
<b>2022</b>		
<b>No Violations</b>		
<b>2021</b>		
Bugg's Place	\$500.00 Penalty, \$200 suspended, \$300 due by 8/23/21	4/1/2021
Croatian Hall	\$500.00 Penalty, \$200 suspended, \$300 due by 8/23/21	4/1/2021
<b>2020</b>		
Bugg's Place	2020 (No Sanction Imposed – Due to COVID 19)	3/10/2020
<b>2019</b>		
Croatian Hall	\$300.00 \$200.00 penalty if another violation within 1 year of 3/12/19	3/12/2019
Big Discount Liquor	\$300.00 penalty if another violation with 1 year of 3/12/19	3/12/2019
<b>2018</b>		
EnVision Hotel	\$300.00 \$200.00 penalty if another violation within 1 Year of 3/15/18	3/15/2018
Hat Trick Liquors	\$300.00 \$200.00 penalty if another violation within 1 year of 3/15/18	3/15/2018
<b>2017</b>		
El Neuvo 7 Mares	\$300.00 \$200.00 penalty if another violation within 1 year of 6/6/2017	6/6/2017
<b>2016</b>		
The Garden Bar	\$300.00 \$200.00 penalty if another violation within 1 year of 3/25/2016	3/25/2016
<b>2015</b>		
Super Mercado La Merced	\$300.00 \$200.00 penalty if another violation within 1 year of 4/3/2015	4/3/2015

<b>2014</b>		
Concord Bar & Grill (New Owner)	\$300.00 \$200.00 penalty if another violation within 1 year of 4/2/2014	4/2/2014
<b>2013</b>		
<b>No Violations</b>		
<b>2012</b>		
Al's Corral	\$500.00 (Licensee did not attend hearing)	4/6/2012
Concord Bar & Grill	\$300.00 \$200.00 penalty if another violation within 1 year of 4/6/2012	4/6/2012
So. St. Paul Rod & Gun Club	\$200.00 from previous violation \$300.00 for 4/6/2012 violation and \$200.00 penalty if another violation within 1 year of 4/6/2012	
Concord E-Z Stop	\$500.00 (Licensee did not attend hearing)	4/6/2012
<b>2011</b>		
Mattie's Lanes	\$300.00 \$200.00 penalty if another violation within 1 year of 4/1/2011	4/1/2011
Concord Bar & Grill	\$300.00 \$200.00 penalty if another violation within 1 year of 4/1/2011	4/1/2011
P.N.A. Club	\$300.00 \$200.00 penalty if another violation within 1 year of 4/1/2011	4/1/2011
So. St. Paul Rod & Gun Club	\$300.00 \$200.00 penalty if another violation within 1 year of 4/1/2011	4/1/2011
<b>2010</b>		
<b>No Violations</b>		

City of South St. Paul  
Dakota County,  
Minnesota

**RESOLUTION NO. 2024-089**

**RESOLUTION IMPOSING SANCTIONS UPON RETAIL OFF SALE  
INTOXICATING LIQUOR LICENSE HOLDER  
CANTOR INC., DBA: HAT TRICK LIQUOR**

**WHEREAS**, state law authorizes a city council to impose sanctions upon the holder of a retail off sale intoxicating liquor license who has failed to comply with an applicable statute, upon a hearing duly noticed, and the opportunity for the license holder to be heard:

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

**FINDINGS**

- 1.01 Notice of a hearing for the imposition of a sanction for a liquor violation was duly given to the off-sale intoxicating liquor license holder for the premises at 1150 Southview Blvd., South St. Paul, Minnesota on July 3, 2024, pursuant to Minnesota Statutes, section 14.57 to 14.69.
- 1.02 The hearing was held on Monday, July 15, 2024, in the Council Chambers of City Hall.
- 1.03 At the hearing all persons who appeared and desired to be heard, were heard.

**CONCLUSION**

- 2.01 Based upon the evidence presented at the hearing, the City Council concludes that the license holder for the premises at 1150 Southview Blvd. (Cantor Inc., DBA Hat Trick Liquor) failed to comply with an applicable statute in that an alcoholic beverage was sold to a minor on March 29<sup>th</sup>, 2024, in the licensed establishment.
- 2.02 The following sanction is imposed for the violation:
  - a) A \$500.00 civil penalty is imposed, but \$200.00 is suspended upon the condition there is no same or similar offense within one year of March 29<sup>th</sup>, 2024.
  - b) That the \$300.00 civil penalty be paid by 4:30 PM on Monday, July 22, 2024.
  - c) If the \$300.00 civil penalty is not paid by July 22, 2024, the license will be further suspended without notice of the licensee until the civil penalty is paid.

Adopted this 15th day of July 2024.

---

City Clerk



# INCIDENT

South St. Paul - Investigations  
125 3rd Ave. N.  
South St. Paul, MN 55075  
Telephone: 651-554-3300

Case Number: 24000756

Title: Alcohol Compliance Check

## INCIDENT INFORMATION

Charges/Citation: 340A.503.2(1) (90G)

Address: 1150 Southview Boulevard  
South St. Paul, MN 55075;  
MINNESOTA US

Incident Type: Other

Parties Involved:

Start Date: 2024-03-29 14:15

**Cline, Alisscia Samone** 1993-06-26 Suspect

End Date: 2024-03-29 14:30

**Hurrle, Tonya Mary** 1991-12-16 Owner

Reported Date: 2024-03-29 15:24



CASE #: 24000756

## CASE INFORMATION

Body Cam:

Yes

Surveillance Video:

No

Narcans:

No

Mental Health/Substance  
Related:

No

Refer to Juvenile Social  
Services:

No

INCIDENT REPORT

## OFFICER INFORMATION

Name

**Mellissa Cavalier**

**Lacey Radosevich**

Agency

**South St. Paul**

**South St. Paul**

Badge

**2141**

**2134**

Role

**Primary**

**Assisting**

## SYNOPSIS OF EVENTS

Female sold alcohol to a juvenile

## NARRATIVE

On 03/29/24 Investigator Radosevich and I conducted alcohol compliance checks with the assistance of two people who are under the age of 21 years old. At approximately 1422 hours, D.M. entered Hat Trick Liquor Store located at 1150 Southview Blvd. Investigator Radosevich and I were able to listen and audio record using our work issued cellphones. D.M. went to the register with a 6 pack of Coors Light beer. The cashier (later identified as Alisscia Cline) asked for D.M.'s ID. D.M. handed Alisscia his instruction permit which states "under 21 until 01/06/2027." Alisscia looked at D.M.'s card, handed it back and rang up the Coors Light which was \$8.84 with tax. D.M. paid for the Coor's Light and walked out of the store with it.

I walked into Hat Trick and made contact with the manager, Tonya Hurrle, and advised her why I was there. Tonya brought Alisscia to the back so I could speak with her, and I advised her she sold alcohol to someone



# INCIDENT

South St. Paul - Investigations  
125 3rd Ave. N.  
South St. Paul, MN 55075  
Telephone: 651-554-3300

Case Number: 24000756

Title: Alcohol Compliance Check

under 21 years of age. Alisscia said she looked at the ID and thought it looked weird but thought [REDACTED] was 21. I advised Alisscia and Tonya I would be writing a report and forwarding for review of charges.

The Coors Light and receipt were placed into property as evidence.

CC: City Attorney

Officer Cavalier #2141

## PARTIES INVOLVED

### PERSON 1

Role(s): Suspect

Last: Cline      First: Alisscia      Middle: Samone      Date of Birth: 1993-06-26 (30)

Sex: Female      Race: Unknown      Height: 503 -503      Weight: 135 -135 lbs      Hair:

Eyes: Brown      Is Juvenile?: No      Ethnicity:      Build:      Complexion:

Residence: 804 County Road D; New Brighton, MN 55112-7546; US

Cell Phone: [REDACTED]      Description:

### CHARGES/ORDINANCES

Type: Statute      Charge: 340A.503.2(1) (90G)

Level: Gross Misdemeanor      UOC:      Enh. Factor:

Description: Liquor-Purchase/Sell/Barter/Furnish/Give to u/21yr

### PERSON 2

Role(s): Owner

Last: Hurrle      First: Tonya      Middle: Mary      Date of Birth: 1991-12-16 (32)

Sex: Female      Race:      Height: 505 -505      Weight: 200 -200 lbs      Hair:

Eyes: Brown      Is Juvenile?: No

Residence: 8756 Bechtel Avenue; Inver Grove Heights, MN 55076-5150; US

Cell Phone: [REDACTED]      Description:

CASE #: 24000756  
INCIDENT REPORT

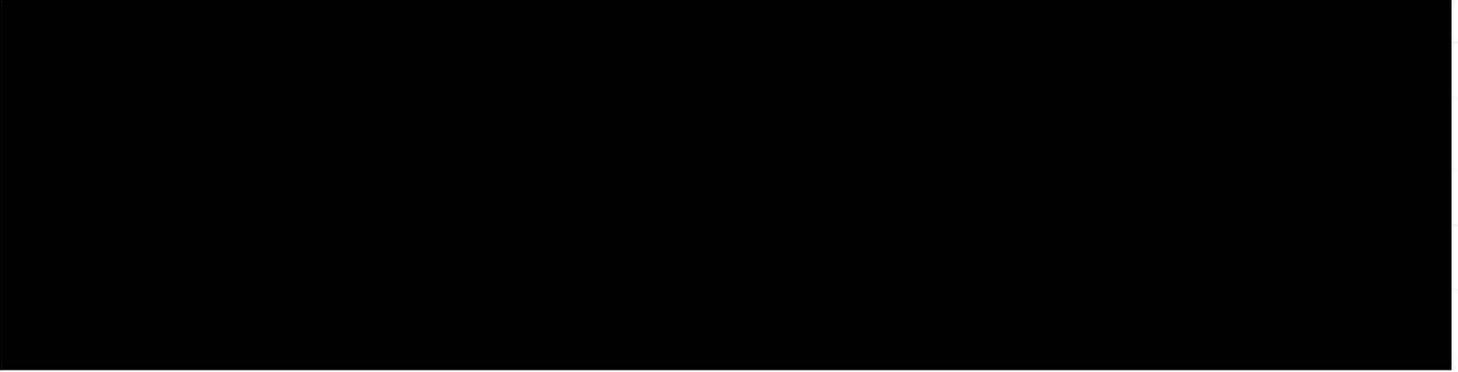


# INCIDENT

South St. Paul - Investigations  
125 3rd Ave. N.  
South St. Paul, MN 55075  
Telephone: 651-554-3300

Case Number: 24000756  
Title: Alcohol Compliance Check

## PERSON 3



## NIBRS OFFENSE TYPE(s):

Liquor Law Violations

Location Type: Liquor Store

CASE #: 24000756

INCIDENT REPORT

City of South St. Paul  
Dakota County,  
Minnesota

**RESOLUTION NO. 2024-090**

**RESOLUTION IMPOSING SANCTIONS UPON RETAIL  
ON SALE WINE & STRONG BEER LIQUOR LICENSE HOLDER  
EL HORNITO WOOD FIRE PIZZA LLC**

**WHEREAS**, state law authorizes a city council to impose sanctions upon the holder of a retail on sale wine & strong beer liquor license who has failed to comply with an applicable statute, upon a hearing duly noticed, and the opportunity for the license holder to be heard:

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

**FINDINGS**

- 1.01 Notice of a hearing for the imposition of a sanction for a liquor violation was duly given to the on sale wine & strong beer liquor license holder for the premises at 1527 5<sup>th</sup> Ave., South St. Paul, Minnesota on July 3, 2024, pursuant to Minnesota Statutes, section 14.57 to 14.69.
- 1.02 The hearing was held on Monday, July 15, 2024, in the Council Chambers of City Hall.
- 1.03 At the hearing all persons who appeared and desired to be heard, were heard.

**CONCLUSION**

- 2.01 Based upon the evidence presented at the hearing, the City Council concludes that the license holder for the premises at 1527 5<sup>th</sup> Avenue (El Hornito Wood Fire Pizza) failed to comply with an applicable statute in that an alcoholic beverage was sold to a minor on March 29<sup>th</sup>, 2024, in the licensed establishment.
- 2.02 The following sanction is imposed for the violation:
  - a) A \$500.00 civil penalty is imposed, but \$200.00 is suspended upon the condition there is no same or similar offense within one year of March 29<sup>th</sup>, 2024.
  - b) That the \$300.00 civil penalty be paid by 4:30 PM on Monday, July 22, 2024.
  - c) If the \$300.00 civil penalty is not paid by July 22, 2024, the license will be further suspended without notice of the licensee until the civil penalty is paid.

Adopted this 15th day of July 2024.

---

City Clerk



# INCIDENT

South St. Paul - Investigations  
125 3rd Ave. N.  
South St. Paul, MN 55075  
Telephone: 651-554-3300

Case Number: 24000755

Title: Alcohol Compliance Check

## INCIDENT INFORMATION

<b>Charges/Citation:</b>	340A.503.2(1) (90G)	<b>Address:</b>	1527 5th Avenue S South St. Paul , MN 55075; Dakota
<b>Incident Type:</b>	Other	<b>Parties Involved:</b>	
<b>Start Date:</b>	2024-03-29 13:00	<b>Hetterick, Annette M Zabala De</b>	1969-11-28
<b>End Date:</b>	2024-03-29 13:15	<b>Suspect</b>	[REDACTED]
<b>Reported Date:</b>	2024-03-29 15:22		[REDACTED]

## CASE INFORMATION

<b>Photos:</b>	<b>Body Cam:</b>	<b>Statements:</b>	
<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	
<b>Surveillance Video:</b>	<b>Narcan:</b>	<b>Mental Health/Substance Related:</b>	<b>Refer to Juvenile Social Services:</b>
<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>

## OFFICER INFORMATION

Name	Agency	Badge	Role
<b>Mellissa Cavalier</b>	<b>South St. Paul</b>	<b>2141</b>	<b>Primary</b>
<b>Lacey Radosevich</b>	<b>South St. Paul</b>	<b>2134</b>	<b>Assisting</b>

## SYNOPSIS OF EVENTS

Female sold alcohol to a juvenile male.

## NARRATIVE

On 03/29/24 Investigator Radosevich and I conducted alcohol compliance checks with the assistance of two people who are under 21 years old. At approximately 1304 hours, D.M. and B.D. entered El Hornito Wood Fired Pizza located at 1527 5th Avenue S. Investigator Radosevich and I were able to listen and record using our work issued cellphones. D.M. went to the register and ordered a Corona beer. The female server (later identified as Annette Hetterick) asked for D.M.'s ID. D.M. handed Annette his MN instruction permit card which states "under 21 until 01/06/2027." Annette looked at the card, handed it back to D.M. and served him a 12oz bottle of Corona Extra. D.M. paid for the Corona (\$4.50) and a Dr. Pepper (\$2.25) totaling \$7.32 with tax. D.M. and B.D. sat down in a booth and said code word "cheers" meaning they were served an alcoholic beverage.

CASE #: 24000755

INCIDENT REPORT

CONTAINS JUVENILE INFORMATION



# INCIDENT

South St. Paul - Investigations  
125 3rd Ave. N.  
South St. Paul, MN 55075  
Telephone: 651-554-3300

Case Number: 24000755

Title: Alcohol Compliance Check

I walked into El Hornito and observed D.M. and B.D. sitting in a booth with an open bottle of Corona Extra. I had D.M. and B.D. go back to the car and I took a photograph of the Corona. I made contact with Annette advised her why I was there. I asked Annette if she wish to provide a statement, which she replied that she was sorry. I advised Annette that I would be writing a report and sending it down for review of charges. I also advised her that the business would be reported and to inform her manager, Jose Morales, he would be contacted.

Photograph of the Corona and a copy of the receipt were uploaded to this case file.

CC: City Attorney

Officer Cavalier #2141

## PARTIES INVOLVED

### PERSON 1

Role(s): Suspect

<b>Last:</b> Hetterick	<b>First:</b> Annette	<b>Middle:</b> M Zabala De	<b>Date of Birth:</b> 1969-11-28 (54)
<b>Sex:</b> Female	<b>Race:</b> White	<b>Height:</b> 505 -505	<b>Weight:</b> 200 -200 lbs
<b>Eyes:</b> Brown	<b>Is Juvenile?:</b> No	<b>Ethnicity:</b> Hispanic/Latino	<b>Hair:</b>
		<b>Build:</b>	<b>Complexion:</b>

**Residence:** 20 Crusader Avenue; West St Paul, MN 55118-4476; Dakota US

**Cell Phone:** [REDACTED] **Description:**

## EMPLOYMENT INFORMATION

<b>Name:</b> El Hornito	<b>Type:</b>
<b>Occupation:</b> Server	<b>Shift:</b>
<b>Address:</b> ; South St. Paul, MN; US	

## CHARGES/ORDINANCES

<b>Type:</b> Statute	<b>Charge:</b> 340A.503.2(1) (90G)
<b>Level:</b> Gross Misdemeanor	<b>UOC:</b> <b>Enh. Factor:</b>
<b>Description:</b> Liquor-Purchase/Sell/Barter/Furnish/Give to u/21yr	

### PERSON 2

[REDACTED]

CASE #: 24000755 INCIDENT REPORT

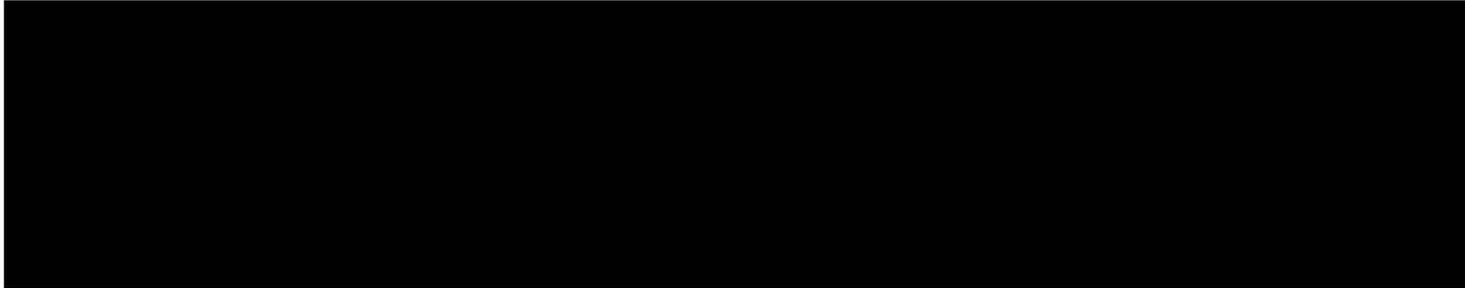
CONTAINS JUVENILE INFORMATION



# INCIDENT

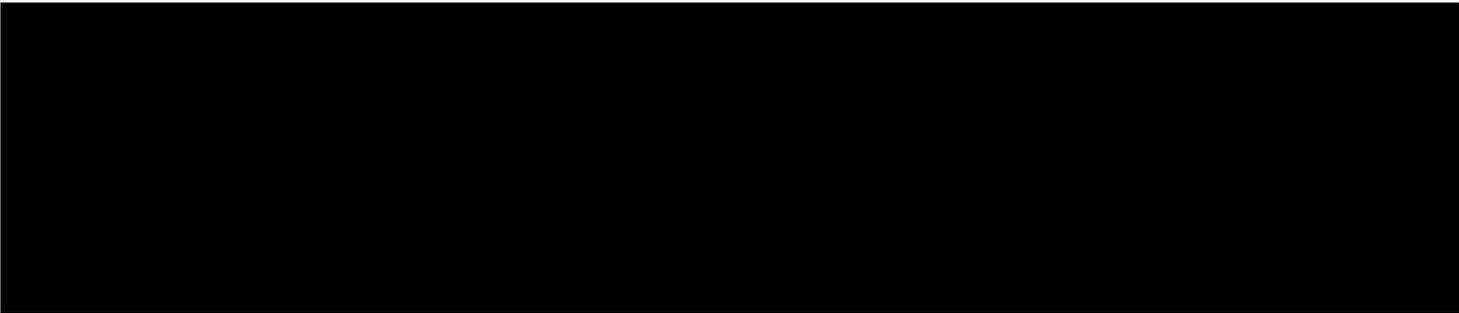
South St. Paul - Investigations  
125 3rd Ave. N.  
South St. Paul, MN 55075  
Telephone: 651-554-3300

Case Number: 24000755  
Title: Alcohol Compliance Check



CASE #: 24000755

## PERSON 3



INCIDENT REPORT

## NIBRS OFFENSE TYPE(s):

Liquor Law Violations

Location Type: Restaurant

CONTAINS JUVENILE INFORMATION



**CITY COUNCIL AGENDA**  
**REPORT DATE: 7/15/2024**  
**DEPARTMENT: CITY CLERK**  
**Prepared by: Deanna Werner**  
**ADMINISTRATOR:RG**

9-B

**AGENDA ITEM:**

Call for a Public Hearing on an Application for an On Sale Intoxicating Liquor License/ Sunday Liquor License at 600 Concord Street, South St. Paul, Michelandia Bar & Centro Botanero, LLC.

**ACTION TO BE CONSIDERED:**

Call for a Public Hearing to be held on Monday, August 5th, 2024, to consider the application for an On Sale Intoxicating Liquor License/Sunday Liquor License at 600 Concord Street, South St. Paul, Michelandia Bar & Centro Botanero, LLC.

**OVERVIEW:**

The City has received an application for an On Sale Intoxicating Liquor License/Sunday Liquor License at 600 Concord Street, South St. Paul, Michelandia Bar & Centro Botanero, LLC. The applicant is taking over the property that was previously occupied by Las Islas Gemelas, LLC. The new owner is seeking a on sale intoxicating liquor license / Sunday liquor license. The owners will also be applying for an entertainment to have music inside the property on occasion. They are not seeking a 2AM Close Permit and would be adhering the the standard 1:00 AM close time.

The applicant has provided all the required documents. A background investigation has been conducted and there are no concerns.

Staff is recommending a Public Hearing be called for Monday, August 5th, 2024 to consider this application and allow the public to be heard.

**SOURCE OF FUNDS: N/A**



**AGENDA ITEM:** Approve Conveyance of Land to the Economic Development Authority, Resolution 2024 - 85

**ACTION TO BE CONSIDERED:**

Motion to approve Resolution 2024 – 85.

**OVERVIEW:**

Under a 1970 Agreement between the City and the Metropolitan Sewer Board (predecessor agency to the Environmental Services Division of today’s Metropolitan Council), the former South St. Paul Municipal Sanitary Sewer Treatment Works was conveyed from the City to the Sewer Board, thereby ending the City’s long-standing ownership and operation of a wastewater treatment plant within the City. The 1970 agreement provided that when such time came that any or all of the property was deemed to be no longer needed for regional wastewater treatment purposes, such property would be transferred back to the ownership of the City. Beginning in 2018, the Met Council undertook projects to remove the last of remaining sanitary sewer infrastructure from the northern and eastern portion of a roughly 18-acre parcel to the south of their current lift station at 680 Verderosa Avenue, with the intention of transferring back to the City Lot 2, Block 1 and Outlot A of the “Wakota North” Plat. In September of 2023, the property was re-conveyed to the City in accordance with the Agreement.

As the Council is aware, we have been operating under a preliminary development agreement with Capital Partners Development towards the eventual cleanup and development of this challenging site. Already we have been successful in obtaining approval for more than 6 million dollars in federal and state grant assistance to assist in preparing the site for a 185,000 square foot light industrial development that will provide tax base and employment benefits to the City and region. As we continue to advance through the many elements of preliminary due diligence and alignment needed to begin this challenging development, it is appropriate for the South St. Paul Economic Development Authority to act as controlling agent of the property so that the statutory guidance and tools afforded to the EDA can be successfully and thoughtfully deployed in advance of this redevelopment. As such, Staff is recommending approval of Resolution 2024 – 85, and the conveyance of the property to the EDA.

**ATTACHMENTS:**

Orientation & Parcel Map  
Resolution 2024 – 85

# ATTACHMENT 1 – ORIENTATION MAP



City of South St. Paul  
Dakota County, Minnesota

**RESOLUTION NO. 2024-85**

**A RESOLUTION APPROVING CONVEYANCE OF LAND TO THE  
SOUTH ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY  
FOR REDEVELOPMENT PURPOSES**

**WHEREAS**, the City of South St. Paul (“City”) is the fee owner of real property legally described as follows:

Lot 2, Block 1, Wakota North and Outlot A, Wakota North,

Dakota County, Minnesota

*Abstract Property*

PID: 36-83210-01-020 and 36-83210-00-010

(the “Property”); and

**WHEREAS**, the City desires to convey the Property to the South St. Paul Economic Development Authority (“EDA”) for redevelopment purposes.

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

1. That the conveyance of the Property to the EDA is in the public interest of the City and its people, furthers its general plan of economic development and furthers the aims and purposes of Minn. Stat. Sections 469.090 to 469.108; and the appropriate officials are authorized to take such action so as to effectuate such conveyance.
2. That said conveyance has no relationship to the City’s Comprehensive Plan and therefore the South St. Paul City Council has dispensed with the requirements of Minn. Stat. § 462.356, Subd. 2, that may require the South St. Paul Planning Commission to perform a Comprehensive Plan compliance review of said conveyance that may constitute a disposal of real property pursuant to § 462.356, Subd. 2.

Adopted this 15<sup>th</sup> day of July, 2024.

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Deanna Werner, City Clerk



## CITY COUNCIL AGENDA REPORT

DATE: JULY 15, 2024

DEPARTMENT: Planning

Prepared By: Monika Miller, Associate Planner

ADMINISTRATOR: RG

10-B

### AGENDA ITEM: 1<sup>st</sup> Reading- Ordinance Amendment Overhauling Standards for Signage

#### ACTIONS TO BE CONSIDERED:

A motion to introduce for a first reading an ordinance amendment overhauling the regulations for signage.

#### OVERVIEW:

##### Background

In the last few years, the City has undertaken several sign code “clean-up” projects aimed at improving the code and reducing the number of unnecessary sign variances the City must review each year. The two “clean-up” ordinances that were adopted in 2022 have been successful, both in reducing the amount of staff time spent reviewing variances and creating a sign code that is consistent with the signage needs of local businesses. To build off of this success, Staff is proposing one final sign ordinance update to address some remaining issues:

- The City Code does not line up with the community’s longstanding approach to painted wall signs and murals.
  1. The City Code prohibits all painted wall signs but many of the businesses on Southview Boulevard and Marie Avenue have unlawfully painted signs on their buildings without permits. City Staff has never received any complaints about these signs and many other communities in the metro (i.e. Saint Paul and Edina) allow painted wall signs.
  2. In 2006, the Planning Commission and the City Council directed City Staff to allow a “mural” to be painted on the side of Black Sheep Coffee and instructed Staff not to treat murals like painted wall signs. However, the City Code was never updated to define what a “mural” is or distinguish between murals and painted signs. The businesses on Southview and Marie would likely try to claim that their unlawful painted wall signs are “murals” if challenged.
- There are inconsistencies in the rules for temporary signs. *The City has developed standards for temporary signs which have been enforced for many years but these standards have never actually been added to the City Code. This makes it difficult for staff to explain and enforce the regulations for temporary signs.*
- There are inefficiencies in the organization of the sign ordinance. *Many of the sign regulations are arranged in a hodge-podge manner rather than alphabetically which can make it difficult for staff and the public to find the appropriate standards for the desired*

*type of signage. Additionally, there are several outdated and incorrect references littered throughout the code which impacts the usability of the ordinance.*

## **Proposed Changes to the Sign Ordinance**

### *Painted Signs and Murals*

In the last several years, South St. Paul's passionate artists have been painting the sides of South St. Paul buildings with art that often promotes the business in the same way that a sign would. The locations in South St. Paul with painted wall art include the Farmers Insurance Building (620 Southview Boulevard), Maple Tree Day School (1002 Marie Avenue), the School District Office Building (104 5th Avenue South), Black Sheep Coffee (820 Southview Boulevard), the Coop (157 3rd Avenue South), Southview 66 (725 Southview Boulevard), Pounce and Fetch (512 Southview Boulevard), and Complete Events (525 Southview Boulevard). South St. Paul's sign code currently prohibits painted signs. While these paintings may appear to be harmless, there could be issues if the City gets a complaint and attempts to enforce the sign ordinance against one business's painted wall sign while ignoring some of the others and calling them "murals." As previously stated, the City Code does not clearly distinguish between a painted wall sign and a mural.

The ordinance would codify the approach to murals that the City of South St. Paul has taken since 2006 while also officially legalizing painted wall signs and subjecting them to the same regulations that govern other wall signs. The new language would clarify that painted wall signs are different than murals and would be defined as such. Murals would be defined and listed as an exempt type of sign that the city does not regulate as long as they are going on a building with commercial or industrial zoning or onto an institutional building like a church or school. Painted signs would be regulated the same way as other wall signs and would require a permit.

### *Temporary Sign Regulations*

The ordinance language would codify the standards for temporary signs found on the temporary sign permit application as well as to update and reorganize some of the existing types of temporary signs. These standards include a maximum number of temporary signs that can be at one property (3 signs), a limit to the amount of temporary signage that can be at one property (100 square feet), language that clarifies that temporary signs need to be located on private property, and that temporary signs cannot be illuminated. Historically, the city has required temporary signs that need a permit to be either attached to a wall or an existing monument sign. Under the new regulations, temporary signs would also be allowed to be freestanding.

### *General Sign Code Reorganization*

Many of the changes being made to the sign ordinance are related to the organization of the code as opposed to the content. These changes include creating new code sections to distinguish which types of temporary signs require a permit, eliminating incorrect references throughout the code, and alphabetizing the provisions within the code to improve its readability. Due to the extent of the reorganization being done, the ordinance amendment has been structured as a repeal and replacement.

### *List of Proposed Changes*

Staff and the Planning Commission is proposing the following amendments to the current sign regulations:

- Add additional content to the “Purpose” section of the sign ordinance to further refine the purpose and intent of the regulations.
- Create a definition for “mural”.
- Add painted signs as an allowable type of wall sign.
- Update the list of exempted signs to include murals, internal wayfinding signs, and window signs.
- Update the rules for temporary signs to codify the rules that the City has been utilizing for the past decade.
- Allow temporary signs that require a permit to be freestanding.
- Allow small temporary yard signs (up to 6 sq. ft of signage) on residential and institutional properties.
- Clarify how sign area is calculated depending on whether a proposed sign is in a frame or not.
- Eliminate the definition for “cabinet and box signs” which are simply types of wall signs and do not need their own unique code requirements.
- Reorganize the sign code provisions for improved order and readability.
- Increase the number of monument signs allowed for institutional uses that are on a site that is greater than 1 acre in size to one monument sign per street frontage. Each monument sign would only be allowed to be 32 square feet. Only one monument sign would be allowed to have a dynamic, electronic changeable copy, or electronic graphic display.
- Increase the maximum amount of signage allowed in the CGMU-1 district for properties that have frontage on Concord Street and Concord Exchange by 0.5 per lineal feet of building frontage along the secondary public street.
- Simplify the regulations for drive-through signs to allow up to two drive-through signs that are the same size on a property with a drive-through facility.

### **PLANNING COMMISSION REVIEW**

The Planning Commission discussed a draft version of the sign ordinance at their May 1<sup>st</sup> meeting. The Commissioners expressed support for the ordinance, particularly for the new regulations for painted signs and murals. The Planning Commission then held a public hearing on the ordinance at their June 5<sup>th</sup> meeting. No one was present to comment on the application and no correspondence was received prior to the meeting. The Planning Commission recommended approval of the ordinance with a 7-0 vote.

### **STAFF RECOMMENDATION:**

Staff recommend the City Council introduce for a first reading an ordinance amendment overhauling the regulations for signage.

**ATTACHMENT A  
PROPOSED SIGN ORDINANCE**

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

**ORDINANCE NO. 14XX**

**AN ORDINANCE REPEALING AND REPLACING CHAPTER 118, ARTICLE VI OF  
THE SOUTH ST. PAUL CITY CODE RELATING TO SIGNS**

**SECTION 1. REPEAL AND REPLACE.** South St. Paul City Code Chapter 118, Article VI is hereby repealed and replaced as follows.

**ARTICLE VI. SIGNS**

**Sec. 118-326. Findings, Purpose and Effect**

(a) *Findings.* The City Council hereby finds as follows:

1. Exterior signs have a substantial impact on the character and quality of the environment.
2. Signs provide an important medium through which individuals may convey a variety of messages.
3. Signs can create traffic hazards, aesthetic concerns and detriments to property values, thereby threatening the public health, safety and welfare.
4. The City's zoning regulations have included the regulation of signs in an effort to provide adequate means of expression and to promote the economic viability of the business community, while protecting the City and its citizens from a proliferation of signs of a type, size, location and character that would adversely impact upon the aesthetics of the community and threaten the health, safety and welfare of the community. The regulations of the physical characteristics of signs within the City have had a positive impact on traffic safety and the appearance of the community.

(b) *Purpose And Intent.* It is not the purpose or intent of this Article to regulate the message displayed on any sign; nor is it the purpose or intent of this Article to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building. The purpose and intent of this Article is to:

1. Regulate the number, location, size, type, illumination and other physical characteristics of signs within the City in order to promote the public health, safety and welfare.
2. Maintain, enhance and improve the aesthetic environment of the City by preventing visual clutter that is harmful to the appearance of the community.

3. Improve the visual appearance of the City while providing for effective means of communication, consistent with constitutional guarantees and the City's goals of public safety and aesthetics.
  4. Provide for fair and consistent enforcement of the sign regulations set forth herein under the zoning authority of the City.
- (c) *Effect.* A sign may be erected, mounted, displayed or maintained in the City if it is in conformance with the provisions of these regulations. The effect of this Article, as more specifically set forth herein, is to:
1. Allow a wide variety of sign types in commercial zones, and a more limited variety of signs in other zones, subject to the standards set forth in this section.
  2. Allow certain small, unobtrusive signs incidental to the principal use of a site in all zones when in compliance with the requirements of this section or when required by federal, state or local law.
  3. Prohibit signs whose location, size, type, illumination or other physical characteristics negatively affect the environment and where the communication can be accomplished by means having a lesser impact on the environment and the public health, safety and welfare.
  4. Provide for the enforcement of the provisions of this Article.
- (d) *Severability.* If any subsection, sentence, clause, or phrase of this Article is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this section. The City Council hereby declares that it would have adopted this section in each subsection, sentence, or phrase thereof, irrespective of the fact that any one or more subsections, sentences, clauses, or phrases be declared invalid.

### **Sec. 118-327. Definitions.**

For the purposes of this Article, words and terms shall have the following meanings and follow the rules set forth in Code Section 118-7.

*A-frame sign* means a movable freestanding sign hinged at the top or attached in a way that forms a similar shape to the letter "A" when viewed from the side. A-frame signs are only allowed on a temporary basis and may not be used as permanent signage.

*Abandoned sign* means any sign and/or its supporting sign structure that remains without a message or whose display surface remains blank for more than one year or that pertains to a time, event, or purpose that no longer applies. Abandoned signs are not legally established nonconforming signs.

*Address sign* means a sign on a building used for proper identification of the location of the property.

*Area identification sign* means a sign on private property, which identifies the name of a neighborhood, a residential subdivision, a multiple residential complex, a shopping center or area, an industrial park, an office park, or any combination of the above, but does not specifically

identify the individual businesses therein. An area identification sign must be a freestanding sign unless a different type of sign is explicitly authorized by this ordinance for a specific use.

*Awning* means a roof-like cover, often of fabric, plastic, metal, or glass, designed and intended for protection from the weather or as a decorative embellishment, that projects from a wall or roof of a structure primarily over a window, walk, or the like. Any part of an awning that also projects over a door shall be considered an awning.

*Awning sign* means a sign or graphic printed on or in some fashion attached directly to the awning material. An awning sign is a form of a projecting sign.

*Balloon sign* means a sign consisting of a bag made of lightweight material supported by helium or hot or pressured air that is greater than 24 inches in diameter.

*Banner* means any sign of lightweight fabric or similar material mounted to a pole or a building at one or more edges. Flags, as defined herein, shall not be considered banners.

*Building frontage* means the exterior building wall of a principal building that face a public street. When no exterior building walls are parallel to a street, the building frontage shall be the exterior wall that is most oriented towards the street. If a building façade has multiple wall segments that all face the same public street, these walls shall all be considered part of the building frontage.

*Building marker* means memorial signs or tablets, names of buildings, and date of erection when cut into any masonry surface or inlaid so as to be part of the building or when constructed of bronze or other noncombustible material.

*Canopy* means a roof-like cover, often of fabric, plastic, metal, or glass on a support that provides shelter over a doorway.

*Canopy sign* means any sign that is part of or attached to a canopy made of fabric, plastic, or any other structural protective cover over a door or entrance. A canopy sign is a form of a projecting sign.

*Commercial speech* means speech that is advertising a business, profession, commodity, service, or entertainment.

*Directional sign* means a sign erected for the purpose of directing vehicular or pedestrian traffic within a commercial or multi-family property.

*Drive-through sign* means a sign located on the site of an allowed drive-through use. Directional signs are not considered drive-through signs.

*Dynamic display sign* means a sign with any characteristics that appear to have movement or that appear to change, caused by any method other than physically removing and replacing the sign or its components, whether the apparent movement or change is in the display, the sign structure itself, or any other component of the sign. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, moving, flashing, blinking, or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input, "digital ink" or any other method or technology that allows the sign face to present a series of images or displays.

*Dynamic display off-premises sign* means an off-premises sign or portion thereof that displays electronic static or dynamic text, images, graphics, or pictures where the message change sequence is accomplished by any method other than physically or mechanically removing and replacing the sign face or its components, whether the apparent movement or change is in the display, the sign structure itself, or any other component of the billboard. This includes a display that incorporates a technology or method allowing the sign face to change the image without physically or mechanically replacing the sign face or its components. This also includes, but is not limited to, any display that incorporates light bulbs, fiber optics, LED lights manipulated through digital input, “digital ink”, or any other method or technology that allows the sign face to present a series of text, images, or displays. An off-premises sign is a sign that bears a message promoting a use that is not located on the subject property or premises.

*Electronic changeable copy sign* means a sign or portion thereof that displays electronic, nonpictorial, text information in which each alphanumeric character, graphic, or symbol is defined by a small number of matrix elements using different combinations of light emitting diodes ("LEDs"), fiber optics, light bulbs, or other illumination devices within the display area. Electronic changeable copy signs include computer programmable, microprocessor controlled electronic displays.

*Electronic graphic display sign* means a sign or portion thereof that displays electronic, static images, static graphics, or static pictures, with or without text information, defined by a small number of matrix elements using different combinations of LEDs, fiber optics, light bulbs, or other illumination devices within the display area where the message change sequence is accomplished immediately or by means of fade, re-pixelization, or dissolve modes. Electronic graphic display signs include computer programmable, microprocessor controlled electronic or digital displays. Electronic graphic display signs include images or messages with these characteristics projected onto buildings or other objects.

*Erect* means the activity of constructing, building, raising, assembling, placing, affixing, attaching, creating, painting, drawing, or any other way of bringing into being or establishing.

*Flag* means any fabric or similar lightweight material attached at one end of the material, usually to a staff or pole, so as to allow movement of the material by atmospheric changes and that contains distinctive colors, patterns, symbols, emblems, insignia, or other symbolic devices.

*Freestanding sign* means a sign that is placed in the ground and not affixed to any part of a structure or building.

*Freeway* is a principal arterial highway, as defined in the comprehensive plan.

*Freeway sign* means an on-premises pylon sign that is located on the property of the business for which it is identifying and is immediately adjacent to a freeway.

*Grade* means the final ground elevation after construction. Earth mounding criteria for landscaping and screening is not part of the final grade for sign height computation.

*Gross sign area* means the method of calculating the allowable square footage of signs. The stipulated maximum gross area for a sign refers to a single facing. Freestanding signs which are V-shaped be considered as two signs. Gross area shall be calculated as follows:

- (a) *Signs with a frame*: The area within the frame, including all lettering, wording, and accompanying designs and symbols, together with all the background, whether open or

enclosed, on which they are displayed, including a message board. The area shall not include the main support structure but shall include any other ornamental attachments that are not a part of the main support of the sign.

- (b) *Signs without a frame*: The gross area shall be the smallest rectangle that encompasses all of the letters or symbols.

*Height* means the vertical distance measured from the base of the sign at grade to the top of the highest attached component of the sign.

*Illegal sign* means a sign that is erected without first complying with all City ordinances and regulations in effect at the time of its construction and erection or use. Abandoned signs, unsafe signs, and signs attached to vacant buildings are also illegal signs.

*Illuminated sign* means any sign that contains an element designed to emanate artificial light internally or externally.

*Interior sign* means a sign which is located within the interior of any building, or within an enclosed courtyard, that is not visible from the property line or public right-of-way.

*Legally established nonconforming sign* means any sign and its support structure lawfully erected prior to the effective date of this article that fails to conform to the requirements of this article. A sign that was erected in accordance with a variance granted prior to the adoption of this article and does not comply with this article shall be deemed to be a legally established nonconforming sign.

*Master Sign Plan* means a written document describing all proposed signage for a specific site, development or complex, submitted by the owner/manager. It shall, at a minimum, include sign type, location, and size information for all signage that will be installed.

*Monument sign* means any freestanding sign independent from any building or other structure that is mounted on the ground or mounted on a base at least as wide as the sign. A monument sign is typically solid from grade to the top of the structure; however, a monument sign may include open area below the face of the sign if the sign complies with the monument sign supporting sign structure design criteria.

*Mural* means a work of art intended as artistic expression and not as a commercial message and is hand-painted or hand-tiled directly on to the exterior wall of a commercial property used for a commercial, industrial or institutional use. A mural does not include displays with electrical or mechanical components or a changing image art display.

*Noncommercial speech* means the dissemination of messages not classified as commercial speech which include, but are not limited to, messages concerning political, religious, social, ideological, public service, and informational topics.

*Nonelectronic changeable copy sign* means a sign or portion thereof that has a readerboard for the display of text information in which each alphanumeric character, graphic, or symbol is defined by objects, not consisting of an illumination device, that may be changed or re-arranged manually or mechanically with characters, letters, or illustrations that can be changed or rearranged without altering the face or the surface of the sign.

*Off-premises sign* means a sign bearing a commercial message that is located on property that is not the premises, property, or site of the use identified or advertised on the sign.

*On-premises sign* means a sign bearing a commercial message that is located on the premises, property, or site of the use identified or advertised on the sign.

*Pennant* means a relatively long, tapering flag.

*Projecting sign* means a sign that projects from a wall or other surface. Examples may include, but are not limited to awning, canopy, and wall signs.

*Pylon sign* means any freestanding sign that has its supportive structure(s) anchored in the ground and a sign face elevated above ground by pole(s) or beam(s) with an open area below the face of the sign. A pylon sign shall have a minimum height of ten feet and a maximum height as established by the zoning district.

*Roof sign* means any sign erected wholly upon the roof or parapet of a building that is wholly or partially supported by the building upon which it is erected.

*Rotating sign* means a sign that revolves or rotates on an axis.

*Sign* means any structure, fixture, placard, announcement, declaration, device, demonstration, or insignia used for direction, information, identification, or to advertise or promote any business, product, goods, activity, services, ideas, or interests. A sign shall not be deemed to include any transparent window cling(s); architectural embellishment(s) of a building not intended to communicate information; any sign or structure that is not visible from an adjacent street, property line or building on an adjacent property.

*Static off-premises sign* means an off-premises sign or portion thereof that displays static text or images which can only be modified by physically or mechanically removing and replacing the sign face or its components. A static off-premises sign is an entirely different type of sign than a dynamic display off-premises sign and it is not permissible for the owner of a lawful nonconforming static off-premises sign to intensify their nonconformity by converting any part the static off-premises sign to a dynamic display off-premises sign. An off-premises sign is a sign that bears a message promoting a use that is not located on the subject property or premises.

*Temporary sign* means a sign that can be easily installed and removed and is intended to be displayed for a short period of time as further defined in this Article.

*Unsafe sign* means any sign that is out of order, in disrepair, rotten, hazardous, or in any other manner unsafe.

*Video display sign* means a sign that changes its message or background in a manner or method of display characterized by motion or pictorial imagery, which may or may not include text, and depicts action or a special effect to imitate movement, the presentation of pictorials or graphics displayed in a progression of frames which give the illusion of motion, including but not limited to the illusion of moving objects, moving patterns or bands of light, or expanding or contracting shapes. Video display signs do not include electronic changeable copy signs. Video display signs include images or messages with these characteristics projected onto buildings or other objects.

*Walk-up Window Sign* means a sign located next to a walk-up window which is oriented towards customers engaging in transactions at the window and features text that is not easily readable by passing vehicular traffic.

*Wall* means any structure that defines the exterior boundaries or courts of a building or structure and that has a slope of 60 degrees or greater with the horizontal plane.

*Wall sign* means a sign painted or fastened to the exterior front, rear, or side wall of a building or structure that does not extend vertically above the highest portion of the roof.

*Window sign* means a sign designed to communicate information about an activity, business, commodity, event, sale or service that is placed inside a window or upon the window glass so as to be primarily visible from the exterior of the building or structure.

*Yard sign* means a temporary, noncommercial freestanding sign that is placed in the yard of a private property.

### **Sec. 118-328. Permits Required.**

- (a) It shall be unlawful for any person to erect, alter, replace, or relocate any sign without first obtaining a permit and paying the required fees, except as herein otherwise provided, including those approved through the Master Sign Plan process. All signs must be constructed in accordance with all applicable City Code provisions, including permits and fees.
- (b) If the sign requires electricity, it must be installed in accordance with the current electrical code and a separate permit from the building official may be necessary prior to placement.
- (c) Freestanding signs may require a building permit in addition to a sign permit at the discretion of the Building Official. If a building permit that is based on the project value is required, the fee for the sign permit shall be waived.

### **Sec. 118-329. Exceptions.**

The following signs do not require a sign permit and do not count towards the total amount of signage allowed at a property, provided they meet the performance standards as described in this Article and conform to any other provisions of the City Code.

- (a) Address signs.
- (b) Building markers.
- (c) Directional signs, which shall not exceed 6 square feet in gross area and 5 feet in height.
- (d) Murals in the following situations:
  - (1) Murals on a property with commercial or industrial zoning that is being used for a commercial or industrial use.
  - (2) Murals on a property that is being used for public or institutional use.
  - (3) Murals on residential buildings containing at least 4 dwelling units that have CGMU or MMM zoning.
- (e) Noncommercial flags.

- (f) Signs of the City, county, state or federal government and subdivisions and agencies thereof.
- (g) Walk-up window signs that are oriented towards customers engaging in a transaction at a walk-up window and which feature text that is not readily readable by passing traffic. Electronic changeable copy walk-up window signs require a conditional use permit and are not considered an exempt sign.
- (h) Window signs when located in the C-1, CGMU, GB, and MMM districts may be placed within a building, however the window coverage shall not exceed 30 percent of each window. There shall be no more than a maximum area of 80 square feet per street frontage for window signs. Electronic changeable copy window signs require a conditional use permit and are not considered an exempt sign.

### **Sec. 118-330. Prohibited Signs.**

- (a) Abandoned signs.
- (b) Balloon signs.
- (c) Commercial flags.
- (d) Graffiti.
- (e) Illegal signs.
- (f) Off-premises signs, except A-frame signs as permitted in Code Section 118-331 and dynamic display off-premises signs as allowed in Section 118-334.
- (g) Permanent banners or pennants, except those permitted by Minn. Stats. § 412.221, Subd. 34.
- (h) Permanent sale signs.
- (i) Portable (trailer) signs.
- (j) Pylon signs.
- (k) Roof signs.
- (l) Revolving or rotating signs.
- (m) Search lights or strobe lights.
- (n) Signs containing content classified as "obscene" as defined by Minnesota statutes, section 617.241.
- (o) Signs containing audio speakers or any form of pyrotechnics, except drive-through signs which may have audio speaker systems.
- (p) Signs that physically obstruct windows, doors, fire escapes or an opening intended to provide ingress or egress to any structure or building.
- (q) Signs painted, attached, or in any other manner affixed to fences, trees, rocks, or other similar natural surfaces, or attached to public utility poles, bridges, towers, or similar public structures.

- (r) Signs that appear in color or design to resemble a traffic sign or signal or that make use of words, symbols, or characters in such a manner as to interfere with, mislead, or confuse pedestrian or vehicular traffic.
- (s) Signs that are affixed to vehicles or trailers that are not in use or are parked in such a fashion as to serve as additional freestanding signs. Permanent signs on operable commercial vehicles or trailers (that are used as part of the everyday operation of the business) are not prohibited by this section and are allowed.
- (t) Unsafe signs.
- (u) Video display signs.

**Sec. 118-331. Temporary Signs.**

Temporary signs located in a commercial or industrial district or for an institutional use, except those listed in Code Section 118-329 or exempted below, are subject to the following requirements:

- (a) Temporary Sign Performance Standards
  - (1) Temporary signs require a permit unless otherwise listed below.
  - (2) Temporary signs shall be located on private property and outside of the public right-of-way.
  - (3) Temporary signs may be freestanding or mounted onto an existing structure (such as a wall or an existing monument sign).
  - (4) Temporary signs do not count towards the total amount of signage allowed at a property.
  - (5) No individual sign shall exceed 8 feet in height.
  - (6) A property may have up to 3 temporary signs on the premises at one time.
  - (7) The total amount of temporary signage allowed at one time shall not exceed 100 square feet in area.
  - (8) All temporary signs must be discontinued 30 days after installation.
  - (9) A property cannot have temporary signage displayed at the site for more than 120 days per calendar year.
  - (10) Temporary signs may not be illuminated.
  - (11) Temporary signs may not be installed in a manner that obstructs sight lines at a street intersection and their placement is subject to the provisions of Section 118-246(c).
- (b) Temporary Signs That Do Not Require a Permit
  - (1) A-frame signs when located in the C-1, CGMU-1, CGMU-2, and MMM districts and for institutional uses in residential zoning districts provided they comply with the following:
    - a. There shall be no more than one A-frame sign per property.

- b. The A-frame sign is made of durable, exterior-grade materials that are weather-resistant.
  - c. The A-frame sign is located on the street frontage directly in front of the building which the A-frame sign is for.
  - d. The A-frame sign must be located behind the curb and in such a manner as to prevent obstructing access to vehicles using on street parking.
  - e. The A-frame sign must not obstruct a driveway or public sidewalk, trail, road, or other public right-of-way.
  - f. The A-frame sign is no larger than 8 square feet and no greater than 4 feet in height.
  - g. The A-frame sign must be removed at the close of business and stored inside a building when the business is closed. The A-frame sign must not be permanently attached to the ground, building, or any other surface.
- (2) Community event signs provided are displayed for no more than 30 days prior to the event and are removed no more than 2 days after the event.
- (3) Signs on ballfield fences no larger than 32 square feet and occupying no more than 70 percent of the fence.
- (4) Signs for an active construction site. Signs at an active construction site may be up to 96 square feet in size and are allowed on any property with an active building permit provided that the sign is removed upon completion of the project. Only one (1) such construction sign is permitted per lot. In addition to this allowance, in the MMM, CGMU, C-1, I, and I-1 districts, unlit construction banner signs may be affixed to temporary security fencing surrounding the construction site provided that the banners are kept in good repair, do not extend beyond the top of the fence, and all temporary fencing and banners are removed at the completion of the project.
- (5) Signs on a residential property provided the sign is not affixed to any structure, the total number of signs does not exceed two (2), and the total size of the two signs does not exceed six (6) square feet. These provisions do not apply to election signs as regulated in Code Section 118-342.
- (6) Signs for the purpose of selling or leasing real property. Such signs must be removed within 7 days following the lease or sale of the property or premises and they comply with the following size restrictions:
- a. In the R-1 and R-2 districts, an individual sign shall not exceed 9 square feet in gross area.
  - b. In the R-3 and R-4 districts, an individual sign shall not exceed 18 square feet in gross area.
  - c. In the CGMU-1 and CGMU-2 districts, an individual sign shall not exceed 24 square feet in gross area.

- d. In the C-1, GB, MMM, and I districts, an individual sign shall not exceed 32 square feet in gross area.
- (7) Yard signs when the signs are located on a private property with residential zoning or that is being used for an institutional use. The total number of signs shall not exceed two and the total square footage of the yard signs shall not exceed 6 square feet.

### **Sec. 118-332. General Provisions**

The following provisions shall apply in all zoning districts.

- (a) *Illumination.* In general, all lighted signs shall comply with the standards for exterior lighting found in Section 118-245, unless otherwise listed in this section. Illuminated signs may be internally or externally lit. External illumination for signs shall be constructed and maintained so that the source of light is not visible from an adjacent property or the right-of-way.
- (b) *Legally established nonconforming signs.* Legally established nonconforming signs are subject to the provisions found in Minnesota Statute § 462.357.
- (c) *Location and setback.* Except for projecting signs, attached wall signs, awning and canopy signs, dynamic display off-premises signs, and signs that are listed as exceptions in Code Section 118-329, signs in all zoning districts shall be located at least 5 feet from all property lines. No freestanding signs shall be located within the traffic visibility triangle.
- (d) *Repairs and removal.*
  - (1) Abandoned signs. Any abandoned sign shall be removed or otherwise properly brought into compliance by the property owner upon receipt of notice to do so given by the City. In the case of a painted sign, removal shall mean the complete repainting of the background on which the sign is painted.
  - (2) Illegal signs. Any fixed sign constructed, placed, or maintained in violation of this Article shall be removed by the property owner upon receipt of notice to do so given by the City.
  - (3) Unsafe signs. Any unsafe sign shall be removed or otherwise properly secured by the property owner upon receipt of notice to do so given by the City.
- (e) *Signs constituting a public nuisance.* Any abandoned, illegal, or unsafe sign is hereby declared to be a danger to the health, safety, and welfare of the citizens of South St. Paul and is declared to be a public nuisance subject to abatement and assessment, except that legally established nonconforming signs shall not be abated until they have been abandoned for more than one year.

### **Sec. 118-333. On-Premises Signs**

- (a) *Awning and canopy signs.* Awning and canopy signs shall comply with the following requirements:

- (1) They shall be limited to single-story buildings or to the first level only of multi-story buildings.
  - (2) They shall have a minimum clearance of 8 feet above grade.
  - (3) The maximum height of an awning or canopy shall be 5 feet.
  - (4) No awning shall project over a public sidewalk or into a public right-of-way without the approval of the City Engineer.
  - (5) Illuminated canopy and awning signs shall comply with the following lighting requirements:
    - a. On nonresidential buildings in residential districts, the direct source of light shall not be visible from the public right-of-way or adjacent residential use or district.
    - b. For signs or illuminated areas less than 3 feet in height, the degree of illumination or candlepower of illuminated canopies and awnings shall be limited to a single lamp exterior fluorescent fixture, running the entire length of the illuminated area.
    - c. For signs or illuminated areas 3 to 5 feet in height, the degree of illumination or candlepower shall be limited to double lamp fixtures.
    - d. In no event shall the power of the fixture exceed 10 watts per foot for single lamp fixtures and 20 watts per foot for double lamp fixtures.
- (b) *Drive-through sign.* Drive-through signs are allowed in addition to other permitted signs on site and shall not be used to calculate the maximum signage for the property. Drive-through signs are subject to the following performance standards:
- (1) Number. Each business with a drive-through facility is allowed to have two drive-through signs.
  - (2) Area. The maximum size of a drive-through sign is 50 square feet.
  - (3) Height. The height of a drive-through sign shall not exceed 6 feet.
  - (4) Location. Drive-through signs must be located adjacent to the drive-through aisle and all portions of the signs must be located at least 10 feet from the property line. When a site directly abuts a residential use, a drive-through sign must be set back at least 75 feet from the residential property line.
  - (5) Illumination. Illumination is permitted.
  - (6) Electronic changeable copy drive-through signs. A drive-through sign may be an electronic changeable copy sign if expressly allowed through its conditional use permit. Such signs shall be oriented so that their content is not readily visible to individuals who are not using the drive-through facility and the City may require screening to avoid negative impacts to neighboring properties.

(c) *Dynamic display, electronic changeable copy, and electronic graphic display signs.* The following standards apply to dynamic display signs, electronic changeable copy, and electronic graphic display signs:

- (1) A Conditional Use Permit is required for all dynamic, electronic changeable copy, or electronic graphic display signs.
- (2) Maximum size of the sign. An electronic dynamic display or electronic graphic display sign shall not exceed 75 percent of the maximum size permitted for a freestanding sign in that district.
- (3) Number of signs and distance to other electronic signs. There shall be no more than 1 electronic sign per property and each sign must be located at least 60 feet from any other electronic sign on any other property as measured in a straight line from the base of the sign to the base of any other electronic sign.
- (4) Distance to residential uses: Each sign shall be located at least 60 feet from a residential use, as measured in a straight line from the base of the sign to the nearest lot line of the residential use. In the case of a mixed-use development that includes residential uses a sign may be located less than 60 feet from a residential use within that same development provided that the residential use(s) are located at a significantly higher elevation or similar means of reducing the impact of the brightness and impact of the sign to equate to the straight-line distance of 60 feet.
- (5) Display hold time. In all non-residential districts, no part of a display shall change more than once every 8 seconds.
- (6) Transitions: Display transitions shall be limited to 1 second. Transitions such as slideshow and fade/dissolve may be used.
- (7) Illumination limits. The difference between the off and solid-message measurements using the electronic sign measurement criteria shall not exceed 0.3 footcandles above ambient levels when measured using the chart below. Measurement should be taken according to the procedures outlined by the International Sign Association.

*Sign Area Versus Measurement Distance*

<b>Area of Sign (sq. ft.)</b>	<b>Measurement Distance (ft.)</b>
10	32
15	39
20	45
25	50
30	55

35	59
40	63
45	67
50	71
55	74
60	77
65	81
70	84
75	87
80	89
85	92
90	95
95	97
100	100

\*For signs with an area in square feet other than those specifically listed in the table (i.e. 12 square feet, 112 square feet, etc.) the measurement distance may be calculated with the following formula: Measurement Distance = the square root of (Area of the sign square feet times 100).

- (8) Dimming capabilities. All permitted electronic signs shall be equipped with a sensor or other device that automatically determines the ambient illumination and shall be programmed to automatically dim adjusting to ambient light conditions, or that can be adjusted to comply with the 0.3 footcandle measurements. These signs must also be equipped with a means to immediately turn off the display or lighting if it malfunctions, and the sign owner or operator must immediately turn off the sign or sign lighting when notified by the City that the sign is not complying with the standards in this section.
  
- (d) *Freestanding signs.* Except for area identification signs, no more than 1 permanent freestanding sign shall be located on any single property unless otherwise is stated 118-335. Freestanding signs shall be at least 100 feet from any other freestanding sign on a different street frontage on the same property. The total gross area of all the signs on the property cannot exceed the maximum aggregate signage for the property.

(e) *Freeway Signs.* Freeway signs are only allowed by a conditional use permit in the general business (GB), light industrial (I-1) and industrial (I) zoning districts and are subject to following conditions:

- (1) One freeway sign is allowed per property.
- (2) The maximum gross area of a freeway sign shall not exceed 200 square feet in area and 15 feet above the height of the interstate roadway surface at the point thereof nearest the sign.
- (3) The sign must be located on the portion of the property closest to the freeway and may not be closer than 350 feet from any other freeway sign on the same side of the freeway, as measured in a straight line from the base of the sign to the base of any other freeway sign.
- (4) A property with a freeway sign shall be allowed to have a maximum aggregate property signage of at least 300 square feet in gross area.
- (5) The supporting structure of a freeway sign shall be comprised of brick, stone, stucco, synthetic stucco, concrete masonry units (CMU) that are textured, burnished or decorative or factory finished metal panels. Exterior construction materials must be maintenance-free and colored only by means of a pigment integral to the material, not applied to the surface and must be compatible with the building(s) on the lot. The maximum number of supports per sign shall be two. All supports shall be vertical. No cable shall be used to support the sign.

(f) *Monument Signs.*

- (1) *Monument Sign Base.* The supporting base of a monument sign shall be comprised of brick, stone, stucco, synthetic stucco, concrete masonry units (CMU) that are textured, burnished or decorative, or factory finished metal panels. Exterior construction materials must be maintenance-free and colored only by means of a pigment integral to the material, not applied to the surface and must be compatible with the building(s) on the lot. The term "compatible" shall include but is not limited to materials that are consistent with the principal architectural features and colors of the building identified by the sign.
- (2) *Landscaping Design.* A monument sign shall be incorporated into a landscaping scheme or planter box. Monument signs may incorporate additional berming into its landscape design on a slope of 3 to 1 where the berming is incorporated into an overall landscaping design plan. The maximum height of the berm shall be three feet above the adjacent street grade. Landscaping shall be provided on the slopes of the berm in an interesting and varied appearance. Where a planter box is

incorporated, the landscaping shall occur in and around the planter with a similar attractive design.

- (3) Number of sign supports. The maximum number of supports per sign shall be 2. All supports shall be vertical. No cable shall be used to support the sign.
  - (4) Height and Size. The total height of a monument sign, including the planter box, berm, and sign graphic, shall not exceed the maximum height for a sign permitted in the underlying zoning district. The gross area of a monument sign shall not exceed 100 square feet.
- (g) *Pylon Signs*. Pylon signs are prohibited in all zoning districts except for the following:
- (1) Freeway signs may be allowed by conditional use permit in the General Business (GB), Industrial (I), and Light Industrial (I-1) zoning districts. Unless a more restrictive size is stated in a particular zoning district, a freeway sign shall not exceed 15 feet above the height of the interstate roadway at the point thereof nearest the proposed sign. The gross area of the individual sign shall not exceed 200 square feet. When in conflict, the more restrictive size shall apply.
- (h) *Wall Signs*.
- (1) *Attached wall signs (including painted wall signs)*. Attached wall signs must be flat and parallel to the surface of the building and project no more than 12 inches. Attached wall signs may project into a public right-of-way or beyond a legal setback line up to 12 inches, provided such signs do not violate Minnesota Statutes § 160.27.
  - (2) *Projecting wall signs*. Projecting wall signs must be perpendicular to the surface of the building and no more than 12 inches in thickness and comply with the following standards:
    - a. Projecting signs may project no more than 4 feet from the front of the edge of the building and be more than 15 square feet in gross area per side.
    - b. Projecting signs may not extend over a public right-of-way or public property except with the written permission of the City Engineer. When a projecting sign extends over a right-of-way, there shall be at least 8 feet of clearance between the ground level and the lowest point of the projecting sign. In no case may a projecting sign come closer than 2 feet from the curb line.
    - c. Projecting signs may not extend over a designated parking space or loading area.
    - d. One projecting sign per entrance on a street frontage is permitted. Projecting signs shall be at least 20 feet from other projecting signs.
  - (3) *Wall signs on a multi-tenant building*. Each tenant in a multi-tenant building is allowed 1 wall sign, however, the total cumulative square footage for all signs may not exceed the maximum gross area of signage allowed for the property, unless additional signage is approved through a master sign plan.

## Sec. 118-334. Dynamic Display Off-Premises Signage

- (a) *Findings, Purpose, and Intent.* The City desires to facilitate communication between area businesses and nonprofits and drivers utilizing the Interstate 494 corridor and also desires to promote the health, safety, and welfare of the community through public service messaging. Dynamic display off-premises signs are able to cycle through a number of different messages and can communicate all of these messages effectively without causing a proliferation of sign structures and sign surfaces along the highway corridor. With this type of signage, there are opportunities for the City and public safety agencies to communicate about local events and critical emergencies. The City does not allow static off-premises billboard signage because these signs are inefficient, result in visual clutter, and are unable to support emergency messaging or the efficient promotion of community events.

The City is committed to protecting the aesthetics of the Mississippi River Corridor Critical Area (MRCCA), a part of the community that is protected by State Statute and shares a border with the Mississippi National River and Recreation Area, a unit of the National Park Service. Consistent with State Statute, the City administers a local MRCCA ordinance which contains numerous provisions designed to protect the community's scenic vistas, especially views to and from the river and river bluffs. The Department of Natural Resources requires the City to adopt minimum MRCCA standards but actively encourages Cities to take additional steps to protect the aesthetics of the MRCCA. To protect this critical resource area from visual clutter, it is the City's intention that no new billboard signage shall be permitted in the MRCCA and no existing nonconforming billboard signage in the MRCCA shall be permitted to be expanded or intensified in a way that will increase its value and make its discontinuance more unlikely.

- (b) *Location and Eligibility*
- (1) Dynamic display off-premises signs shall only be allowed on properties that are zoned GB-General Business.
  - (2) A dynamic display off-premises sign may only be erected on a property abutting Interstate Highway 494. The dynamic display off-premises sign must be oriented towards and designed to be viewed from Interstate Highway 494.
  - (3) Dynamic display off-premises signs are prohibited on properties located within the Mississippi River Corridor Critical Area (MRCCA) overlay district.
  - (4) The minimum distance in any direction between any two off-premises dynamic display signs shall be two thousand (2,000) feet.
- (c) *Conditional Use Permit Required.* A conditional use permit shall be required for any dynamic display off-premises sign.
- (d) *Performance Standards.* Dynamic display off-premises signs are subject to the following requirements:

- (1) All dynamic display off-premises signs shall comply with federal and state rules and regulations for signs along interstates and highways and shall obtain any required federal and state permits.
- (2) The maximum allowable size shall be seven hundred (700) square feet per sign surface and no sign shall contain more than two (2) sign surfaces. Each sign surface must be designed to be read from an opposite direction.
- (3) The maximum allowable height is fifty (50) feet from the grade of the travel lane of Interstate 494.
- (4) The design of the sign and its support structure shall be approved by the City. The base or support structure shall incorporate EIFS, veneer, brick, stone, decorative block, or a similar cladding material that has been approved by the City.
- (5) Dynamic display off-premises signs shall have a minimum display duration of eight (8) seconds. Such displays shall contain static messages only. The change from one static message to another shall either be instantaneous without any special effects or shall employ a dissolve or fade transition or another subtle transition technique that does not have the appearance of moving text or images. No transition may take longer than one second.
- (6) The sign shall be rectangular in shape and all messages must be contained within the sign. The portion of any dynamic or illuminated sign that is used for the conveyance of any message will be included within the overall size of the sign.
- (7) The sign must be freestanding and shall not be affixed to any building.
- (8) The sign may not emit any sound.
- (9) The sign shall have ambient light monitors installed and shall be configured to allow such monitors to automatically adjust the brightness level of the electronic sign based on light conditions at all times.
- (10) The sign shall comply with the following brightness standards: the sign shall not exceed seven thousand five hundred (7,500) Nits (candelas per square meter) between the hours of civil sunrise and civil sunset measured from the face of the sign. During nighttime hours, the sign shall not exceed five hundred (500) Nits. The light level shall not exceed 0.3 footcandles above ambient light as measured from a pre-set distance depending on sign size. Measuring distance shall be determined using the following equation: the square root of the message center sign area multiplied by 100. Example: 12 square foot sign  $\sqrt{(12 \times 100)} = 34.6$  feet measuring distance.
- (11) Dynamic display billboards shall be constructed with the use of light-blocking technology. As measured from a point on the sign face furthest from the right-of-way, the area on the ground more than 22.5 degrees from the roadway must be light protected by light-blocking technology. "Light protected" is defined as having a reduction of brightness/luminance (and visibility) of over 90 percent, or equivalently, a remaining brightness of less than ten percent as compared to the nominal forward brightness of the sign.

- (12) The sign shall have a fully-functional monitoring off switch system that shuts the dynamic display sign off when the display deteriorates, in any fashion, five (5) percent or greater until the dynamic display sign has been repaired to its fully-functional factory specification.
- (13) The lamp wattage and luminance level in Nits of the sign shall be provided at the time of permit application from the owner or operator of the sign. The sign must at all times be operated in accordance with City Code and the owner or operator shall provide proof of such conformance upon request of the City.
- (14) Public service messages, in addition to emergency messages such as Amber Alerts, shall be provided on the dynamic display billboard sign at no cost to the public. Any Applicant for a conditional use permit for an off-premises dynamic display sign shall enter into an agreement with the City to provide up to 30 hours of no-cost display time per month on each face of the sign, with each display lasting 8 seconds. The messages shall be reasonably distributed throughout a 24-hour period and shall not be relegated to the midnight to 6:00 AM time frame.
- (15) Portable dynamic display off-premises signs are not allowed in any district.
- (16) Nonconforming static off-premises signs may not be converted to dynamic display off-premises signs.

**Sec. 118-335. Permitted Signs by District.**

Any sign that is not listed as a permitted (P) or allowed by Conditional Use Permit (C) is prohibited. An asterisk (\*) indicates special conditions within the zoning district.

**Figure A-1. Permissible Signs By District**

	R-1 R-2 R-3	R-4	CGMU-1	CGMU-2	MMM	C-1	GB	I I-1
<b>Signage Area and Size</b>								
Maximum Gross Area of all Signage on the Property (Square Feet)	6*	24*	150*	150*	150*	150*	200*	200*
Individual Sign Maximum Gross Area (Square Feet)	6*	24	100	100	100	100	100*	100*
Height (Feet)	6	6	8	8	8	8	12*	12*
<b>Type of Signage</b>								
Area Identification Signs	P	P	P	P	P	P	P	P
Drive-Through Signs	—	—	C*	C	C	C	C	C

Dynamic Display Signs	C*	C*	C*	C	C	C	C	—
Dynamic Display Off-Premises Signs	—	—	—	—	—	—	C*	—
Electronic Changeable Copy Signs	C*	C*	C*	C	C	C	C	C
Electronic Graphic Display Signs	C*	C*	C*	C	C	C	C	—
Freeway Signs	—	—	—	—	—	—	C*	C
Illuminated Canopy and Awning Signs	C	P	C	C	C	C	C	C
Monument Signs	P*	P	C*	P*	P*	P	P	P
Nonelectronic Changeable Copy Signs	P*	P	C*	P*	P*	P	P	P
Nonilluminated Awning and Canopy Signs	P	P	P	P	P	P	P	P
Projecting Signs	C	P	P	P	P	P	P	—
Static Off-Premises Signs	—	—	—	—	—	—	—	—
Wall Signs	P/C*	P	P*	P*	P*	P	P	P

(a) Within residential zoning districts (R-1 through R-3) signs must comply with the following regulations:

(1) Aggregate property signage: The maximum gross signage for a property shall not exceed 6 square feet in gross area unless otherwise excepted below.

(2) Individual signs: The maximum gross area per sign shall not exceed six square feet in gross area and six feet in height, or as otherwise excepted below.

(3) The following types of signs are permissible:

a. Area identification signs.

1. Neighborhoods of single-family and two-family homes are allowed 1 area identification sign per subdivision or development which must be a monument sign and may not exceed 24 square feet in area.

2. Multifamily dwellings with at least four units are allowed one non-illuminated area identification sign which shall not exceed 6 square feet in area except as noted below. The sign must be an attached wall sign except as noted below.

3. In the R-3 district, multifamily dwellings on parcels larger than 25,000 square feet are allowed one non-illuminated area identification sign not

exceeding 24 square feet in area. The sign may be either an attached wall sign or a monument sign.

- b. Nonilluminated awning signs and nonilluminated canopy signs.
- c. Wall signs and monument signs for an institutional use.
  - 1. Institutional uses shall be permitted one monument sign per property. An institutional use located on a parcel that is 1 acre in size or larger may have one monument sign per street frontage. No such sign shall exceed a gross area of 32 square feet.
  - 2. Institutional uses may have up to 24 square feet of wall signage per street frontage. No more than 24 feet of wall signage may be directed towards each individual frontage. Illuminated wall signs shall require a conditional use permit.
  - 3. Group family day cares, as defined in Section 118-8, are not considered an institutional use for the purposes of this section.
- d. Nonelectronic changeable copy signs, which are allowed only for institutional uses.

(4) The following types of signs require a conditional use permit:

- a. Illuminated wall signs, which are allowed only for institutional uses.
- b. Illuminated canopy and awning signs on nonresidential buildings.
- c. Projecting signs.
- d. Wall signs if they are for a property that does not qualify for wall signage as a permitted use under the provisions listed in subdivision (3) above.
- e. Dynamic display signs, electronic changeable copy, and electronic graphic display signs are allowed only when located upon the monument sign of an institutional use and are subject to the following requirements:
  - 1. The signage shall adhere to all requirements of Section 118-333(c) unless otherwise stated below.
  - 2. The electronic sign shall be turned off between 10:00 p.m. and 7:00 a.m.
  - 3. No part of the display shall change more than once every 15 seconds.
  - 4. When an institutional use has more than one monument sign, only one of their monument signs may be a dynamic display sign, electronic changeable copy sign, or electronic graphic display sign.

(5) The following types of signs require an interim use permit:

- a. A home occupation may be allowed one nonilluminated business sign in an approved location, not to exceed six square feet in area. The sign must be

removed if the home occupation is discontinued. In the R-1 single family zoning district, no home occupation signage is allowed.

- (6) The following types of signs are prohibited:
  - a. Freeway signs.
  - b. Drive-through signs.
- (b) Within multifamily residential zoning districts (R-4) signs must comply with the following regulations:
  - (1) Aggregate property signage: The maximum gross signage for a property shall not exceed 24 square feet in gross area unless otherwise allowed below.
  - (2) Individual signs: The maximum gross area per sign shall not exceed 24 square feet in gross area and six feet in height.
  - (3) The following types of signs are permissible:
    - a. Area identification signs.
    - b. Illuminated canopy and awning signs.
    - c. Monument signs.
    - d. Nonelectronic changeable copy signs.
    - e. Nonilluminated awning signs and nonilluminated canopy signs.
    - f. Projecting signs.
    - g. Wall signs.
    - h. Wall signs and monument signs for an institutional use.
      - 1. Institutional uses shall be permitted one monument sign per property. An institutional use located on a parcel that is 1 acre in size or larger may have one monument sign on each street frontage. No such sign shall exceed a gross area of 32 square feet.
      - 2. Institutional uses may have up to 24 square feet of wall signage per street frontage. No more than 24 feet of wall signage may be directed towards each individual frontage.
      - 3. Group family day cares, as defined in Section 118-8, are not considered an institutional use for the purposes of this section.
  - (4) The following types of signs require a conditional use permit:
    - a. Dynamic display signs, electronic changeable copy, and electronic graphic display signs when located upon the monument sign of an institutional use. These signs are subject to the following requirements:

1. The signage shall adhere to all requirements of Section 118-333(c) unless otherwise stated below.
  2. The electronic sign shall be turned off between 10:00 p.m. and 7:00 a.m.
  3. No part of the display shall change more than once every 15 seconds.
  4. When an institutional use has more than one monument sign, only one of their monument signs may be a dynamic display sign, electronic changeable copy sign, or electronic graphic display sign.
- (5) The following types of signs are prohibited:
- a. Freeway signs.
  - b. Drive-through signs.
- (c) Within the CGMU-1: Concord Gateway Mixed Use Zoning Sub-district 1. Signs must comply with the following regulations:
- (1) Aggregate property signage: The maximum gross signage for a property shall not exceed one and one-half (1 ½) times the lineal feet of the longest building frontage facing a public street or 150 square feet in gross area, whichever is greater. If a property has a second street frontage, the property is eligible for additional signage equal to one-half (½) times the lineal feet of the building frontage facing the second public street.
  - (2) Individual signs: The maximum gross area per sign shall not exceed 100 square feet in gross area and eight feet in height.
  - (3) The following types of signs are permissible:
    - a. Area identification signs.
    - b. Nonilluminated awning and canopy signs.
    - c. Projecting signs.
    - d. Wall signs.
  - (4) The following types of signs require a conditional use permit:
    - a. Illuminated canopy and awning signs.
    - b. Monument signs on an eligible property. Monument signs shall not be allowed on Concord Exchange or within 75 feet of the Concord Exchange right-of-way. As part of a monument sign the following types of signs may also be incorporated:
      1. Dynamic display, electronic changeable copy, and electronic graphic display signs.
      2. Non-electronic changeable copy signs.
    - c. Drive-through signs.
  - (5) The following types of signs are prohibited:

- a. Freeway signs.
- (d) Within the CGMU-2: Concord Gateway Mixed Use Zoning Sub-district 2. Signs must comply with the following regulations:
  - (1) Aggregate property signage: The maximum gross signage for a property shall not exceed one and one-half (1 ½) times the lineal feet of the longest building frontage facing a public street or 150 square feet in gross area, whichever is greater.
  - (2) Individual signs: the maximum gross area per sign shall not exceed 100 square feet in gross area and eight feet in height.
  - (3) The following types of signs are permissible:
    - a. Area identification signs.
    - b. Monument signs.
    - c. Nonelectronic changeable copy signs.
    - d. Nonilluminated awning and canopy signs.
    - e. Projecting signs.
    - f. Wall signs.
  - (4) The following types of signs require a conditional use permit:
    - a. Dynamic display signs, electronic changeable copy, and electronic graphic display signs that are part of a monument sign.
    - b. Drive-through signs.
    - c. Illuminated awning and canopy signs.
  - (5) The following types of signs are prohibited:
    - a. Freeway signs.
- (e) Within the MMM- Mixed Markets and Makers District. Signs must comply with the following regulations:
  - (1) Aggregate property signage: the maximum gross signage for a property shall not exceed one and one-half (1 ½) times the lineal feet of the building frontage along Concord Street or 150 square feet in gross area, whichever is greater. Properties that do not have frontage on Concord Street shall not exceed 150 square feet of gross signage.
  - (2) Individual signs: the maximum gross area per sign shall not exceed on 100 square feet in gross area and eight feet in height.
  - (3) The following types of signs are permissible:
    - a. Area identification signs.
    - b. Monument signs
    - c. Nonelectronic changeable copy signs

- d. Nonilluminated awning and canopy signs.
  - e. Projecting signs
  - f. Wall signs
- (4) The following types of signs require a conditional use permit:
- a. Dynamic display signs, electronic changeable copy, and electronic graphic display signs that are part of a monument sign.
  - b. Drive-through signs.
  - c. Illuminated awning and canopy signs
- (5) The following types of signs are prohibited:
- a. Freeway signs.
- (f) Within the C-1: Retail business zoning districts signs must comply with the following regulations:
- (1) Aggregate property signage: The maximum gross signage for a property shall not exceed one and one-half (1 ½) times the lineal feet of the longest building frontage facing a public street or 150 square feet in gross area, whichever is greater.
- (2) Individual signs: The maximum gross area per sign shall not exceed 100 square feet in gross area and eight feet in height.
- (3) The following types of signs are permissible:
- a. Area identification signs.
  - b. Monument signs.
  - c. Nonelectronic changeable copy signs.
  - d. Nonilluminated awning signs and canopy signs.
  - e. Projecting signs.
  - f. Wall signs.
- (4) The following types of signs require a conditional use permit:
- a. Dynamic display signs, electronic changeable copy, and electronic graphic display signs that are part of a monument sign.
  - b. Drive-through signs.
  - c. Illuminated awning and canopy signs.
- (5) The following types of signs are prohibited:
- a. Freeway signs.
- (g) Within the GB: General business zoning district signs must comply with the following regulations:

- (1) Aggregate property signage: The maximum gross signage for a property shall not exceed one and one-half (1 ½) times the lineal feet of the longest building frontage facing a public street or 200 square feet in gross area, whichever is greater, unless otherwise excepted in Section 118-333(e).
  - (2) Individual signs: the maximum gross area per sign shall not exceed 100 square feet in gross area and 12 feet in height, or as otherwise excepted in Section 118-333(e).
  - (3) Freeway signs are not permitted in that part of the GB district north of I-494, east of Trunk Highway 56 (Concord Street), south of Wentworth Avenue extended easterly and west of the Mississippi River.
  - (4) The following types of signs are permissible:
    - a. Area identification signs.
    - b. Monument signs
    - c. Nonelectronic changeable copy signs.
    - d. Nonilluminated awning and canopy signs.
    - f. Projecting signs.
    - f. Wall signs.
  - (5) The following types of signs require a conditional use permit:
    - a. Drive-through signs subject to the requirements of Section 118-333(b).
    - b. Dynamic display signs that are part of a monument sign. These signs are subject to the requirements of Section 118-333(c).
    - c. Dynamic display off-premises signs on properties that are outside of the Mississippi River Critical Corridor Area (MRCCA), subject to the requirements of Section 118-334. A property or business that has a dynamic display off-premises sign shall be permitted to have up to 200 square feet of total site signage in addition to the dynamic display off-premises sign. A property or business that currently exceeds 200 square feet of site signage must reduce their total site signage to 200 square feet or less in order to qualify for a conditional use permit to have a dynamic display off-premises sign.
    - d. Electronic changeable copy or electronic graphic display signs that are part of a monument sign.
    - e. Freeway signs, subject to the requirements of subsection 118-333(e).
    - f. Illuminated awning and canopy signs
- (h) Within the industrial zoning districts (I and I-1) signs must comply with the following regulations:

- (1) Aggregate property signage: The maximum gross signage for a property shall not exceed one and one-half (1 ½) the lineal feet of the longest building frontage facing a public street or 200 square feet in gross area, whichever is greater, unless otherwise excepted in Section 118-333(e). Each principal building at the Fleming Field Municipal Airport shall be allowed to have at least 200 square feet of total signage, regardless of the length of the building frontage.
- (2) Individual signs: the maximum gross area per sign shall not exceed 100 square feet in gross area and 12 feet in height, or as otherwise excepted in Section 118-333(e).
- (3) The following types of signs are permissible:
  - a. Area identification signs.
  - b. Monument signs.
  - c. Nonelectronic changeable copy signs.
  - d. Nonilluminated awning and canopy signs.
  - e. Wall signs.
- (4) The following types of signs require a conditional use permit:
  - a. Drive-through signs.
  - b. Electronic changeable copy signs.
  - c. Freeway signs, subject to the requirements of subsection 118-333(e).
  - d. Illuminated canopy and awning signs.
- (5) The following types of signs are prohibited:
  - a. Dynamic display signs.
  - b. Electronic graphic display signs.
  - c. Projecting signs.

### **Sec. 118-336. Master Sign Plans**

- (a) *Purpose.* The purpose of a master sign plan is to establish a fair and equitable process for complex signage situations that accommodate the need for a well-maintained, safe, and attractive community, and the need for effective communications including business identification. Flexibility from the sign standards in the total amount, number, size, or location of signs may be approved at the reasonable discretion of the City Council through the master sign plan process.
- (b) *Effect.* Upon approval of a master sign plan, all future signs shall conform to the master sign plan. Modifications to the provisions of the master sign plan may be granted only with the approval of an amended master sign plan.
- (c) *Eligibility.* No property shall be required to submit a master sign plan and may alternatively pursue a planned unit development approval or variance. The following

standards shall dictate which properties are eligible to submit a master sign plan for review:

- (1) Only the following uses shall be eligible to submit an application for a master sign plan: multi-tenant commercial-retail structures such as shopping centers and strip malls, commercial and industrial developments that are over five acres in size, gasoline service stations, and properties that have multiple principal buildings.
  - (2) Only properties in commercial, industrial, and mixed-use zoning districts shall be eligible to submit master sign plans.
  - (3) Planned unit developments that require flexibility from the sign ordinance shall have their signage regulated via their conditional use permit for a planned unit development rather than a master sign plan.
- (d) *Process.* The applicant shall submit their master sign plan for review by the Planning Commission and City Council. A completed application shall be submitted to the zoning administrator along with an application fee and escrow deposit as established by the City Council for site plan reviews. The master sign plan shall be reviewed following the process outlined for site plan review in section 118-47 and approved by resolution. Amendment requests shall follow this same process.
- (e) *Review criteria.* To assist property owners and their tenants with signage needs, the City has established the following criteria that shall be used in developing, reviewing, and approving each master sign plan:
- (1) *Base guidelines:* The master sign plan shall use the signage standards of the underlying zoning district as its basis. Any sign that requires a conditional use permit or interim use permit shall continue to require said permit.
  - (2) *Total allowance:* The total signage allowance granted shall not exceed two times the maximum that would be allowed at the property without a master sign plan.
  - (3) *Height:* All signage must follow the height regulations of the underlying zoning district except that monument signs for multi-tenant commercial-retail structures may be allowed to be up to 12 feet in height.
  - (4) *Quality:* The master sign plan review may not be used to waive design standards that are mandatory in the underlying zoning district related to landscaping or building materials.
  - (5) *Type:* A master sign plan may not be used to approve a type of sign that is prohibited in the underlying zoning district.
  - (6) *Location:* All signage shall follow the location regulations of the underlying zoning district.
  - (7) *Number:* No more than one freestanding sign may be allowed for each street frontage through a master sign plan.
  - (8) The City Council may require an applicant to adhere to the signage standards found in sections 118-332 and 118-333 or the City Council may at their discretion, approve a master sign plan. In approving a deviation from the signage standards found in sections 118-332 and 118-333, the City Council will consider

the gross floor area of the principal building(s), the size of the site, the existing signage, and the visibility of the site from all street frontages.

- (f) *Required materials.* The following materials must be submitted as part of a master sign plan review application.
  - (1) Dimensional site plan and elevations of the building or buildings to be included in the master sign plan review.
  - (2) Locations of existing and proposed signage, including signage dimensions, lighting, exposed structures, colors, and functions of each sign.
  - (3) Computations of the total maximum sign area for each individual sign and all the signage at the site included the height of the signs and area of the signs.
- (g) *Findings.* The following findings must be made prior to the approval of any new master sign plan or revisions to previously approved master sign plans:
  - (1) The master sign plan is not in conflict with the comprehensive plan.
  - (2) The master sign plan is not in conflict with the purpose, standards or design principles found in section 118-332.
  - (3) The master sign plan will not be injurious or a nuisance to the surrounding neighborhood or otherwise harm the public health, safety, and welfare.
- (h) *Sign permits required.* No sign approved as part of a master sign plan may be installed without first receiving the proper sign permit.
- (i) *Administration and amendments.* Staff may issue a sign permit to allow a sign approved by the master sign plan to be replaced with a new sign of the same type that is in the same general location as the original sign and is the same size or smaller than the original sign. All attached wall signs shall be considered the same type for the purposes of administering this ordinance. Any more substantial changes including a change in the sign type, an increase in the size of the signage, or the addition of new signage will require an amendment to the master sign plan.
- (j) *Expiration.* Master sign plans expire one year after approval if no sign permits implementing the master sign plan have been issued within that time period. The applicant may apply to the zoning administrator for no more than one extension of up to one year.
- (k) *Termination.* A property owner may request the termination of their master sign plan which shall be processed as an amendment and approved by resolution. If the termination is approved, the property shall revert to the standards of the underlying zoning district.

**Sec. 118-337. Message substitution.**

The owner of any sign that is otherwise allowed by this article may substitute noncommercial copy or message in lieu of any other commercial or noncommercial sign copy or message without additional approval or permitting subject to the operational standards set forth in this article. The purpose of this provision is to prevent any inadvertent favoring of commercial speech or message over noncommercial speech or message.

**Sec. 118-338. Election Season Exception**

Notwithstanding any other provisions of this article, all signs of any size containing noncommercial speech may be posted from 46 days before the state primary in any general election year until ten days following the general election and 13 weeks prior to any special election until ten days following the special election.

**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 repeals and replaces the existing sign ordinance to improve its readability and to address several previously unaddressed types of signage.

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

Approved:

Published:

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Deanna Werner, City Clerk



## AGENDA ITEM 4.C

### South St. Paul Planning Commission

<b>Prepared By:</b> <i>Monika Miller, Associate Planner</i>	<b>Meeting Date:</b> <i>6/5/2024</i>
<b>Item Description:</b> Public Hearing for An Ordinance Amendment Overhauling the Sign Standards	<b>Reviewed By:</b> <i>Michael Healy, Planning Manager</i>

#### **ACTION REQUESTED**

A motion recommending approval or denial of an ordinance amendment overhauling the regulations for signage. The ordinance would improve the sign code readability, legalize painted wall signs while differentiating them from murals, and create official standards for temporary signs.

#### **BACKGROUND/ DISCUSSION**

##### **Background**

In the last few years, the City has undertaken several sign code “clean-up” projects aimed at improving the code and reducing the number of sign variances the City must review each year. These ordinances have been successful, both in reducing the amount of staff time spent reviewing variances and creating a sign code that is consistent with the signage needs of businesses. Staff is proposing one final sign ordinance update to address the remaining issues:

- The City Code does not line up with the community’s longstanding approach to painted wall signs and murals.
  1. The City Code prohibits all painted wall signs but many of the businesses on Southview Boulevard and Marie Avenue have unlawfully painted signs on their buildings without permits. City Staff has never received any complaints about these signs and many other communities in the metro (i.e. Saint Paul and Edina) allow painted wall signs.
  2. In 2006, the Planning Commission and the City Council directed City Staff to allow a “mural” to be painted on the side of Black Sheep Coffee and instructed Staff not to treat murals like painted wall signs. However, the City Code was never updated to define what a “mural” is or distinguish between murals and painted signs. The businesses on Southview and Marie would likely try to claim that their unlawful painted wall signs are “murals” if challenged.

- There are inconsistencies in the rules for temporary signs. *The City has developed standards for temporary signs which have been enforced for many years but these standards have never actually been added to the City Code. This makes it difficult for staff to explain and enforce the regulations for temporary signs.*
- There are inefficiencies in the organization of certain sections. *Many of the sign regulations are arranged in a hodge-podge manner rather than alphabetically which can make it difficult for staff and the public to find the appropriate standards for the desired type of signage.*

## **Sign Code Refresher and Recent Code Changes**

The City's sign code regulations live in Article VI of the City Code (starting in Section 118-326). This article contains subsections which cover a purpose statement, definitions, exceptions from the sign code requirements, general provisions applicable to all zoning districts, the types of signage permitted by district, message substitution, and noncommercial speech.

Over the last several years, the City has worked to update the sign code standards to help align the sign ordinance with the types of signage businesses are installing. These updates have included:

- Allowing institutional uses (i.e. churches and schools) to have an appropriate amount of signage even when they are in residential neighborhoods.
- Updating the standards for projecting signs and awnings to allow them in mixed-use areas.
- Creating a master sign plan review process to address unique signage needs at shopping centers or industrial properties over 5 acres in size.
- Increasing the allowable sign heights in the commercial and industrial districts to match what was routinely being approved via variances.
- Increasing the amount of allowable signage for large buildings in the commercial and industrial districts.
- Adding a provision to allow each building at the Fleming Field Municipal Airport to have up to 200 square feet of signage.

The changes listed above have substantially reduced the number of sign variances.

## **What Signage Standards Are Currently in Place?**

### *Painted Signs/Murals*

The only regulation South St. Paul has regarding painted signs is in Section 118-337 which lists the types of signs that are prohibited in South St. Paul. The code prohibits:

*“Signs painted onto buildings or walls, or signs painted, attached, or in any other manner affixed to fences, trees, rocks or other similar natural surfaces or attached to public utility poles, bridges, towers, or similar public structures.”*

The City Code does not define what a “mural” is or differentiate between a painted sign and a mural, so City Staff has been relying upon Planning Commission and City Council direction given in 2006 regarding murals. Some cities prohibit painted signs due to their greater need for maintenance and the uncertainty of how to handle the sign when the business is no longer at the site.

## *Temporary Signs*

Temporary sign regulations can be found in Section 118-336. Temporary signs are allowed in all districts and are an exception to the general sign rules “when used in conjunction with a promotional item, special occasion, holiday or sale” and “discontinued within 30 days of installation and be not displayed more than a total of 120 day per calendar year.” The code also states all temporary signs require a permit, except for construction signs, real estate signs, sandwich board signs, and community event signs. The exempted signs have performance standards associated with them that regulate the size and location of these special temporary signs.

South St. Paul’s temporary sign permit application lists performance standards that have been enforced for many years including that temporary signs cannot exceed 100 square feet in size, a property can have up to 3 temporary signs as long as the total amount of signage does not exceed 100 square feet, and that temporary signs cannot be freestanding and must be attached to a building or an existing monument sign. These standards have never been officially added to the City Code.

## *General Sign Code Reorganization*

This ordinance amendment is structured as a repeal and replace update because a large portion of the ordinance includes the rearrangement and restructuring of the existing sign regulations. The sign code was completely overhauled in 2009. Since then, staff have found the structure of the existing sign ordinance to be cumbersome. Additionally, the sign code is not alphabetized which reduces the readability of the code. Staff would like to restructure each of the code sections as well as move around relevant performance regulations to locations that are more intuitive and alphabetize each section of the code to improve readability.

## **Proposed Updates**

### *Painted Signs and Murals*

In the last several years, South St. Paul’s passionate artists have been painting the sides of South St. Paul buildings with art that often promotes the business in the same way that a sign would. The locations in South St. Paul with painted wall art include Farmers Insurance Building (620 Southview Boulevard), Maple Tree Day School (1002 Marie Avenue), the School District Office Building (104 5<sup>th</sup> Avenue South), Black Sheep Coffee (820 Southview Boulevard), the Coop (157 3<sup>rd</sup> Avenue South), Southview 66 (725 Southview Boulevard), Pounce and Fetch (512 Southview Boulevard), and Complete Events (525 Southview Boulevard). South St. Paul’s sign code currently prohibits painted signs. While these paintings may appear to be harmless, there could be issues if the City gets a complaint and attempts to enforce the sign ordinance against one business’s painted wall sign while ignoring some of the others and calling them “murals.” As previously stated, the City Code does not clearly distinguish between a painted wall sign and a mural.

Regulating creative painted expressions is tricky because regulations can unintentionally violate the first amendment. Cities can regulate the physical characteristics of a property’s signage such as size, height, shape, number and location, but a City cannot regulate the content of a sign except for prohibiting obscene content (i.e. graphic sexual content). Whether painted art is considered a sign usually comes down to whether the painted art constitutes commercial speech. This process is rarely straightforward and there have been numerous U.S. Supreme Court rulings that have restricted Cities’ ability to regulate signs and murals.

The draft ordinance would codify the approach to murals that the City of South St. Paul has taken since 2006 while also officially legalizing painted wall signs and subjecting them to the same regulations that govern other wall signs. The new language would clarify that painted wall signs are different than murals and would be defined as such. Murals would be defined and listed as an exempt type of sign that the city does not regulate as long as they are going on a building with commercial or industrial zoning or onto an institutional building like a church or school. Painted signs would be regulated the same way as other wall signs and would require a permit.

### *Temporary Sign Regulations*

Staff drafted language to codify the standards for temporary signs found on the temporary sign permit application as well as to update and reorganize some of the existing types of temporary signs. The standards for commercial temporary signs that are listed on the back of the city's sign permit application would be codified as the official performance standards for temporary signs that require a permit. These standards include a maximum number of temporary signs that can be at one property (3 signs), a limit to the amount of temporary signage that can be at one property (100 square feet), language that clarifies that temporary signs need to be located on private property, and that temporary signs cannot be illuminated. Historically, the city has required temporary signs that need a permit to be either attached to a wall or an existing monument sign. Based on feedback received during the discussion at the Planning Commission meeting on May 1<sup>st</sup>, temporary signs that require a permit will also be allowed to be freestanding.

Temporary signs that do not require a permit, such as construction signs, community event signs, real estate signs and yard signs, would have their own section that lists individual performance standards for each type of sign. Certain types of signs that are not really signs and that the City has no interest in regulating, such as house numbers, directional signs within a parking lot, noncommercial flags, murals, and walk up window menu signs, would continue to live in the "exceptions" section of the City Code. By separating these types of temporary signs into two sections, the code becomes easier to read and clearly differentiates what types of temporary signage the City does regulate.

### **Proposed Updates**

Staff is proposing the following amendments to the existing code:

- Create a definition for "mural".
- Add painted signs as an allowable type of wall sign.
- Update the list of exempted signs to include murals, internal wayfinding signs, and window signs.
- Update the rules for temporary signs to codify the rules that the City has been utilizing for the past decade.
- Allow temporary signs that require a permit to be freestanding.
- Allow small temporary yard signs (up to 6 sq. ft of signage) on residential and institutional properties.
- Clarify how sign area is calculated depending on whether a proposed sign is in a frame or not.
- Eliminate the definition for "cabinet and box signs" which are simply types of wall signs and do not need their own unique code requirements.
- Reorganize the sign code provisions for improved order and readability.
- Increase the number of monument signs allowed for institutional uses that are on a site that is greater than 1 acre in size to one monument sign per street frontage. Each monument sign would only be allowed to be 32 square feet. Only one monument sign would be allowed to have a dynamic, electronic changeable copy, or electronic graphic display.

- Increase the maximum amount of signage allowed in the CGMU-1 district for properties that have frontage on Concord Street and Concord Exchange by 0.5 per lineal feet of building frontage along the secondary public street.
- Simplify the regulations for drive-through signs to allow up to two drive-through signs that are the same size on a property with a drive-through facility.
- Add additional content to the “Purpose” section of the sign ordinance to further refine the purpose and intent of the regulations.

## **Discussion**

### *General Discussion on Regulating Signage*

There is no one “right answer” when it comes to regulating signage and different communities have different standards based on the aesthetic goals of each community. In drafting the proposed ordinance, Staff has tried to create design standards that are consistent with signage that has been approved in South St. Paul in the past, often via variances and Planned Unit Development approvals. Some of the proposed changes are the result of recent US Supreme Court rulings on free speech that have impacted the City’s ability to regulate signs. Some of the proposed changes reflect the South St. Paul business community desiring to use some types of signage that are currently prohibited, such as painted wall signs.

### *Discussion from May 1<sup>st</sup> Planning Commission Meeting*

The Planning Commission reviewed and discussed a draft version of the proposed ordinance at their May 1, 2024 meeting. During the meeting, the Planning Commissioners voiced their support for the proposed standards for temporary painted signs and murals. Additionally, the Planning Commission shared that they would like to see small yard signs be exempted. Staff incorporated the feedback the Planning Commission provided into the current version of the ordinance.

Commissioner Hoffman provided feedback at the May 1<sup>st</sup> meeting that he would like to see temporary feather flag signs legalized for use in conjunction with a sale or event and asked if Staff could explore this possibility prior to the public hearing. Commercial flags have historically been prohibited in South St. Paul. Pictures of temporary feather flag signs can be found in Attachment B. Commissioner Hoffman cited several other communities, including Eden Prairie, Maple Grove, and Roseville, that allow this type of signage on a temporary basis. Staff confirmed that these communities do allow feather flag signs but there are also many communities that ban these signs, including Minneapolis, West St. Paul, and Saint Paul. Feather flag signs often have poor aesthetics and contribute to visual clutter along a commercial corridor. In Staff’s experience, many businesses like to use feather flags for “guerilla marketing” and these flags are usually installed without a permit and taken down quickly if the City gets a complaint and comes out to do code enforcement. It is unclear how many businesses would be willing to pay for a permit to have feather flag signs and it is unclear how many businesses would be willing to adhere to the 30-day time limit or ensure that their feather flags are tied to specific sale or event. Most feather flags are not tied to a specific event and instead just state things that are available at a business (i.e. “Tacos!,” or “Used Cars!,” or “Low Prices Everyday!”). Feather flag signs generally do not have a shape or size that supports their use for more complicated messages.

If temporary feather flag signs were to be an allowed type of temporary sign, these signs would need to follow the same performance standards as any temporary sign that requires a permit, including that the sign can be one of three temporary signs that can be displayed at one time, the sign cannot exceed 8 feet in height, the sign would count towards the 100 sq. ft. of temporary signage that is allowed at one time, and the sign must be discontinued 30 days after installation. The Planning Commission should discuss whether

to allow this type of sign and if the Planning Commission wishes to allow temporary freestanding feather flag signs, the Planning Commission should include in their motion a recommendation that staff include language to allow temporary feather flag signs.

### **Action Needed**

The Planning Commission has the following actions available on the proposed application:

1. Approval. If the Planning Commission wishes to recommend approval of the Ordinance Amendment, the following action should be taken:
  - A. Motion to recommend approval of an ordinance amendment overhauling the regulations for signage.
2. Denial. If the Planning Commission wishes to recommend denial of the Ordinance Amendment, the following action should be taken:
  - B. Motion to recommend denial of an ordinance amendment overhauling the regulations for signage.

### **ATTACHMENTS**

- A. Proposed Sign Ordinance
- B. Photographs of Temporary Feather Flag Signs

**ATTACHMENT A  
PROPOSED SIGN ORDINANCE**

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

**ORDINANCE NO. 14XX**

**AN ORDINANCE REPEALING AND REPLACING CHAPTER 118, ARTICLE VI OF  
THE SOUTH ST. PAUL CITY CODE RELATING TO SIGNS**

**SECTION 1. REPEAL AND REPLACE.** South St. Paul City Code Chapter 118, Article VI is hereby repealed and replaced as follows.

**ARTICLE VI. SIGNS**

**Sec. 118-326. Findings, Purpose and Effect**

(a) *Findings.* The City Council hereby finds as follows:

1. Exterior signs have a substantial impact on the character and quality of the environment.
2. Signs provide an important medium through which individuals may convey a variety of messages.
3. Signs can create traffic hazards, aesthetic concerns and detriments to property values, thereby threatening the public health, safety and welfare.
4. The City's zoning regulations have included the regulation of signs in an effort to provide adequate means of expression and to promote the economic viability of the business community, while protecting the City and its citizens from a proliferation of signs of a type, size, location and character that would adversely impact upon the aesthetics of the community and threaten the health, safety and welfare of the community. The regulations of the physical characteristics of signs within the City have had a positive impact on traffic safety and the appearance of the community.

(b) *Purpose And Intent.* It is not the purpose or intent of this Article to regulate the message displayed on any sign; nor is it the purpose or intent of this Article to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building. The purpose and intent of this Article is to:

1. Regulate the number, location, size, type, illumination and other physical characteristics of signs within the City in order to promote the public health, safety and welfare.
2. Maintain, enhance and improve the aesthetic environment of the City by preventing visual clutter that is harmful to the appearance of the community.

3. Improve the visual appearance of the City while providing for effective means of communication, consistent with constitutional guarantees and the City's goals of public safety and aesthetics.
  4. Provide for fair and consistent enforcement of the sign regulations set forth herein under the zoning authority of the City.
- (c) *Effect.* A sign may be erected, mounted, displayed or maintained in the City if it is in conformance with the provisions of these regulations. The effect of this Article, as more specifically set forth herein, is to:
1. Allow a wide variety of sign types in commercial zones, and a more limited variety of signs in other zones, subject to the standards set forth in this section.
  2. Allow certain small, unobtrusive signs incidental to the principal use of a site in all zones when in compliance with the requirements of this section or when required by federal, state or local law.
  3. Prohibit signs whose location, size, type, illumination or other physical characteristics negatively affect the environment and where the communication can be accomplished by means having a lesser impact on the environment and the public health, safety and welfare.
  4. Provide for the enforcement of the provisions of this Article.
- (d) *Severability.* If any subsection, sentence, clause, or phrase of this Article is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this section. The City Council hereby declares that it would have adopted this section in each subsection, sentence, or phrase thereof, irrespective of the fact that any one or more subsections, sentences, clauses, or phrases be declared invalid.

### **Sec. 118-327. Definitions.**

For the purposes of this Article, words and terms shall have the following meanings and follow the rules set forth in Code Section 118-7.

*A-frame sign* means a movable freestanding sign hinged at the top or attached in a way that forms a similar shape to the letter "A" when viewed from the side. A-frame signs are only allowed on a temporary basis and may not be used as permanent signage.

*Abandoned sign* means any sign and/or its supporting sign structure that remains without a message or whose display surface remains blank for more than one year or that pertains to a time, event, or purpose that no longer applies. Abandoned signs are not legally established nonconforming signs.

*Address sign* means a sign on a building used for proper identification of the location of the property.

*Area identification sign* means a sign on private property, which identifies the name of a neighborhood, a residential subdivision, a multiple residential complex, a shopping center or area, an industrial park, an office park, or any combination of the above, but does not specifically

identify the individual businesses therein. An area identification sign must be a freestanding sign unless a different type of sign is explicitly authorized by this ordinance for a specific use.

*Awning* means a roof-like cover, often of fabric, plastic, metal, or glass, designed and intended for protection from the weather or as a decorative embellishment, that projects from a wall or roof of a structure primarily over a window, walk, or the like. Any part of an awning that also projects over a door shall be considered an awning.

*Awning sign* means a sign or graphic printed on or in some fashion attached directly to the awning material. An awning sign is a form of a projecting sign.

*Balloon sign* means a sign consisting of a bag made of lightweight material supported by helium or hot or pressured air that is greater than 24 inches in diameter.

*Banner* means any sign of lightweight fabric or similar material mounted to a pole or a building at one or more edges. Flags, as defined herein, shall not be considered banners.

*Building frontage* means the exterior building wall of a principal building that face a public street. When no exterior building walls are parallel to a street, the building frontage shall be the exterior wall that is most oriented towards the street. If a building façade has multiple wall segments that all face the same public street, these walls shall all be considered part of the building frontage.

*Building marker* means memorial signs or tablets, names of buildings, and date of erection when cut into any masonry surface or inlaid so as to be part of the building or when constructed of bronze or other noncombustible material.

*Canopy* means a roof-like cover, often of fabric, plastic, metal, or glass on a support that provides shelter over a doorway.

*Canopy sign* means any sign that is part of or attached to a canopy made of fabric, plastic, or any other structural protective cover over a door or entrance. A canopy sign is a form of a projecting sign.

*Commercial speech* means speech that is advertising a business, profession, commodity, service, or entertainment.

*Directional sign* means a sign erected for the purpose of directing vehicular or pedestrian traffic within a commercial or multi-family property.

*Drive-through sign* means a sign located on the site of an allowed drive-through use. Directional signs are not considered drive-through signs.

*Dynamic display sign* means a sign with any characteristics that appear to have movement or that appear to change, caused by any method other than physically removing and replacing the sign or its components, whether the apparent movement or change is in the display, the sign structure itself, or any other component of the sign. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, moving, flashing, blinking, or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input, "digital ink" or any other method or technology that allows the sign face to present a series of images or displays.

*Dynamic display off-premises sign* means an off-premises sign or portion thereof that displays electronic static or dynamic text, images, graphics, or pictures where the message change sequence is accomplished by any method other than physically or mechanically removing and replacing the sign face or its components, whether the apparent movement or change is in the display, the sign structure itself, or any other component of the billboard. This includes a display that incorporates a technology or method allowing the sign face to change the image without physically or mechanically replacing the sign face or its components. This also includes, but is not limited to, any display that incorporates light bulbs, fiber optics, LED lights manipulated through digital input, “digital ink”, or any other method or technology that allows the sign face to present a series of text, images, or displays. An off-premises sign is a sign that bears a message promoting a use that is not located on the subject property or premises..

*Electronic changeable copy sign* means a sign or portion thereof that displays electronic, nonpictorial, text information in which each alphanumeric character, graphic, or symbol is defined by a small number of matrix elements using different combinations of light emitting diodes ("LEDs"), fiber optics, light bulbs, or other illumination devices within the display area. Electronic changeable copy signs include computer programmable, microprocessor controlled electronic displays.

*Electronic graphic display sign* means a sign or portion thereof that displays electronic, static images, static graphics, or static pictures, with or without text information, defined by a small number of matrix elements using different combinations of LEDs, fiber optics, light bulbs, or other illumination devices within the display area where the message change sequence is accomplished immediately or by means of fade, re-pixelization, or dissolve modes. Electronic graphic display signs include computer programmable, microprocessor controlled electronic or digital displays. Electronic graphic display signs include images or messages with these characteristics projected onto buildings or other objects.

*Erect* means the activity of constructing, building, raising, assembling, placing, affixing, attaching, creating, painting, drawing, or any other way of bringing into being or establishing.

*Flag* means any fabric or similar lightweight material attached at one end of the material, usually to a staff or pole, so as to allow movement of the material by atmospheric changes and that contains distinctive colors, patterns, symbols, emblems, insignia, or other symbolic devices.

*Freestanding sign* means a sign that is placed in the ground and not affixed to any part of a structure or building.

*Freeway* is a principal arterial highway, as defined in the comprehensive plan.

*Freeway sign* means an on-premises pylon sign that is located on the property of the business for which it is identifying and is immediately adjacent to a freeway.

*Grade* means the final ground elevation after construction. Earth mounding criteria for landscaping and screening is not part of the final grade for sign height computation.

*Gross sign area* means the method of calculating the allowable square footage of signs. The stipulated maximum gross area for a sign refers to a single facing. Freestanding signs which are V-shaped be considered as two signs. Gross area shall be calculated as follows:

- (a) *Signs with a frame:* The area within the frame, including all lettering, wording, and accompanying designs and symbols, together with all the background, whether open or

enclosed, on which they are displayed, including a message board. The area shall not include the main support structure but shall include any other ornamental attachments that are not a part of the main support of the sign.

- (b) *Signs without a frame*: The gross area shall be the smallest rectangle that encompasses all of the letters or symbols.

*Height* means the vertical distance measured from the base of the sign at grade to the top of the highest attached component of the sign.

*Illegal sign* means a sign that is erected without first complying with all City ordinances and regulations in effect at the time of its construction and erection or use. Abandoned signs, unsafe signs, and signs attached to vacant buildings are also illegal signs.

*Illuminated sign* means any sign that contains an element designed to emanate artificial light internally or externally.

*Interior sign* means a sign which is located within the interior of any building, or within an enclosed courtyard, that is not visible from the property line or public right-of-way.

*Legally established nonconforming sign* means any sign and its support structure lawfully erected prior to the effective date of this article that fails to conform to the requirements of this article. A sign that was erected in accordance with a variance granted prior to the adoption of this article and does not comply with this article shall be deemed to be a legally established nonconforming sign.

*Master Sign Plan* means a written document describing all proposed signage for a specific site, development or complex, submitted by the owner/manager. It shall, at a minimum, include sign type, location, and size information for all signage that will be installed.

*Monument sign* means any freestanding sign independent from any building or other structure that is mounted on the ground or mounted on a base at least as wide as the sign. A monument sign is typically solid from grade to the top of the structure; however, a monument sign may include open area below the face of the sign if the sign complies with the monument sign supporting sign structure design criteria.

*Mural* means a work of art intended as artistic expression and not as a commercial message and is hand-painted or hand-tiled directly on to the exterior wall of a commercial property used for a commercial, industrial or institutional use. A mural does not include displays with electrical or mechanical components or a changing image art display.

*Noncommercial speech* means the dissemination of messages not classified as commercial speech which include, but are not limited to, messages concerning political, religious, social, ideological, public service, and informational topics.

*Nonelectronic changeable copy sign* means a sign or portion thereof that has a readerboard for the display of text information in which each alphanumeric character, graphic, or symbol is defined by objects, not consisting of an illumination device, that may be changed or re-arranged manually or mechanically with characters, letters, or illustrations that can be changed or rearranged without altering the face or the surface of the sign.

*Off-premises sign* means a sign bearing a commercial message that is located on property that is not the premises, property, or site of the use identified or advertised on the sign.

*On-premises sign* means a sign bearing a commercial message that is located on the premises, property, or site of the use identified or advertised on the sign.

*Pennant* means a relatively long, tapering flag.

*Projecting sign* means a sign that projects from a wall or other surface. Examples may include, but are not limited to awning, canopy, and wall signs.

*Pylon sign* means any freestanding sign that has its supportive structure(s) anchored in the ground and a sign face elevated above ground by pole(s) or beam(s) with an open area below the face of the sign. A pylon sign shall have a minimum height of ten feet and a maximum height as established by the zoning district.

*Roof sign* means any sign erected wholly upon the roof or parapet of a building that is wholly or partially supported by the building upon which it is erected.

*Rotating sign* means a sign that revolves or rotates on an axis.

*Sign* means any structure, fixture, placard, announcement, declaration, device, demonstration, or insignia used for direction, information, identification, or to advertise or promote any business, product, goods, activity, services, ideas, or interests. A sign shall not be deemed to include any transparent window cling(s); architectural embellishment(s) of a building not intended to communicate information; any sign or structure that is not visible from an adjacent street, property line or building on an adjacent property.

*Static off-premises sign* means an off-premises sign or portion thereof that displays static text or images which can only be modified by physically or mechanically removing and replacing the sign face or its components. A static off-premises sign is an entirely different type of sign than a dynamic display off-premises sign and it is not permissible for the owner of a lawful nonconforming static off-premises sign to intensify their nonconformity by converting any part the static off-premises sign to a dynamic display off-premises sign. An off-premises sign is a sign that bears a message promoting a use that is not located on the subject property or premises.

*Temporary sign* means a sign that can be easily installed and removed and is intended to be displayed for a short period of time as further defined in this Article.

*Unsafe sign* means any sign that is out of order, in disrepair, rotten, hazardous, or in any other manner unsafe.

*Video display sign* means a sign that changes its message or background in a manner or method of display characterized by motion or pictorial imagery, which may or may not include text, and depicts action or a special effect to imitate movement, the presentation of pictorials or graphics displayed in a progression of frames which give the illusion of motion, including but not limited to the illusion of moving objects, moving patterns or bands of light, or expanding or contracting shapes. Video display signs do not include electronic changeable copy signs. Video display signs include images or messages with these characteristics projected onto buildings or other objects.

*Walk-up Window Sign* means a sign located next to a walk-up window which is oriented towards customers engaging in transactions at the window and features text that is not easily readable by passing vehicular traffic.

*Wall* means any structure that defines the exterior boundaries or courts of a building or structure and that has a slope of 60 degrees or greater with the horizontal plane.

*Wall sign* means a sign painted or fastened to the exterior front, rear, or side wall of a building or structure that does not extend vertically above the highest portion of the roof.

*Window sign* means a sign designed to communicate information about an activity, business, commodity, event, sale or service that is placed inside a window or upon the window glass so as to be primarily visible from the exterior of the building or structure.

*Yard sign* means a temporary, noncommercial freestanding sign that is placed in the yard of a private property.

### **Sec. 118-328. Permits Required.**

- (a) It shall be unlawful for any person to erect, alter, replace, or relocate any sign without first obtaining a permit and paying the required fees, except as herein otherwise provided, including those approved through the Master Sign Plan process. All signs must be constructed in accordance with all applicable City Code provisions, including permits and fees.
- (b) If the sign requires electricity, it must be installed in accordance with the current electrical code and a separate permit from the building official may be necessary prior to placement.
- (c) Freestanding signs may require a building permit in addition to a sign permit at the discretion of the Building Official. If a building permit that is based on the project value is required, the fee for the sign permit shall be waived.

### **Sec. 118-329. Exceptions.**

The following signs do not require a sign permit and do not count towards the total amount of signage allowed at a property, provided they meet the performance standards as described in this Article and conform to any other provisions of the City Code.

- (a) Address signs.
- (b) Building markers.
- (c) Directional signs, which shall not exceed 6 square feet in gross area and 5 feet in height.
- (d) Murals in the following situations:
  - (1) Murals on a property with commercial or industrial zoning that is being used for a commercial or industrial use.
  - (2) Murals on a property that is being used for public or institutional use.
  - (3) Murals on residential buildings containing at least 4 dwelling units that have CGMU or MMM zoning.
- (e) Noncommercial flags.

- (f) Signs of the City, county, state or federal government and subdivisions and agencies thereof.
- (g) Walk-up window signs that are oriented towards customers engaging in a transaction at a walk-up window and which feature text that is not readily readable by passing traffic. Electronic changeable copy walk-up window signs require a conditional use permit and are not considered an exempt sign.
- (h) Window signs when located in the C-1, CGMU, GB, and MMM districts may be placed within a building, however the window coverage shall not exceed 30 percent of each window. There shall be no more than a maximum area of 80 square feet per street frontage for window signs. Electronic changeable copy window signs require a conditional use permit and are not considered an exempt sign.

### **Sec. 118-330. Prohibited Signs.**

- (a) Abandoned signs.
- (b) Balloon signs.
- (c) Commercial flags.
- (d) Graffiti.
- (e) Illegal signs.
- (f) Off-premises signs, except A-frame signs as permitted in Code Section 118-331 and dynamic display off-premises signs as allowed in Section 118-334.
- (g) Permanent banners or pennants, except those permitted by Minn. Stats. § 412.221, Subd. 34.
- (h) Permanent sale signs.
- (i) Portable (trailer) signs.
- (j) Pylon signs.
- (k) Roof signs.
- (l) Revolving or rotating signs.
- (m) Search lights or strobe lights.
- (n) Signs containing content classified as "obscene" as defined by Minnesota statutes, section 617.241.
- (o) Signs containing audio speakers or any form of pyrotechnics, except drive-through signs which may have audio speaker systems.
- (p) Signs that physically obstruct windows, doors, fire escapes or an opening intended to provide ingress or egress to any structure or building.
- (q) Signs painted, attached, or in any other manner affixed to fences, trees, rocks, or other similar natural surfaces, or attached to public utility poles, bridges, towers, or similar public structures.

- (r) Signs that appear in color or design to resemble a traffic sign or signal or that make use of words, symbols, or characters in such a manner as to interfere with, mislead, or confuse pedestrian or vehicular traffic.
- (s) Signs that are affixed to vehicles or trailers that are not in use or are parked in such a fashion as to serve as additional freestanding signs. Permanent signs on operable commercial vehicles or trailers (that are used as part of the everyday operation of the business) are not prohibited by this section and are allowed.
- (t) Unsafe signs.
- (u) Video display signs.

**Sec. 118-331. Temporary Signs.**

Temporary signs located in a commercial or industrial district or for an institutional use, except those listed in Code Section 118-329 or exempted below, are subject to the following requirements:

- (a) Temporary Sign Performance Standards
  - (1) Temporary signs require a permit unless otherwise listed below.
  - (2) Temporary signs shall be located on private property and outside of the public right-of-way.
  - (3) Temporary signs may be freestanding or mounted onto an existing structure (such as a wall or an existing monument sign).
  - (4) Temporary signs do not count towards the total amount of signage allowed at a property.
  - (5) No individual sign shall exceed 8 feet in height.
  - (6) A property may have up to 3 temporary signs on the premises at one time.
  - (7) The total amount of temporary signage allowed at one time shall not exceed 100 square feet in area.
  - (8) All temporary signs must be discontinued 30 days after installation.
  - (9) A property cannot have temporary signage displayed at the site for more than 120 days per calendar year.
  - (10) Temporary signs may not be illuminated.
  - (11) Temporary signs may not be installed in a manner that obstructs sight lines at a street intersection and their placement is subject to the provisions of Section 118-246(c).
- (b) Temporary Signs That Do Not Require a Permit
  - (1) A-frame signs when located in the C-1, CGMU-1, CGMU-2, and MMM districts and for institutional uses in residential zoning districts provided they comply with the following:
    - a. There shall be no more than one A-frame sign per property.

- b. The A-frame sign is made of durable, exterior-grade materials that are weather-resistant.
  - c. The A-frame sign is located on the street frontage directly in front of the building which the A-frame sign is for.
  - d. The A-frame sign must be located behind the curb and in such a manner as to prevent obstructing access to vehicles using on street parking.
  - e. The A-frame sign must not obstruct a driveway or public sidewalk, trail, road, or other public right-of-way.
  - f. The A-frame sign is no larger than 8 square feet and no greater than 4 feet in height.
  - g. The A-frame sign must be removed at the close of business and stored inside a building when the business is closed. The A-frame sign must not be permanently attached to the ground, building, or any other surface.
- (2) Community event signs provided are displayed for no more than 30 days prior to the event and are removed no more than 2 days after the event.
- (3) Signs on ballfield fences no larger than 32 square feet and occupying no more than 70 percent of the fence.
- (4) Signs for an active construction site. Signs at an active construction site may be up to 96 square feet in size and are allowed on any property with an active building permit provided that the sign is removed upon completion of the project. Only one (1) such construction sign is permitted per lot. In addition to this allowance, in the MMM, CGMU, C-1, I, and I-1 districts, unlit construction banner signs may be affixed to temporary security fencing surrounding the construction site provided that the banners are kept in good repair, do not extend beyond the top of the fence, and all temporary fencing and banners are removed at the completion of the project.
- (5) Signs on a residential property provided the sign is not affixed to any structure, the total number of signs does not exceed two (2), and the total size of the two signs does not exceed six (6) square feet. These provisions do not apply to election signs as regulated in Code Section 118-342.
- (6) Signs for the purpose of selling or leasing real property. Such signs must be removed within 7 days following the lease or sale of the property or premises and they comply with the following size restrictions:
- a. In the R-1 and R-2 districts, an individual sign shall not exceed 9 square feet in gross area.
  - b. In the R-3 and R-4 districts, an individual sign shall not exceed 18 square feet in gross area.
  - c. In the CGMU-1 and CGMU-2 districts, an individual sign shall not exceed 24 square feet in gross area.

- d. In the C-1, GB, MMM, and I districts, an individual sign shall not exceed 32 square feet in gross area.
- (7) Yard signs when the signs are located on a private property with residential zoning or that is being used for an institutional use. The total number of signs shall not exceed two and the total square footage of the yard signs shall not exceed 6 square feet.

### **Sec. 118-332. General Provisions**

The following provisions shall apply in all zoning districts.

- (a) *Illumination.* In general, all lighted signs shall comply with the standards for exterior lighting found in Section 118-245, unless otherwise listed in this section. Illuminated signs may be internally or externally lit. External illumination for signs shall be constructed and maintained so that the source of light is not visible from an adjacent property or the right-of-way.
- (b) *Legally established nonconforming signs.* Legally established nonconforming signs are subject to the provisions found in Minnesota Statute § 462.357.
- (c) *Location and setback.* Except for projecting signs, attached wall signs, awning and canopy signs, dynamic display off-premises signs, and signs that are listed as exceptions in Code Section 118-329, signs in all zoning districts shall be located at least 5 feet from all property lines. No freestanding signs shall be located within the traffic visibility triangle.
- (d) *Repairs and removal.*
  - (1) Abandoned signs. Any abandoned sign shall be removed or otherwise properly brought into compliance by the property owner upon receipt of notice to do so given by the City. In the case of a painted sign, removal shall mean the complete repainting of the background on which the sign is painted.
  - (2) Illegal signs. Any fixed sign constructed, placed, or maintained in violation of this Article shall be removed by the property owner upon receipt of notice to do so given by the City.
  - (3) Unsafe signs. Any unsafe sign shall be removed or otherwise properly secured by the property owner upon receipt of notice to do so given by the City.
- (e) *Signs constituting a public nuisance.* Any abandoned, illegal, or unsafe sign is hereby declared to be a danger to the health, safety, and welfare of the citizens of South St. Paul and is declared to be a public nuisance subject to abatement and assessment, except that legally established nonconforming signs shall not be abated until they have been abandoned for more than one year.

### **Sec. 118-333. On-Premises Signs**

- (a) *Awning and canopy signs.* Awning and canopy signs shall comply with the following requirements:

- (1) They shall be limited to single-story buildings or to the first level only of multi-story buildings.
  - (2) They shall have a minimum clearance of 8 feet above grade.
  - (3) The maximum height of an awning or canopy shall be 5 feet.
  - (4) No awning shall project over a public sidewalk or into a public right-of-way without the approval of the City Engineer.
  - (5) Illuminated canopy and awning signs shall comply with the following lighting requirements:
    - a. On nonresidential buildings in residential districts, the direct source of light shall not be visible from the public right-of-way or adjacent residential use or district.
    - b. For signs or illuminated areas less than 3 feet in height, the degree of illumination or candlepower of illuminated canopies and awnings shall be limited to a single lamp exterior fluorescent fixture, running the entire length of the illuminated area.
    - c. For signs or illuminated areas 3 to 5 feet in height, the degree of illumination or candlepower shall be limited to double lamp fixtures.
    - d. In no event shall the power of the fixture exceed 10 watts per foot for single lamp fixtures and 20 watts per foot for double lamp fixtures.
- (b) *Drive-through sign.* Drive-through signs are allowed in addition to other permitted signs on site and shall not be used to calculate the maximum signage for the property. Drive-through signs are subject to the following performance standards:
- (1) Number. Each business with a drive-through facility is allowed to have two drive-through signs.
  - (2) Area. The maximum size of a drive-through sign is 50 square feet.
  - (3) Height. The height of a drive-through sign shall not exceed 6 feet.
  - (4) Location. Drive-through signs must be located adjacent to the drive-through aisle and all portions of the signs must be located at least 10 feet from the property line. When a site directly abuts a residential use, a drive-through sign must be set back at least 75 feet from the residential property line.
  - (5) Illumination. Illumination is permitted.
  - (6) Electronic changeable copy drive-through signs. A drive-through sign may be an electronic changeable copy sign if expressly allowed through its conditional use permit. Such signs shall be oriented so that their content is not readily visible to individuals who are not using the drive-through facility and the City may require screening to avoid negative impacts to neighboring properties.

(c) *Dynamic display, electronic changeable copy, and electronic graphic display signs.* The following standards apply to dynamic display signs, electronic changeable copy, and electronic graphic display signs:

- (1) A Conditional Use Permit is required for all dynamic, electronic changeable copy, or electronic graphic display signs.
- (2) Maximum size of the sign. An electronic dynamic display or electronic graphic display sign shall not exceed 75 percent of the maximum size permitted for a freestanding sign in that district.
- (3) Number of signs and distance to other electronic signs. There shall be no more than 1 electronic sign per property and each sign must be located at least 60 feet from any other electronic sign on any other property as measured in a straight line from the base of the sign to the base of any other electronic sign.
- (4) Distance to residential uses: Each sign shall be located at least 60 feet from a residential use, as measured in a straight line from the base of the sign to the nearest lot line of the residential use. In the case of a mixed-use development that includes residential uses a sign may be located less than 60 feet from a residential use within that same development provided that the residential use(s) are located at a significantly higher elevation or similar means of reducing the impact of the brightness and impact of the sign to equate to the straight-line distance of 60 feet.
- (5) Display hold time. In all non-residential districts, no part of a display shall change more than once every 8 seconds.
- (6) Transitions: Display transitions shall be limited to 1 second. Transitions such as slideshow and fade/dissolve may be used.
- (7) Illumination limits. The difference between the off and solid-message measurements using the electronic sign measurement criteria shall not exceed 0.3 footcandles above ambient levels when measured using the chart below. Measurement should be taken according to the procedures outlined by the International Sign Association.

*Sign Area Versus Measurement Distance*

<b>Area of Sign (sq. ft.)</b>	<b>Measurement Distance (ft.)</b>
10	32
15	39
20	45
25	50
30	55

35	59
40	63
45	67
50	71
55	74
60	77
65	81
70	84
75	87
80	89
85	92
90	95
95	97
100	100

\*For signs with an area in square feet other than those specifically listed in the table (i.e. 12 square feet, 112 square feet, etc.) the measurement distance may be calculated with the following formula: Measurement Distance = the square root of (Area of the sign square feet times 100).

- (8) Dimming capabilities. All permitted electronic signs shall be equipped with a sensor or other device that automatically determines the ambient illumination and shall be programmed to automatically dim adjusting to ambient light conditions, or that can be adjusted to comply with the 0.3 footcandle measurements. These signs must also be equipped with a means to immediately turn off the display or lighting if it malfunctions, and the sign owner or operator must immediately turn off the sign or sign lighting when notified by the City that the sign is not complying with the standards in this section.
  
- (d) *Freestanding signs.* Except for area identification signs, no more than 1 permanent freestanding sign shall be located on any single property unless otherwise is stated 118-335. Freestanding signs shall be at least 100 feet from any other freestanding sign on a different street frontage on the same property. The total gross area of all the signs on the property cannot exceed the maximum aggregate signage for the property.

(e) *Freeway Signs.* Freeway signs are only allowed by a conditional use permit in the general business (GB), light industrial (I-1) and industrial (I) zoning districts and are subject to following conditions:

- (1) One freeway sign is allowed per property.
- (2) The maximum gross area of a freeway sign shall not exceed 200 square feet in area and 15 feet above the height of the interstate roadway surface at the point thereof nearest the sign.
- (3) The sign must be located on the portion of the property closest to the freeway and may not be closer than 350 feet from any other freeway sign on the same side of the freeway, as measured in a straight line from the base of the sign to the base of any other freeway sign.
- (4) A property with a freeway sign shall be allowed to have a maximum aggregate property signage of at least 300 square feet in gross area.
- (5) The supporting structure of a freeway sign shall be comprised of brick, stone, stucco, synthetic stucco, concrete masonry units (CMU) that are textured, burnished or decorative or factory finished metal panels. Exterior construction materials must be maintenance-free and colored only by means of a pigment integral to the material, not applied to the surface and must be compatible with the building(s) on the lot. The maximum number of supports per sign shall be two. All supports shall be vertical. No cable shall be used to support the sign.

(f) *Monument Signs.*

- (1) *Monument Sign Base.* The supporting base of a monument sign shall be comprised of brick, stone, stucco, synthetic stucco, concrete masonry units (CMU) that are textured, burnished or decorative, or factory finished metal panels. Exterior construction materials must be maintenance-free and colored only by means of a pigment integral to the material, not applied to the surface and must be compatible with the building(s) on the lot. The term "compatible" shall include but is not limited to materials that are consistent with the principal architectural features and colors of the building identified by the sign.
- (2) *Landscaping Design.* A monument sign shall be incorporated into a landscaping scheme or planter box. Monument signs may incorporate additional berming into its landscape design on a slope of 3 to 1 where the berming is incorporated into an overall landscaping design plan. The maximum height of the berm shall be three feet above the adjacent street grade. Landscaping shall be provided on the slopes of the berm in an interesting and varied appearance. Where a planter box is

incorporated, the landscaping shall occur in and around the planter with a similar attractive design.

- (3) Number of sign supports. The maximum number of supports per sign shall be 2. All supports shall be vertical. No cable shall be used to support the sign.
  - (4) Height and Size. The total height of a monument sign, including the planter box, berm, and sign graphic, shall not exceed the maximum height for a sign permitted in the underlying zoning district. The gross area of a monument sign shall not exceed 100 square feet.
- (g) *Pylon Signs*. Pylon signs are prohibited in all zoning districts except for the following:
- (1) Freeway signs may be allowed by conditional use permit in the General Business (GB), Industrial (I), and Light Industrial (I-1) zoning districts. Unless a more restrictive size is stated in a particular zoning district, a freeway sign shall not exceed 15 feet above the height of the interstate roadway at the point thereof nearest the proposed sign. The gross area of the individual sign shall not exceed 200 square feet. When in conflict, the more restrictive size shall apply.
- (h) *Wall Signs*.
- (1) *Attached wall signs (including painted wall signs)*. Attached wall signs must be flat and parallel to the surface of the building and project no more than 12 inches. Attached wall signs may project into a public right-of-way or beyond a legal setback line up to 12 inches, provided such signs do not violate Minnesota Statutes § 160.27.
  - (2) *Projecting wall signs*. Projecting wall signs must be perpendicular to the surface of the building and no more than 12 inches in thickness and comply with the following standards:
    - a. Projecting signs may project no more than 4 feet from the front of the edge of the building and be more than 15 square feet in gross area per side.
    - b. Projecting signs may not extend over a public right-of-way or public property except with the written permission of the City Engineer. When a projecting sign extends over a right-of-way, there shall be at least 8 feet of clearance between the ground level and the lowest point of the projecting sign. In no case may a projecting sign come closer than 2 feet from the curb line.
    - c. Projecting signs may not extend over a designated parking space or loading area.
    - d. One projecting sign per entrance on a street frontage is permitted. Projecting signs shall be at least 20 feet from other projecting signs.
  - (3) *Wall signs on a multi-tenant building*. Each tenant in a multi-tenant building is allowed 1 wall sign, however, the total cumulative square footage for all signs may not exceed the maximum gross area of signage allowed for the property, unless additional signage is approved through a master sign plan.

## Sec. 118-334. Dynamic Display Off-Premises Signage

- (a) *Findings, Purpose, and Intent.* The City desires to facilitate communication between area businesses and nonprofits and drivers utilizing the Interstate 494 corridor and also desires to promote the health, safety, and welfare of the community through public service messaging. Dynamic display off-premises signs are able to cycle through a number of different messages and can communicate all of these messages effectively without causing a proliferation of sign structures and sign surfaces along the highway corridor. With this type of signage, there are opportunities for the City and public safety agencies to communicate about local events and critical emergencies. The City does not allow static off-premises billboard signage because these signs are inefficient, result in visual clutter, and are unable to support emergency messaging or the efficient promotion of community events.

The City is committed to protecting the aesthetics of the Mississippi River Corridor Critical Area (MRCCA), a part of the community that is protected by State Statute and shares a border with the Mississippi National River and Recreation Area, a unit of the National Park Service. Consistent with State Statute, the City administers a local MRCCA ordinance which contains numerous provisions designed to protect the community's scenic vistas, especially views to and from the river and river bluffs. The Department of Natural Resources requires the City to adopt minimum MRCCA standards but actively encourages Cities to take additional steps to protect the aesthetics of the MRCCA. To protect this critical resource area from visual clutter, it is the City's intention that no new billboard signage shall be permitted in the MRCCA and no existing nonconforming billboard signage in the MRCCA shall be permitted to be expanded or intensified in a way that will increase its value and make its discontinuance more unlikely.

- (b) *Location and Eligibility*
- (1) Dynamic display off-premises signs shall only be allowed on properties that are zoned GB-General Business.
  - (2) A dynamic display off-premises sign may only be erected on a property abutting Interstate Highway 494. The dynamic display off-premises sign must be oriented towards and designed to be viewed from Interstate Highway 494.
  - (3) Dynamic display off-premises signs are prohibited on properties located within the Mississippi River Corridor Critical Area (MRCCA) overlay district.
  - (4) The minimum distance in any direction between any two off-premises dynamic display signs shall be two thousand (2,000) feet.
- (c) *Conditional Use Permit Required.* A conditional use permit shall be required for any dynamic display off-premises sign.
- (d) *Performance Standards.* Dynamic display off-premises signs are subject to the following requirements:

- (1) All dynamic display off-premises signs shall comply with federal and state rules and regulations for signs along interstates and highways and shall obtain any required federal and state permits.
- (2) The maximum allowable size shall be seven hundred (700) square feet per sign surface and no sign shall contain more than two (2) sign surfaces. Each sign surface must be designed to be read from an opposite direction.
- (3) The maximum allowable height is fifty (50) feet from the grade of the travel lane of Interstate 494.
- (4) The design of the sign and its support structure shall be approved by the City. The base or support structure shall incorporate EIFS, veneer, brick, stone, decorative block, or a similar cladding material that has been approved by the City.
- (5) Dynamic display off-premises signs shall have a minimum display duration of eight (8) seconds. Such displays shall contain static messages only. The change from one static message to another shall either be instantaneous without any special effects or shall employ a dissolve or fade transition or another subtle transition technique that does not have the appearance of moving text or images. No transition may take longer than one second.
- (6) The sign shall be rectangular in shape and all messages must be contained within the sign. The portion of any dynamic or illuminated sign that is used for the conveyance of any message will be included within the overall size of the sign.
- (7) The sign must be freestanding and shall not be affixed to any building.
- (8) The sign may not emit any sound.
- (9) The sign shall have ambient light monitors installed and shall be configured to allow such monitors to automatically adjust the brightness level of the electronic sign based on light conditions at all times.
- (10) The sign shall comply with the following brightness standards: the sign shall not exceed seven thousand five hundred (7,500) Nits (candelas per square meter) between the hours of civil sunrise and civil sunset measured from the face of the sign. During nighttime hours, the sign shall not exceed five hundred (500) Nits. The light level shall not exceed 0.3 footcandles above ambient light as measured from a pre-set distance depending on sign size. Measuring distance shall be determined using the following equation: the square root of the message center sign area multiplied by 100. Example: 12 square foot sign  $\sqrt{(12 \times 100)} = 34.6$  feet measuring distance.
- (11) Dynamic display billboards shall be constructed with the use of light-blocking technology. As measured from a point on the sign face furthest from the right-of-way, the area on the ground more than 22.5 degrees from the roadway must be light protected by light-blocking technology. "Light protected" is defined as having a reduction of brightness/luminance (and visibility) of over 90 percent, or equivalently, a remaining brightness of less than ten percent as compared to the nominal forward brightness of the sign.

- (12) The sign shall have a fully-functional monitoring off switch system that shuts the dynamic display sign off when the display deteriorates, in any fashion, five (5) percent or greater until the dynamic display sign has been repaired to its fully-functional factory specification.
- (13) The lamp wattage and luminance level in Nits of the sign shall be provided at the time of permit application from the owner or operator of the sign. The sign must at all times be operated in accordance with City Code and the owner or operator shall provide proof of such conformance upon request of the City.
- (14) Public service messages, in addition to emergency messages such as Amber Alerts, shall be provided on the dynamic display billboard sign at no cost to the public. Any Applicant for a conditional use permit for an off-premises dynamic display sign shall enter into an agreement with the City to provide up to 30 hours of no-cost display time per month on each face of the sign, with each display lasting 8 seconds. The messages shall be reasonably distributed throughout a 24-hour period and shall not be relegated to the midnight to 6:00 AM time frame.
- (15) Portable dynamic display off-premises signs are not allowed in any district.
- (16) Nonconforming static off-premises signs may not be converted to dynamic display off-premises signs.

**Sec. 118-335. Permitted Signs by District.**

Any sign that is not listed as a permitted (P) or allowed by Conditional Use Permit (C) is prohibited. An asterisk (\*) indicates special conditions within the zoning district.

**Figure A-1. Permissible Signs By District**

	R-1 R-2 R-3	R-4	CGMU-1	CGMU-2	MMM	C-1	GB	I I-1
<b>Signage Area and Size</b>								
Maximum Gross Area of all Signage on the Property (Square Feet)	6*	24*	150*	150*	150*	150*	200*	200*
Individual Sign Maximum Gross Area (Square Feet)	6*	24	100	100	100	100	100*	100*
Height (Feet)	6	6	8	8	8	8	12*	12*
<b>Type of Signage</b>								
Area Identification Signs	P	P	P	P	P	P	P	P
Drive-Through Signs	—	—	C*	C	C	C	C	C

Dynamic Display Signs	C*	C*	C*	C	C	C	C	—
Dynamic Display Off-Premises Signs	—	—	—	—	—	—	C*	—
Electronic Changeable Copy Signs	C*	C*	C*	C	C	C	C	C
Electronic Graphic Display Signs	C*	C*	C*	C	C	C	C	—
Freeway Signs	—	—	—	—	—	—	C*	C
Illuminated Canopy and Awning Signs	C	P	C	C	C	C	C	C
Monument Signs	P*	P	C*	P*	P*	P	P	P
Nonelectronic Changeable Copy Signs	P*	P	C*	P*	P*	P	P	P
Nonilluminated Awning and Canopy Signs	P	P	P	P	P	P	P	P
Projecting Signs	C	P	P	P	P	P	P	—
Static Off-Premises Signs	—	—	—	—	—	—	—	—
Wall Signs	P/C*	P	P*	P*	P*	P	P	P

(a) Within residential zoning districts (R-1 through R-3) signs must comply with the following regulations:

(1) Aggregate property signage: The maximum gross signage for a property shall not exceed 6 square feet in gross area unless otherwise excepted below.

(2) Individual signs: The maximum gross area per sign shall not exceed six square feet in gross area and six feet in height, or as otherwise excepted below.

(3) The following types of signs are permissible:

a. Area identification signs.

1. Neighborhoods of single-family and two-family homes are allowed 1 area identification sign per subdivision or development which must be a monument sign and may not exceed 24 square feet in area.

2. Multifamily dwellings with at least four units are allowed one non-illuminated area identification sign which shall not exceed 6 square feet in area except as noted below. The sign must be an attached wall sign except as noted below.

3. In the R-3 district, multifamily dwellings on parcels larger than 25,000 square feet are allowed one non-illuminated area identification sign not

exceeding 24 square feet in area. The sign may be either an attached wall sign or a monument sign.

- b. Nonilluminated awning signs and nonilluminated canopy signs.
- c. Wall signs and monument signs for an institutional use.
  - 1. Institutional uses shall be permitted one monument sign per property. An institutional use located on a parcel that is 1 acre in size or larger may have one monument sign per street frontage. No such sign shall exceed a gross area of 32 square feet.
  - 2. Institutional uses may have up to 24 square feet of wall signage per street frontage. No more than 24 feet of wall signage may be directed towards each individual frontage. Illuminated wall signs shall require a conditional use permit.
  - 3. Group family day cares, as defined in Section 118-8, are not considered an institutional use for the purposes of this section.
- d. Nonelectronic changeable copy signs, which are allowed only for institutional uses.

(4) The following types of signs require a conditional use permit:

- a. Illuminated wall signs, which are allowed only for institutional uses.
- b. Illuminated canopy and awning signs on nonresidential buildings.
- c. Projecting signs.
- d. Wall signs if they are for a property that does not qualify for wall signage as a permitted use under the provisions listed in subdivision (3) above.
- e. Dynamic display signs, electronic changeable copy, and electronic graphic display signs are allowed only when located upon the monument sign of an institutional use and are subject to the following requirements:
  - 1. The signage shall adhere to all requirements of Section 118-333(c) unless otherwise stated below.
  - 2. The electronic sign shall be turned off between 10:00 p.m. and 7:00 a.m.
  - 3. No part of the display shall change more than once every 15 seconds.
  - 4. When an institutional use has more than one monument sign, only one of their monument signs may be a dynamic display sign, electronic changeable copy sign, or electronic graphic display sign.

(5) The following types of signs require an interim use permit:

- a. A home occupation may be allowed one nonilluminated business sign in an approved location, not to exceed six square feet in area. The sign must be

removed if the home occupation is discontinued. In the R-1 single family zoning district, no home occupation signage is allowed.

- (6) The following types of signs are prohibited:
  - a. Freeway signs.
  - b. Drive-through signs.
- (b) Within multifamily residential zoning districts (R-4) signs must comply with the following regulations:
  - (1) Aggregate property signage: The maximum gross signage for a property shall not exceed 24 square feet in gross area unless otherwise allowed below.
  - (2) Individual signs: The maximum gross area per sign shall not exceed 24 square feet in gross area and six feet in height.
  - (3) The following types of signs are permissible:
    - a. Area identification signs.
    - b. Illuminated canopy and awning signs.
    - c. Monument signs.
    - d. Nonelectronic changeable copy signs.
    - e. Nonilluminated awning signs and nonilluminated canopy signs.
    - f. Projecting signs.
    - g. Wall signs.
    - h. Wall signs and monument signs for an institutional use.
      - 1. Institutional uses shall be permitted one monument sign per property. An institutional use located on a parcel that is 1 acre in size or larger may have one monument sign on each street frontage. No such sign shall exceed a gross area of 32 square feet.
      - 2. Institutional uses may have up to 24 square feet of wall signage per street frontage. No more than 24 feet of wall signage may be directed towards each individual frontage.
      - 3. Group family day cares, as defined in Section 118-8, are not considered an institutional use for the purposes of this section.
  - (4) The following types of signs require a conditional use permit:
    - a. Dynamic display signs, electronic changeable copy, and electronic graphic display signs when located upon the monument sign of an institutional use. These signs are subject to the following requirements:

1. The signage shall adhere to all requirements of Section 118-333(c) unless otherwise stated below.
  2. The electronic sign shall be turned off between 10:00 p.m. and 7:00 a.m.
  3. No part of the display shall change more than once every 15 seconds.
  4. When an institutional use has more than one monument sign, only one of their monument signs may be a dynamic display sign, electronic changeable copy sign, or electronic graphic display sign.
- (5) The following types of signs are prohibited:
- a. Freeway signs.
  - b. Drive-through signs.
- (c) Within the CGMU-1: Concord Gateway Mixed Use Zoning Sub-district 1. Signs must comply with the following regulations:
- (1) Aggregate property signage: The maximum gross signage for a property shall not exceed one and one-half (1 ½) times the lineal feet of the longest building frontage facing a public street or 150 square feet in gross area, whichever is greater. If a property has a second street frontage, the property is eligible for additional signage equal to one-half (½) times the lineal feet of the building frontage facing the second public street.
  - (2) Individual signs: The maximum gross area per sign shall not exceed 100 square feet in gross area and eight feet in height.
  - (3) The following types of signs are permissible:
    - a. Area identification signs.
    - b. Nonilluminated awning and canopy signs.
    - c. Projecting signs.
    - d. Wall signs.
  - (4) The following types of signs require a conditional use permit:
    - a. Illuminated canopy and awning signs.
    - b. Monument signs on an eligible property. Monument signs shall not be allowed on Concord Exchange or within 75 feet of the Concord Exchange right-of-way. As part of a monument sign the following types of signs may also be incorporated:
      1. Dynamic display, electronic changeable copy, and electronic graphic display signs.
      2. Non-electronic changeable copy signs.
    - c. Drive-through signs.
  - (5) The following types of signs are prohibited:

- a. Freeway signs.
- (d) Within the CGMU-2: Concord Gateway Mixed Use Zoning Sub-district 2. Signs must comply with the following regulations:
- (1) Aggregate property signage: The maximum gross signage for a property shall not exceed one and one-half (1 ½) times the lineal feet of the longest building frontage facing a public street or 150 square feet in gross area, whichever is greater.
  - (2) Individual signs: the maximum gross area per sign shall not exceed 100 square feet in gross area and eight feet in height.
  - (3) The following types of signs are permissible:
    - a. Area identification signs.
    - b. Monument signs.
    - c. Nonelectronic changeable copy signs.
    - d. Nonilluminated awning and canopy signs.
    - e. Projecting signs.
    - f. Wall signs.
  - (4) The following types of signs require a conditional use permit:
    - a. Dynamic display signs, electronic changeable copy, and electronic graphic display signs that are part of a monument sign.
    - b. Drive-through signs.
    - c. Illuminated awning and canopy signs.
  - (5) The following types of signs are prohibited:
    - a. Freeway signs.
- (e) Within the MMM- Mixed Markets and Makers District. Signs must comply with the following regulations:
- (1) Aggregate property signage: the maximum gross signage for a property shall not exceed one and one-half (1 ½) times the lineal feet of the building frontage along Concord Street or 150 square feet in gross area, whichever is greater. Properties that do not have frontage on Concord Street shall not exceed 150 square feet of gross signage.
  - (2) Individual signs: the maximum gross area per sign shall not exceed on 100 square feet in gross area and eight feet in height.
  - (3) The following types of signs are permissible:
    - a. Area identification signs.
    - b. Monument signs
    - c. Nonelectronic changeable copy signs

- d. Nonilluminated awning and canopy signs.
  - e. Projecting signs
  - f. Wall signs
- (4) The following types of signs require a conditional use permit:
- a. Dynamic display signs, electronic changeable copy, and electronic graphic display signs that are part of a monument sign.
  - b. Drive-through signs.
  - c. Illuminated awning and canopy signs
- (5) The following types of signs are prohibited:
- a. Freeway signs.
- (f) Within the C-1: Retail business zoning districts signs must comply with the following regulations:
- (1) Aggregate property signage: The maximum gross signage for a property shall not exceed one and one-half (1 ½) times the lineal feet of the longest building frontage facing a public street or 150 square feet in gross area, whichever is greater.
- (2) Individual signs: The maximum gross area per sign shall not exceed 100 square feet in gross area and eight feet in height.
- (3) The following types of signs are permissible:
- a. Area identification signs.
  - b. Monument signs.
  - c. Nonelectronic changeable copy signs.
  - d. Nonilluminated awning signs and canopy signs.
  - e. Projecting signs.
  - f. Wall signs.
- (4) The following types of signs require a conditional use permit:
- a. Dynamic display signs, electronic changeable copy, and electronic graphic display signs that are part of a monument sign.
  - b. Drive-through signs.
  - c. Illuminated awning and canopy signs.
- (5) The following types of signs are prohibited:
- a. Freeway signs.
- (g) Within the GB: General business zoning district signs must comply with the following regulations:

- (1) Aggregate property signage: The maximum gross signage for a property shall not exceed one and one-half (1 ½) times the lineal feet of the longest building frontage facing a public street or 200 square feet in gross area, whichever is greater, unless otherwise excepted in Section 118-333(e).
  - (2) Individual signs: the maximum gross area per sign shall not exceed 100 square feet in gross area and 12 feet in height, or as otherwise excepted in Section 118-333(e).
  - (3) Freeway signs are not permitted in that part of the GB district north of I-494, east of Trunk Highway 56 (Concord Street), south of Wentworth Avenue extended easterly and west of the Mississippi River.
  - (4) The following types of signs are permissible:
    - a. Area identification signs.
    - b. Monument signs
    - c. Nonelectronic changeable copy signs.
    - d. Nonilluminated awning and canopy signs.
    - f. Projecting signs.
    - f. Wall signs.
  - (5) The following types of signs require a conditional use permit:
    - a. Drive-through signs subject to the requirements of Section 118-333(b).
    - b. Dynamic display signs that are part of a monument sign. These signs are subject to the requirements of Section 118-333(c).
    - c. Dynamic display off-premises signs on properties that are outside of the Mississippi River Critical Corridor Area (MRCCA), subject to the requirements of Section 118-334. A property or business that has a dynamic display off-premises sign shall be permitted to have up to 200 square feet of total site signage in addition to the dynamic display off-premises sign. A property or business that currently exceeds 200 square feet of site signage must reduce their total site signage to 200 square feet or less in order to qualify for a conditional use permit to have a dynamic display off-premises sign.
    - d. Electronic changeable copy or electronic graphic display signs that are part of a monument sign.
    - e. Freeway signs, subject to the requirements of subsection 118-333(e).
    - f. Illuminated awning and canopy signs
- (h) Within the industrial zoning districts (I and I-1) signs must comply with the following regulations:

- (1) Aggregate property signage: The maximum gross signage for a property shall not exceed one and one-half (1 ½) the lineal feet of the longest building frontage facing a public street or 200 square feet in gross area, whichever is greater, unless otherwise excepted in Section 118-333(e). Each principal building at the Fleming Field Municipal Airport shall be allowed to have at least 200 square feet of total signage, regardless of the length of the building frontage.
- (2) Individual signs: the maximum gross area per sign shall not exceed 100 square feet in gross area and 12 feet in height, or as otherwise excepted in Section 118-333(e).
- (3) The following types of signs are permissible:
  - a. Area identification signs.
  - b. Monument signs.
  - c. Nonelectronic changeable copy signs.
  - d. Nonilluminated awning and canopy signs.
  - e. Wall signs.
- (4) The following types of signs require a conditional use permit:
  - a. Drive-through signs.
  - b. Electronic changeable copy signs.
  - c. Freeway signs, subject to the requirements of subsection 118-333(e).
  - d. Illuminated canopy and awning signs.
- (5) The following types of signs are prohibited:
  - a. Dynamic display signs.
  - b. Electronic graphic display signs.
  - c. Projecting signs.

**Sec. 118-336. Master Sign Plans**

- (a) *Purpose.* The purpose of a master sign plan is to establish a fair and equitable process for complex signage situations that accommodate the need for a well-maintained, safe, and attractive community, and the need for effective communications including business identification. Flexibility from the sign standards in the total amount, number, size, or location of signs may be approved at the reasonable discretion of the City Council through the master sign plan process.
- (b) *Effect.* Upon approval of a master sign plan, all future signs shall conform to the master sign plan. Modifications to the provisions of the master sign plan may be granted only with the approval of an amended master sign plan.
- (c) *Eligibility.* No property shall be required to submit a master sign plan and may alternatively pursue a planned unit development approval or variance. The following

standards shall dictate which properties are eligible to submit a master sign plan for review:

- (1) Only the following uses shall be eligible to submit an application for a master sign plan: multi-tenant commercial-retail structures such as shopping centers and strip malls, commercial and industrial developments that are over five acres in size, gasoline service stations, and properties that have multiple principal buildings.
  - (2) Only properties in commercial, industrial, and mixed-use zoning districts shall be eligible to submit master sign plans.
  - (3) Planned unit developments that require flexibility from the sign ordinance shall have their signage regulated via their conditional use permit for a planned unit development rather than a master sign plan.
- (d) *Process.* The applicant shall submit their master sign plan for review by the Planning Commission and City Council. A completed application shall be submitted to the zoning administrator along with an application fee and escrow deposit as established by the City Council for site plan reviews. The master sign plan shall be reviewed following the process outlined for site plan review in section 118-47 and approved by resolution. Amendment requests shall follow this same process.
- (e) *Review criteria.* To assist property owners and their tenants with signage needs, the City has established the following criteria that shall be used in developing, reviewing, and approving each master sign plan:
- (1) *Base guidelines:* The master sign plan shall use the signage standards of the underlying zoning district as its basis. Any sign that requires a conditional use permit or interim use permit shall continue to require said permit.
  - (2) *Total allowance:* The total signage allowance granted shall not exceed two times the maximum that would be allowed at the property without a master sign plan.
  - (3) *Height:* All signage must follow the height regulations of the underlying zoning district except that monument signs for multi-tenant commercial-retail structures may be allowed to be up to 12 feet in height.
  - (4) *Quality:* The master sign plan review may not be used to waive design standards that are mandatory in the underlying zoning district related to landscaping or building materials.
  - (5) *Type:* A master sign plan may not be used to approve a type of sign that is prohibited in the underlying zoning district.
  - (6) *Location:* All signage shall follow the location regulations of the underlying zoning district.
  - (7) *Number:* No more than one freestanding sign may be allowed for each street frontage through a master sign plan.
  - (8) The City Council may require an applicant to adhere to the signage standards found in sections 118-332 and 118-333 or the City Council may at their discretion, approve a master sign plan. In approving a deviation from the signage standards found in sections 118-332 and 118-333, the City Council will consider

the gross floor area of the principal building(s), the size of the site, the existing signage, and the visibility of the site from all street frontages.

- (f) *Required materials.* The following materials must be submitted as part of a master sign plan review application.
  - (1) Dimensional site plan and elevations of the building or buildings to be included in the master sign plan review.
  - (2) Locations of existing and proposed signage, including signage dimensions, lighting, exposed structures, colors, and functions of each sign.
  - (3) Computations of the total maximum sign area for each individual sign and all the signage at the site included the height of the signs and area of the signs.
- (g) *Findings.* The following findings must be made prior to the approval of any new master sign plan or revisions to previously approved master sign plans:
  - (1) The master sign plan is not in conflict with the comprehensive plan.
  - (2) The master sign plan is not in conflict with the purpose, standards or design principles found in section 118-332.
  - (3) The master sign plan will not be injurious or a nuisance to the surrounding neighborhood or otherwise harm the public health, safety, and welfare.
- (h) *Sign permits required.* No sign approved as part of a master sign plan may be installed without first receiving the proper sign permit.
- (i) *Administration and amendments.* Staff may issue a sign permit to allow a sign approved by the master sign plan to be replaced with a new sign of the same type that is in the same general location as the original sign and is the same size or smaller than the original sign. All attached wall signs shall be considered the same type for the purposes of administering this ordinance. Any more substantial changes including a change in the sign type, an increase in the size of the signage, or the addition of new signage will require an amendment to the master sign plan.
- (j) *Expiration.* Master sign plans expire one year after approval if no sign permits implementing the master sign plan have been issued within that time period. The applicant may apply to the zoning administrator for no more than one extension of up to one year.
- (k) *Termination.* A property owner may request the termination of their master sign plan which shall be processed as an amendment and approved by resolution. If the termination is approved, the property shall revert to the standards of the underlying zoning district.

**Sec. 118-337. Message substitution.**

The owner of any sign that is otherwise allowed by this article may substitute noncommercial copy or message in lieu of any other commercial or noncommercial sign copy or message without additional approval or permitting subject to the operational standards set forth in this article. The purpose of this provision is to prevent any inadvertent favoring of commercial speech or message over noncommercial speech or message.

**Sec. 118-338. Election Season Exception**

Notwithstanding any other provisions of this article, all signs of any size containing noncommercial speech may be posted from 46 days before the state primary in any general election year until ten days following the general election and 13 weeks prior to any special election until ten days following the special election.

**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 repeals and replaces the existing sign ordinance to improve its readability and to address several previously unaddressed types of signage.

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

Approved:

Published:

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Deanna Werner, City Clerk

**ATTACHMENT B**  
**PHOTOGRAPHS OF TEMPORARY FEATHER FLAG SIGNS**

