



South St. Paul

MAYOR/COUNCIL WORKSESSION
SSP City Hall
125 3rd Avenue North

Monday, March 28, 2016
7:00 p.m.

AGENDA:

1. Discuss request from Derek Burington for relief from utility bill
2. McMorrow Field Project – Design and Funding Alternatives.
3. Phase 2 Levee Extension Study Power Point presentation by Barr Engineering
4. Sidewalk on Bridgepoint Drive and Way
5. Discuss staffing for Economic Development



COUNCIL WORKSESSION REPORT

DATE: March 28, 2016

DEPARTMENT: Administration

ADMINISTRATOR: *[Signature]*

1

AGENDA ITEM: Discuss request from Derek Burington for relief from a utility billing for 851 8th Ave S

DESIRED MEETING OUTCOMES:

- Offer Mr. Burington an opportunity to personally present his claim for relief from a utility bill pertaining to one of his rental properties
- Council direction on adjustments, if any, for the utilities charges and/or penalties that have accumulated

OVERVIEW:

Attached are materials prepared by Mr. Burington. They include a copy of a letter originally distributed to the City Council on March 4, 2016. They also include copies of billing statements and a brief cover memo that he distributed at the Council meeting of March 21, 2016.

Attached also are data logging reports prepared by the Utility Department regarding water usage at Mr. Burington's rental property. They document the use of water at that location. The location is part of a duplex and only pertains to the front unit, which is separately metered from the rear unit.

Also attached is Section 62-56 of the City Code. It specifies the process for adjustments to utility bills.

Staff representatives from the Finance Department and the Public Works Department will be present at the Worksession. Staff members have had a number of encounters with Mr. Burington with some not being pleasant.

As of March 10, 2016, this account has a current bill of \$1,484.85 which is comprised of penalties (\$118.09) + utilities (water, sanitary sewer, Stormwater, streetlights) (\$1,366.76). The penalties have been added, as follows: 9/10/15 (\$14.37) + 12/10/15 (\$33.01) + 3/10/16 (\$70.71) = \$118.09.

STAFF RECOMMENDATION

Staff continues to recommend denial of the request and offers the following points in support of that recommendation:

- Mr. Burington appeared at City Hall on 12/08/15 and was informed that City Code (*See attached Section 62-56*) specifies that when requesting billing adjustment, the current bill must be paid in full by the due date and the basis for the adjustment must

be provided in writing. On this initial visit, Mr. Burington chose to tender his complaint at the last minute, was initially unwilling to make any payment and did not submit his written reasons for an adjustment of his \$810.26 bill.

- Mr. Burington later returned to City Hall on 12/08/15 and became ‘animated’ and challenging. City Staff said they would evaluate his concerns with a more extensive review. City Staff requested the payment of \$150 that day because it represented the average consumption from prior quarters. That partial payment was made.
- A Utility Division employee visited the site to determine whether there was any easy or obvious explanation for the consumption readings, but found none. One thing to note is that the usage was not recorded in a steady, ongoing flow (which would suggest a leak). Instead, it accumulated in intermittent spurts, which is more symptomatic of an attached appliance with a periodic problem (water softener, water heater). *See, attached data logger report.* At this point, the situation should have become a matter between Mr. Burington and his plumber.
- Following partial payment on 12/08/15, there have been no additional payments made by Mr. Burington. Staff has received many unpleasant phone calls from him. Mr. Burington returned to city Hall in the first week of February and reiterated his challenge to the bill.
- As this disputed bill continued, Staff assembled an interdepartmental team to again review the matter and found no basis for modifying the City’s position and that view was communicated to Mr. Burington.
- Mr. Burington has since brought his position directly to the Council by letter in early March and by personal delivery at the City Council meeting on March 21, 2016.
- Staff strongly contends that water was consumed in the amounts recorded and billed. It is true that meters can run slow and measure less than was actually consumed. The ability to record “fast”, however, defies physics. The measurement is constrained by the size of the pipe and/or valve. To get a higher reading, there would need to be some way to increase the size of the corridors through which the water passes. The provider of our meters has supplied millions of units to the marketplace without documented evidence of a meter recording too much water.
- If Council chooses to adjust the consumption charge, the effect is that all other consumers help pay his bill. It also sets a precedent for future similar claims. If there is to be any accommodation, Staff suggests that it come by waiving penalties applied for non-payment.

SOURCE OF FUNDS:

If adjustments were directed by the Council, they would be attributed to the Water Fund.

City of South St Paul City Counsel members

Good evening, my name is Derek Burington, I am here this evening to address a complaint that I have about a grossly inaccurate water bill and the finance department here at South St Paul. I know how serious all of you take your civic servant positions and the pride that you take in serving our community! I also understand the state of our United States Post Office, so it would make sense to me, since I haven't heard a resolution or even a response from any of you, that seven of the seven letters that I addressed to the counsel members and the mayor, were lost in the mail. So I am here today to hand deliver all of you a letter and past copies of my water bills to ensure that we can work together to find a suitable resolution to my problem with the finance department.

Thank you for your time and consideration in this matter!



Derek Burington

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XXXXXXXXXXXXX~~

South St Paul, MN 55075

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XXXXXXXXXXXXXXXXXXXXX~~

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XXXXXXXXXXXXX~~

Beth Baumann

South St Paul City Hall

125 3rd Avenue N

South St Paul, MN 55075

My name is Derek Burington. I was born, raised, and reside in the city of South St. Paul. I bought my first house in South St Paul when I was just 19 years old. I love this town! So much so that I began to invest in real estate in this town. I'm not big by any means, just a couple of properties to help offset the college years of my children. I do; however, hope to continue to grow in the city that I love, South St. Paul. Because of my affiliation and history with this town, I like to think that I pay more attention to the curbside appearance of my properties and the tenant selection process than most landlords.

One of the properties that I own is located at 851 8th Ave S, South St. Paul MN 55075 and I have owned that property since 5/29/14. I have had the same tenants in that unit since I purchased the property. Nothing has changed in that regard.

I went to pay my water bill that was due on 12/8/15 at which time I noticed a very substantial increase in my bill for that quarter. The bill amount had gone up approximately 8 times that of the usual bill. I approached a young lady at the desk where I normally pay. I expressed to her my concern and questions for the billed amount, she simply said that the unit had used an unusually large amount of water for that quarter, in fact it was 235,000 gallons of water.

I immediately felt as though there had to be an error, explained my case and asked what needed to be done to begin researching the trouble. The young lady had gone to talk to her supervisor and came back to inform me that they couldn't do anything or open an investigation until the bill had been paid in full. I didn't feel it was right to pay a bill which, I thought was inaccurate, before an investigation had been opened. I asked to speak to the supervisor, who came to me and stated the same stance with me.

I left the office that day, extremely frustrated. I came home analyzed the situation and returned to the city office to try and reach an amicable solution. I was again told that the water bill had to be paid in full before an investigation could be opened. After discussing my belief of the a inaccurate reading, they decided to allow me to pay \$150 towards the bill and said we could begin the investigation as to what the problem may be.

She got me in contact with Dan Miller who works for the city of South St. Paul's Water Department. Dan was great! He met me over at the unit to help me to figure out what was going on. He inspected the unit looking for leaks, running appliances and he walked the property with me looking for signs of seepage, none of which were discovered. He then ran a, "data logger" which can show activity back for 96 days. That revealed that there was, "consumption" of more than 1,000 gallons a day for that unit. Dan had stated to me a couple of times how he could not understand what was going on. He said it didn't make sense; which, it doesn't! Dan encouraged me to get a hold of him in a couple days to reevaluate the situation. On our second visit, Dan had offered to pull the meter off inspect it and install a new, "head" onto the reinstalled old meter. This is the part that actually reads the water. He wanted to come back a week later, so we did. At this time Dan had noticed that when he re-installed the meter,

he did so backwards, so this showed a reverse flow in the system. At this point he turned the meter and showed me how to "light up the meter," and take my own readings.

I began to go there when I could to take a photo of the meter, text it to myself, to time and date stamp it. After a month or so of doing this, I preemptively went to the city to discuss what we could do, because the meter was reading about 100 gallons a day after the new head was installed. They told me that, they are glad that consumption is down for that unit; however, I have to pay for the water that has gone through the meter. They state that the, "head" is simply the part that relays the reading to the city and that it has nothing to do with the actual reading of water consumption, the meter that was never changed, reads the consumption. They continue to tell me that water meters, "can't go bad" and if they do, "they run slow, never fast." They; however, cannot locate the old head, so that I may have that tested to see if that is the faulty unit. Obviously, something was faulty that was eliminated with the replacement of the head or possibly an obstruction that was freed when Dan removed and inspected that meter.

I believe the issue began in June of 2015, because if you look at all of my previous bills for that unit; which, I have included for your review, you see a jump in the consumed water to 69,000 gallons of water for the quarter billed 4/2/15 – 7/1/15. Previous to that, the bills have ranged from 10,000 – 18,000 gallons per quarter. If you also pay attention to the Sewer Consumption, you can see that the Water Consumption and Sewer Consumption are billed in a correlating manner until the first bill in question. At that point the Water Consumption jumps up drastically, while the Sewer Consumption remains pretty consistent.

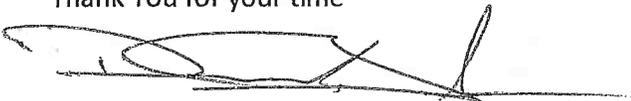
I have jumped through every hoop the city has asked me to, have taken time out of my busy schedule to accommodate them and most of all, I have gone out of my way to reach an amicable solution! Their only response is that I can pay \$400 to have my water meter tested, that seems to currently be working properly, or at least intermittently and pay for all, "consumed" water. At this point, I just want my water usage adjusted to my average use for that unit, my meter changed out, since they insist they can't go bad and penalties dropped for non-payment of the last bill, since I was under the impression, they were working with me to resolve the situation.

I feel as this is a valid expectation. I feel that the city's expectation, that I pay for all inaccurate readings, new meter, testing fees and penalties is not acceptable. I hope that you can help us come to a reasonable solution to this matter.

My biggest concern, to be honest with you, is the process that I have encountered. If I was the younger 19 year old kid, just buying a house, "the pay before we investigate," could have sunk me! Being that I am just a small investor, it won't sink me; however, it will hurt me! I just don't feel that it is right to not offer customer service that any other company would have to offer, just because South St Paul is a municipality and the only vendor in which we can source our service from.

I truly hope that you will be able to help me facilitate a decent resolution with the city of South St. Paul!

Thank You for your time



Derek Burington

Account Number	Customer Number	Billing Period	Total Due	Due Date
XXXXXX XXXXXX	XXXXXX	05/29/2014 - 06/30/2014	\$35.93	09/08/2014

SERVICE ADDRESS: 851 8TH AVE S FRONT

Current Water Use (Thousands of Gallons)				
Meter #	Read Date	Prev. Read	Pres. Read	Usage
52877824	06/30/2014	1	5	4
 Total Water Consumption:				4
Total Sewer Consumption:				4

Account Summary	
BALANCE FORWARD:	0.00
WATER - RESIDENTIAL	6.52
METER SERVICE CHARGE 3/4"	4.46
MN WATER TEST FEE	0.56
SANITARY SEWER - RESIDENTIAL	17.12
SANITARY SEWER - BASE CHARGE	2.06
STORM SEWER - RESIDENTIAL	3.28
STREET LIGHTS - RESIDENTIAL	1.93
TOTAL CURRENT CHARGES:	35.93
TOTAL AMOUNT DUE:	35.93
5% PENALTY APPLIES IF NOT PAID BY THE DUE DATE	

Message Center

You are responsible for reviewing this bill and resolving your questions and concerns with us.

Billing questions call 651-554-3209.
 Water/Sewer and Meter Maintenance call 651-554-3225.
 After hours Water/Sewer emergency call Dakota
 Communication Center at 911.

For your convenience, a 24-hour drop box is located outside the west entrance to City Hall.

All bills are due and payable upon receipt. Accounts unpaid thirty (30) days after the billing date are delinquent and a penalty (late charge) will be added to the amount due and payable.

Unpaid delinquent bills will be certified for collections on November 1st of each year as part of the Dakota County property owner's real estate taxes. If the bill is certified, interest and an administrative handling charge are also added to the amount due and payable.

Account Number XXXXXXXX	Customer Number XXXXXXXX	Billing Period 06/30/2014 - 10/01/2014	Total Due \$135.03	Due Date 12/08/2014
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SERVICE ADDRESS: 851 8TH AVE S FRONT

Current Water Use (Thousands of Gallons)				
Meter #	Read Date	Prev. Read	Pres. Read	Usage
52877824	10/01/2014	5	23	18
Total Water Consumption:				18
Total Sewer Consumption:				15

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Account Summary	
BILLING	35.93
PAYMENT - THANK YOU	35.93CR
BALANCE FORWARD:	0.00
WATER - RESIDENTIAL	35.85
METER SERVICE CHARGE 3/4"	12.68
MN WATER TEST FEE	1.59
SANITARY SEWER - RESIDENTIAL	64.20
SANITARY SEWER - BASE CHARGE	5.87
STORM SEWER - RESIDENTIAL	9.34
STREET LIGHTS - RESIDENTIAL	5.50
TOTAL CURRENT CHARGES:	135.03
TOTAL AMOUNT DUE:	135.03

5% PENALTY APPLIES IF NOT PAID BY THE DUE DATE

Account Number	Customer Number	Billing Period	Total Due	Due Date
XXXXXXXXXX	XXXXXXXXXX	10/01/2014 - 01/02/2015	\$98.77	03/09/2015

SERVICE ADDRESS: 851 8TH AVE S FRONT

Current Water Use (Thousands of Gallons)				
Meter #	Read Date	Prev. Read	Pres. Read	Usage
52877824	01/02/2015	23	33	10
Total Water Consumption:				10
Total Sewer Consumption:				10

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Account Summary	
BILLING	135.03
PAYMENT - THANK YOU	135.03CR
BALANCE FORWARD:	0.00
WATER - RESIDENTIAL	18.19
METER SERVICE CHARGE 3/4"	13.06
MN WATER TEST FEE	1.59
SANITARY SEWER - RESIDENTIAL	44.60
SANITARY SEWER - BASE CHARGE	6.11
STORM SEWER - RESIDENTIAL	9.72
STREET LIGHTS - RESIDENTIAL	5.50
TOTAL CURRENT CHARGES:	98.77
TOTAL AMOUNT DUE:	98.77

5% PENALTY APPLIES IF NOT PAID BY THE DUE DATE

Account Number	Customer Number	Billing Period	Total Due	Due Date
XXXXXX XXXXXX	XXXXXX XXXXXX	01/02/2015 - 04/02/2015	\$111.93	06/08/2015

SERVICE ADDRESS: 851 8TH AVE S FRONT

Current Water Use (Thousands of Gallons)				
Meter #	Read Date	Prev. Read	Pres. Read	Usage
52877824	04/02/2015	33	45	12
Total Water Consumption:				12
Total Sewer Consumption:				12

Message Center

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Account Summary	
BILLING	98.77
PAYMENT - THANK YOU	98.77CR
BALANCE FORWARD:	0.00
WATER - RESIDENTIAL	22.43
METER SERVICE CHARGE 3/4"	13.06
MN WATER TEST FEE	1.59
SANITARY SEWER - RESIDENTIAL	53.52
SANITARY SEWER - BASE CHARGE	6.11
STORM SEWER - RESIDENTIAL	9.72
STREET LIGHTS - RESIDENTIAL	5.50
TOTAL CURRENT CHARGES:	111.93
TOTAL AMOUNT DUE:	111.93

5% PENALTY APPLIES IF NOT PAID BY THE DUE DATE



City of South St. Paul
 125 Third Avenue North
 South St. Paul, MN 55075-2097

ACCOUNT NUMBER	CUSTOMER NUMBER	PAY ON OR BEFORE
X005X90X	XXXXXXXXXX	09/08/2015

AMOUNT DUE **\$287.36**



0052900037520000028736

Please Return This Portion With Your Payment

ADDRESSEE:

DEREK BURINGTON
 XXXXXXXXXXXX
 XXXXXXXXXXXX
 SOUTH ST PAUL MN 55075

REMIT AND MAKE CHECKS PAYABLE TO:

CITY OF SOUTH ST. PAUL
ATTN: UTILITY BILLING
125 THIRD AVENUE NORTH
SOUTH ST. PAUL, MN 55075-2097

SERVICE ADDRESS: 851 8TH AVE S FRONT

BILLING DATE: 8/10/2015

Yes, I would like to sign up for Automatic Withdrawal.
 Watch your mail for the sign up form.

Account Number	Customer Number	Billing Period	Total Due	Due Date
X005X90X	XXXXXXXXXX	04/02/2015 to 07/01/2015	\$287.36	09/08/2015

SERVICE ADDRESS: 851 8TH AVE S FRONT

Current Water Use (Thousands of Gallons)				
Meter #	Read Date	Prev. Read	Pres. Read	Usage
52877824	07/01/2015	45	114	69
Total Water Consumption:				69
Total Sanitary Sewer Consumption:				12

Account Summary	
BILLING	111.93
PAYMENT - THANK YOU	111.93CR
BALANCE FORWARD:	0.00
METER SERVICE CHARGE 3/4"	13.06
MN WATER TEST FEE	1.59
WATER - RESIDENTIAL	197.86
SANITARY SEWER - BASE CHARGE	6.11
SANITARY SEWER - RESIDENTIAL	53.52
STORM SEWER - RESIDENTIAL	9.72
STREET LIGHTS - RESIDENTIAL	5.50
TOTAL CURRENT CHARGES:	287.36
TOTAL AMOUNT DUE:	287.36

Message Center

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 Water/Sewer and Meter Maintenance call 651-554-3225. After hours
 Water/Sewer emergency call Dakota Communication Center at 911.

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5% PENALTY APPLIES IF NOT PAID BY THE DUE DATE

Customer Number	Billing Period	Total Due	Due Date
XXXXXXXXXX	07/01/2015 - 09/29/2015	\$810.26	12/08/2015

SERVICE ADDRESS: 851 8TH AVE S FRONT

Current Water Use (Thousands of Gallons)				
Meter #	Read Date	Prev. Read	Pres. Read	Usage
52877824	09/29/2015	114	349	235
Total Water Consumption:				235
Total Sewer Consumption:				12

Message Center

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The City now accepts Credit Cards at City Hall. // // Online account access and bill payment will become available in 2016.

Account Summary	
BILLING	287.36
PENALTIES	14.37
PAYMENT - THANK YOU	301.73CR
BALANCE FORWARD:	0.00
WATER - RESIDENTIAL	720.76
METER SERVICE CHARGE 3/4"	13.06
MN WATER TEST FEE	1.59
SANITARY SEWER - RESIDENTIAL	53.52
SANITARY SEWER - BASE CHARGE	6.11
STORM SEWER - RESIDENTIAL	9.72
STREET LIGHTS - RESIDENTIAL	5.50
TOTAL CURRENT CHARGES:	810.26
TOTAL AMOUNT DUE:	810.26

5% PENALTY APPLIES IF NOT PAID BY THE DUE DATE

Pd.
 \$150.00
 12/7/15

Account Number XXXXXXXXXX	Customer Number XXXXXXXXXX	Billing Period 09/29/2015 - 01/04/2016	Total Due \$1,414.14	Due Date 03/08/2016
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SERVICE ADDRESS: 851 8TH AVE S FRONT

Current Water Use (Thousands of Gallons)				
Meter #	Read Date	Prev. Read	Pres. Read	Usage
52877824	01/04/2016	9984	9994	10
52877824	12/08/2015	349	539	190
Total Water Consumption:				200
Total Sewer Consumption:				12

Message Center

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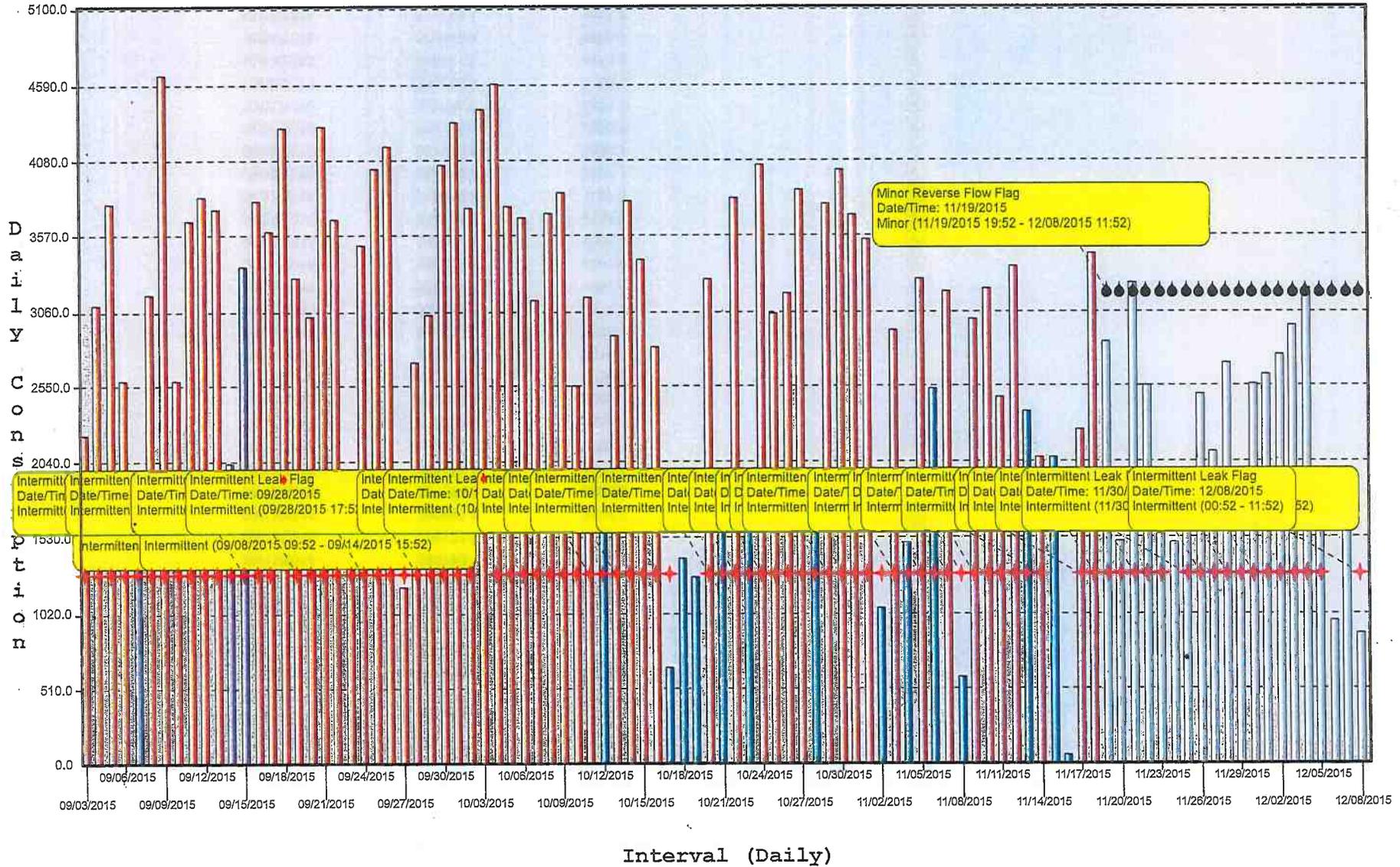
View & pay this bill online. Go to www.southstpaul.org and click on the E-Utility Billing button for more information. Or you can pay your bill by phone – call 1-855-985-1090.

Account Summary	
BILLING	810.26
PAYMENT - THANK YOU	150.00CR
PENALTIES	33.01
BALANCE FORWARD:	693.27
WATER - RESIDENTIAL	627.96
METER SERVICE CHARGE 3/4"	13.46
MN WATER TEST FEE	1.59
SANITARY SEWER - RESIDENTIAL	55.68
SANITARY SEWER - BASE CHARGE	6.35
STORM SEWER - RESIDENTIAL	10.11
STREET LIGHTS - RESIDENTIAL	5.72
TOTAL CURRENT CHARGES:	720.87
TOTAL AMOUNT DUE:	1,414.14

5% PENALTY APPLIES IF NOT PAID BY THE DUE DATE

City of South St Paul
E-Coder R900i Data Logging Report
MIU#: 1850310405 for 09/03/2015 through 12/08/2015, WATER, 5/8" - 1" T-10, GALLONS

Minor Reverse Flow Flag
Major Reverse Flow Flag
Intermittent Leak Flag
Continuous Leak Flag



City of South St Paul
Data Logging Report Daily
Meter Combination: WATER, 5/8" - 1" T-10, GALLONS

MIU ID: 1850310405

Interval Date Range: 09/03/2015 - 12/08/2015

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
09/03/2015	267032.9	2216.4			<input checked="" type="checkbox"/>	
09/04/2015	270123.7	3090.8			<input checked="" type="checkbox"/>	
09/05/2015	273900.5	3776.8			<input checked="" type="checkbox"/>	
09/06/2015	276474.9	2574.4			<input checked="" type="checkbox"/>	
09/07/2015	276854.0	1791.2				
09/08/2015	281429.0	3162.9			<input checked="" type="checkbox"/>	
09/09/2015	286071.4	4642.4			<input checked="" type="checkbox"/>	
09/10/2015	288649.5	2578.1			<input checked="" type="checkbox"/>	
09/11/2015	289793.1	3654.4			<input checked="" type="checkbox"/>	
09/12/2015	296123.9	3820.0			<input checked="" type="checkbox"/>	
09/13/2015	299860.9	3737.0			<input checked="" type="checkbox"/>	
09/14/2015	301884.5	2023.6				
09/15/2015	303132.5	3349.0				
09/16/2015	309027.2	3793.7			<input checked="" type="checkbox"/>	
09/17/2015	312619.6	3592.4			<input checked="" type="checkbox"/>	
09/18/2015	316909.3	4289.7			<input checked="" type="checkbox"/>	
09/19/2015	317692.3	3278.2			<input checked="" type="checkbox"/>	
09/20/2015	323201.8	3014.3			<input checked="" type="checkbox"/>	
09/21/2015	327500.9	4299.1			<input checked="" type="checkbox"/>	
09/22/2015	331172.3	3671.4			<input checked="" type="checkbox"/>	
09/23/2015	332342.8	1953.6			<input checked="" type="checkbox"/>	
09/24/2015	336623.7	3497.8			<input checked="" type="checkbox"/>	
09/25/2015	340630.6	4006.9			<input checked="" type="checkbox"/>	
09/26/2015	344794.8	4164.2			<input checked="" type="checkbox"/>	
09/27/2015	345363.5	1197.4			<input checked="" type="checkbox"/>	
09/28/2015	348699.3	2707.1			<input checked="" type="checkbox"/>	
09/29/2015	351729.5	3030.2			<input checked="" type="checkbox"/>	
09/30/2015	355769.4	4039.9			<input checked="" type="checkbox"/>	
10/01/2015	357538.0	4324.1			<input checked="" type="checkbox"/>	
10/02/2015	363838.8	3745.3			<input checked="" type="checkbox"/>	
10/03/2015	368251.8	4413.0			<input checked="" type="checkbox"/>	
10/04/2015	372840.4	4588.6			<input checked="" type="checkbox"/>	
10/05/2015	374147.1	3753.3			<input checked="" type="checkbox"/>	
10/06/2015	380269.1	3675.4			<input checked="" type="checkbox"/>	
10/07/2015	383393.3	3124.2			<input checked="" type="checkbox"/>	
10/08/2015	387096.7	3703.4			<input checked="" type="checkbox"/>	
10/09/2015	388385.0	3853.2			<input checked="" type="checkbox"/>	
10/10/2015	393492.4	2542.5			<input checked="" type="checkbox"/>	

City of South St Paul
Data Logging Report Daily

MIU ID: 1850310405

Meter Combination: WATER, 5/8" - 1" T-10, GALLONS

Interval Date Range: 09/03/2015 - 12/08/2015

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
10/11/2015	396634.6	3142.2			<input checked="" type="checkbox"/>	
10/12/2015	398527.0	1892.4				
10/13/2015	399433.5	2879.8			<input checked="" type="checkbox"/>	
10/14/2015	405201.5	3794.7			<input checked="" type="checkbox"/>	
10/15/2015	408603.3	3401.8			<input checked="" type="checkbox"/>	
10/16/2015	411409.8	2806.5			<input checked="" type="checkbox"/>	
10/17/2015	411857.1	646.9				
10/18/2015	413446.0	1389.3				
10/19/2015	414707.6	1261.6				
10/20/2015	417978.2	3270.6			<input checked="" type="checkbox"/>	
10/21/2015	418165.7	1868.4				
10/22/2015	423657.5	3810.9			<input checked="" type="checkbox"/>	
10/23/2015	425321.3	1663.8				
10/24/2015	429361.1	4039.8			<input checked="" type="checkbox"/>	
10/25/2015	430244.3	3039.8			<input checked="" type="checkbox"/>	
10/26/2015	435576.2	3175.3			<input checked="" type="checkbox"/>	
10/27/2015	439445.8	3869.6			<input checked="" type="checkbox"/>	
10/28/2015	441166.7	1720.9				
10/29/2015	444324.0	3768.4			<input checked="" type="checkbox"/>	
10/30/2015	448936.8	4001.7			<input checked="" type="checkbox"/>	
10/31/2015	452629.0	3692.2			<input checked="" type="checkbox"/>	
11/01/2015	456161.5	3532.5			<input checked="" type="checkbox"/>	
11/02/2015	456697.3	1049.6				
11/03/2015	460136.3	2925.2			<input checked="" type="checkbox"/>	
11/04/2015	461625.2	1488.9				
11/05/2015	464894.2	3269.0			<input checked="" type="checkbox"/>	
11/06/2015	466820.8	2524.1			<input checked="" type="checkbox"/>	
11/07/2015	470595.3	3177.0			<input checked="" type="checkbox"/>	
11/08/2015	471175.8	580.5				
11/09/2015	474170.7	2994.9			<input checked="" type="checkbox"/>	
11/10/2015	476762.4	3201.0			<input checked="" type="checkbox"/>	
11/11/2015	479836.2	2464.5			<input checked="" type="checkbox"/>	
11/12/2015	483186.1	3349.9			<input checked="" type="checkbox"/>	
11/13/2015	485555.2	2369.1				
11/14/2015	487620.3	2065.1			<input checked="" type="checkbox"/>	
11/15/2015	489685.8	2065.5				
11/16/2015	489743.1	57.3				
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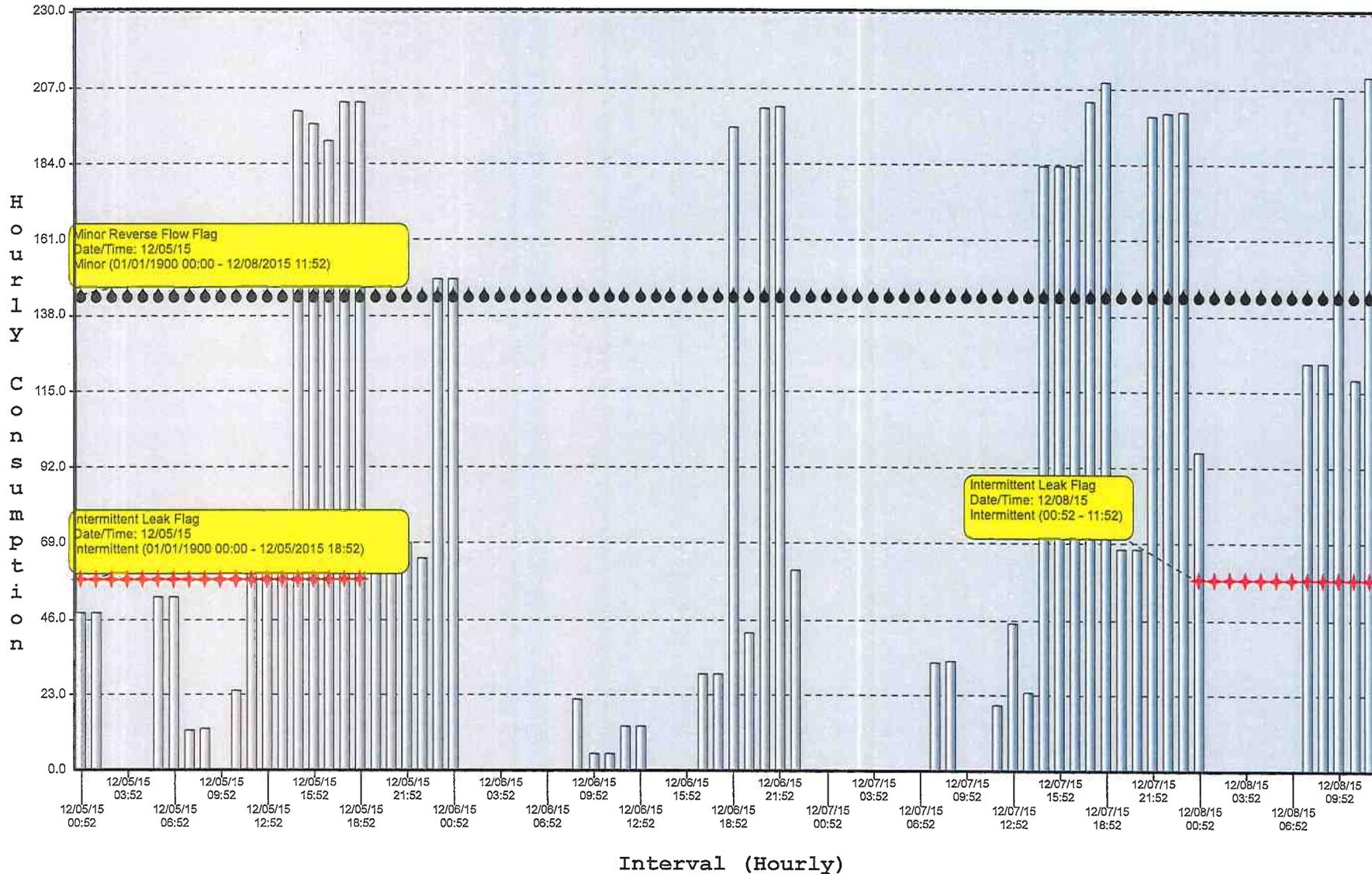
City of South St Paul
Data Logging Report Daily
MIU ID: 1850310405 Meter Combination: WATER, 5/8" - 1" T-10, GALLONS
Interval Date Range: 09/03/2015 - 12/08/2015

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
11/18/2015	495035.4	3437.7			<input checked="" type="checkbox"/>	
11/19/2015	498264.6	2836.5	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
11/20/2015	499759.8	1495.2	<input checked="" type="checkbox"/>			
11/21/2015	503002.2	3242.4	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
11/22/2015	505264.0	2544.3	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
11/23/2015	507094.6	1548.1	<input checked="" type="checkbox"/>			
11/24/2015	508584.2	1489.6	<input checked="" type="checkbox"/>			
11/25/2015	510466.4	1882.2	<input checked="" type="checkbox"/>			
11/26/2015	512541.0	2484.0	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
11/27/2015	515054.4	2104.0	<input checked="" type="checkbox"/>			
11/28/2015	517746.2	2691.8	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
11/29/2015	519361.2	1615.0	<input checked="" type="checkbox"/>			
11/30/2015	521565.0	2551.5	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
12/01/2015	524527.7	2615.0	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
12/02/2015	527275.9	2748.2	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
12/03/2015	530227.4	2951.5	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
12/04/2015	533020.6	3194.8	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
12/05/2015	535280.9	1858.7	<input checked="" type="checkbox"/>			
12/06/2015	536244.2	963.3	<input checked="" type="checkbox"/>			
12/07/2015	538090.3	1846.1	<input checked="" type="checkbox"/>			
12/08/2015	538966.1	875.8	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

City of South St Paul
E-Coder R900i Data Logging Report

MIU#: 1850310405 for 12/05/2015 through 12/08/2015, WATER, 5/8" - 1" T-10, GALLONS

● Minor Reverse Flow Flag
★ Major Reverse Flow Flag
✦ Intermittent Leak Flag
◆ Continuous Leak Flag



Sec. 62-56. - Adjustments to utility bills.

(a)

Policy and purpose. It is the policy of the city of South St. Paul to make adjustments to consumer water bills where an adjustment is necessary to correct mistakes, equipment failures, or fairly apply the rates and rules. The purpose of this policy is to improve consumer service by enabling city staff to quickly and accurately respond to consumer requests for adjustments to water bills.

(b)

Requests for adjustments. When a consumer disputes a water bill, the consumer is required to pay the current bill in full by the due date; however, the consumer may request an adjustment for one of the reasons set forth in section 62-56(d). All requests for adjustments must be made in writing within seven days of the date the water bill was sent, addressed to the finance director. Written requests shall state the name of the account holder, service address, contact information and the reason for the requested adjustment. The consumer shall further provide all information requested by the panel deemed necessary to make a determination on the request.

(c)

The panel. A panel made up of the city engineer, public works director, and finance director, their designees, or members appointed by the city administrator, shall determine the amount, if any, of the adjustment to be made.

(d)

Adjustments allowed.

(1)

The panel is authorized to make adjustments to water bills, without prior city council action, for the following situations:

a.

Billing error. Where an error has occurred that results in an inaccurate water bill being sent to a consumer, staff shall correct the error as soon as discovered, whether by the consumer or by staff. These adjustments include data recording and entry errors as well as meter failures if tested and found to be inaccurate.

b.

Water line freeze. Adjustments to charges when a consumer experiences extraordinary water consumption during a billing period following a water line freeze and the city advised the consumer to leave a drip running during the period of time covered by the water bill.

(2)

When an adjustment is made, a credit for the amount of the adjustment shall be made to the consumer's account.

(e)

Adjustments not allowed. The panel will not consider adjustments when a consumer experiences extraordinary water consumption due to a break or malfunction, other than a water line freeze, in consumer owned infrastructure or devices including, but not limited to plumbing, water lines or related equipment.

(f)

Response. The panel shall respond in writing to the request for an adjustment within 20 days after receiving all the information necessary to make a determination on the request.

(g)

Appeal from the decision of the panel. If the consumer is not satisfied with the decision of the panel, the consumer may appeal in writing by following the process provided in city code sections 38-107—38-109.

(Ord. No. 1283, § 1, 4-7-2014)



AGENDA ITEM: McMorrow Field Design and Funding Alternatives

DESIRED MEETING OUTCOMES:

Review and discuss updated McMorrow Field re-design including design alternatives, estimated costs, and bid schedule.

OVERVIEW:

At the March 14 work session, staff introduced the 90% completion of design of plans and specifications for McMorrow Field in preparation of formally bidding the project. Topics included the base bid, alternates, and cost estimates. As a result of the discussion, WSB Inc. has provided options for design and cost outlined below:

Bid Option #1: The original 90% design presented, including the southern parking lot connector road, with the addition of importing of fill to the base bid to create better drainage across the site. Base bid estimate: \$2,256,988.

Bid Option #2: Updated 90% design eliminating the south roadway, which results in deducting estimated costs for bituminous, curbing, lighting, sewer, and fencing. The resulting design realigns the interior trail and eliminates the need for backstop fencing on the southern end of the two middle fields. This option also adds the importing of fill to the base bid to create better drainage across the site. Base bid estimate: \$2,173,618. Option 2 is \$83,370 less than Option 1.

Bid alternates: Based upon city council discussion, the alternate bids will only include:

1. Concrete maintenance strip at fencing. Alternate bid estimate: \$24,000
2. Sod high traffic areas. Alternate bid estimate: \$10,500

The import of fill has been added to the base bid in both options as both staff and city council agree it is an essential element to the project. The remaining two bid alternates proposed at the work session 90% completion review: Mill and overlay of the west existing parking lot, and the two extra drinking fountains have been eliminated from the entire bid package based on discussion and cost.

Existing City Contract Costs: As part of the overall cost of the McMorrow project, we have committed to two city-council approved professional services contracts with WSB Inc. for design, bidding, and construction oversight, and for preliminary site surveying of McMorrow. The combination of the remaining balance of these two existing contracts is \$203,000. In addition to the two site and surveying contracts, we have maintained a placeholder of \$75,000 for the purchase and installation of the new play structure at McMorrow, which will be administered by internal staff rather than included in the overall general construction contract to save cost. The remaining sum of these commitments adds \$278,000 to the overall project cost.

The 2013 estimate for the McMorrow Field project was \$2.4 million. Based upon construction elements and further discussion, the estimated cost breakdown for bid package option 1 and 2 with and without alternates, existing contract costs, the remaining park referendum fund balance, and projected shortfall is illustrated below:

McMorrow Construction Estimates: Option 1 & 2	Existing contract remaining + play structure cost	Referendum Balance + Remaining	Estimated Shortage of Funds
<u>Bid Option 1 Base Bid:</u> \$2,256,988	\$278,000	\$1,945,433	(589,555)
<u>Bid Option 1 Base Bid + Alternates:</u> \$2,291,488	\$278,000	\$1,945,433	(624,055)
<u>Bid Option 2 Base Bid:</u> \$2,173,618	\$278,000	\$1,945,433	(506,185)
<u>Bid Option 2 Base Bid + Alternates:</u> \$2,208,118	\$278,000	\$1,945,433	(540,685)

The actual cost compared to the estimated costs to project funding for the voter referendum has left the McMorrow Field project and Kaposia Landing Phase 2 without adequate funding. The remaining cost to accomplish Phase 2 at Kaposia Landing including construction of: the group picnic shelter/outdoor performance shelter (\$538,000), expansion of the off-leash dog area (\$25,000), and community playground (\$145,000) are estimated to cost a total of \$708,000. This cost estimate does not include any professional design or site survey services.

Finance Director Michelle Pietrick has recommend alternative funding options and strategies based upon project elements and estimated cost. Options include deferring smaller projects currently in the capital improvement plan (CIP) from 2016-2018 of \$320,000 and issuing debt for street reconstruction projects from 2014-2016 which would free up CIP dollars to cover the remaining amount needed for this project. The projects that would be deferred include: City Hall 2nd elevator, McGuire field bleacher replacement, DNR boat landing improvements, Lorraine rink paving, Volleyball court upgrades, Blooming Parks planters, Backstop at Harmon Park, and Jefferson hockey rink upgrades. The deferral of these projects would allow the public works director and parks director to explore alternatives for these projects.

Anticipating the process continues to move ahead without delay, the McMorrow Field renovation schedule will be:

- April 3, 2016: Bid documents released.
- April 4, 2016: Public presentation of plans and timeline at the city council meeting.
- May 3, 2016: Bid opening.
- May 16, 2016: City council award, contractor coordination begins, equipment is ordered.
- August 2016: Construction begins. Seeding will likely occur in the spring 2017.
- Spring 2017: Final completion.
- Summer 2018: Anticipated park opening for field play.

McMorrow Field site plans for Options 1 and 2 and itemized estimate project costs for each are attached for your review.

SOURCE OF FUNDS:

Voter-approved Park Referendum plus alternative funding based upon project elements.



COUNCIL WORKSESSION REPORT

DATE: MARCH 28, 2016

DEPARTMENT: Engineering

ADMINISTRATOR: *J. K. ...*

3

AGENDA ITEM: Presentation of Phase 2 Levee Extension Study

ACTION TO BE CONSIDERED:

Discuss and provide direction.

OVERVIEW:

On March 3, 2014, the City Council accepted a proposal from Barr Engineering to perform Phase 2 of the Levee Extension Study. That study is now complete. Barr Engineering will be presenting their findings to the City Council. The Phase 2 report is attached along with a copy of the presentation.

SOURCE OF FUNDS:

50% Grant
50% Storm Water Utility Fund

South St. Paul Levee Extension Feasibility Study

Phase 2 Results
March 2016



Agenda

- Summary of the issue and project
- Phase 1 results
- Phase 2 scope & goals
- Determination of preferred alignments
- Technical investigation results
- Land value assessments & benefit-cost analysis
- Conclusions & recommendations



Summary of the Problem

- Evaluate extending flood protection south of the existing levee
- Funded by a 50/50 grant from the state
- 3 phases



Summary of the Problem

- Evaluate extending flood protection south of the existing levee
- Funded by a 50/50 grant from the state
- 3 phases



Results of Phase 1 Feasibility Study

- Phase 1 – Preliminary assessment of fatal flaws
- Semi-quantitative
- Gun Club not included
- Identified 4 technically feasible alignments
 - Phase 1 alignment 3B
- Estimated land value increases > cost
- Conclusion: Feasible project likely exists



Results of Phase 1 Feasibility Study



- Phase 1 alignment 3B
 - Connect high ground
 - Pond and pump station
 - Significant storm sewer modification



Results of Phase 1 Feasibility Study



- Phase 1 alignment 3B
 - Connect high ground
 - Pond and pump station
 - Significant storm sewer modification



Phase 2 Feasibility Study – Scope

- Identify preferred alignment(s) with input from critical stakeholders
 - Danner
 - Kinder-Morgan/Dakota Bulk Terminal
 - South St. Paul Rod and Gun Club
- More detailed technical feasibility analysis
 - Geotechnical investigation
 - Storm water modeling
 - Field survey of levee alignment & utilities
 - Environmental hazard assessment
- Refined cost estimate
- Professional land value assessment



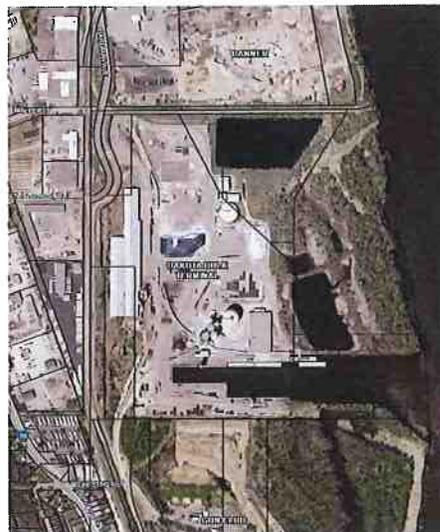
Determination of Preferred Alignments

- Stakeholder meetings – Danner
 - Levee on City-owned land
 - Most ground filled to elevation above floodplain
 - Access limited by existing flood control system



Determination of Preferred Alignments

- Stakeholder meetings – Dakota Bulk Terminal
 - Limited benefits
 - Self-insured
 - Area above floodplain
 - Available area = revenue
 - “Good neighbor” factor driving cooperation



Determination of Preferred Alignments



- Stakeholder meetings
 - Rod & Gun Club
 - Prone to flood impacts
 - Want protection
 - Frustrated by Phase 1 scope
 - Protection required for cooperation



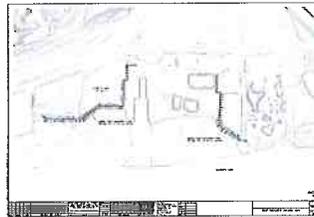
Determination of Preferred Alignments

- 2 preferred alignments, differ in south
 - East option (including Rod & Gun Club)
 - West option (excluding Rod & Gun Club)
- Similar to Phase 1 alignment 3B



Phase 2 Technical Investigations

- Topographic survey
- Soils investigation (7 borings)
- Environmental hazard assessment
- Storm sewer survey
- Local drainage modeling



LOG OF BORINGS SHEET					
NO.	DATE	DEPTH (FEET)	SOILS	WATER	REMARKS
1					
2					
3					
4					
5					
6					
7					

Phase 2 Technical Investigations

- Preferred alignment modified based on topographic survey
- Detailed modeling resulted in larger pump station required than Phase 1
- Soil survey indicates need for seepage controls and reconstruction of the Rod & Gun Club levee
- Soil contamination likely present
- Technical issues can be addressed



Phase 2 Opinion of Probable Cost

- OPC revised based on Phase 2 preferred alignments and results of Phase 2 investigations

	East Alignment	West Alignment
Phase 1	NA	\$9.6 M – \$12.6 M
Phase 2	\$19.2 M	\$16.2 M

- East alignment cost is greater due to Rod & Gun Club levee reconstruction
- Costs increase from Phase 1 estimate due to bidding climate



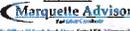
Phase 2 Land Value Assessment

- Marquette Advisors performed land value study
- Assessed 3 conditions
 - Current conditions
 - Existing land use w/flood protection
 - Future land use w/flood protection

SUMMARY APPRAISAL REPORT
 PHASE II APPRAISAL FOR:
 CITY OF SOUTH ST. PAUL, LEVEE STUDY,
 SOUTH ST. PAUL, MINNESOTA
 November 2015
 Marquette Advisors 758-915588



PREPARED FOR:
 36 Stone Levee
 Bari Engineering Co.
 4700 West 77th Street, Suite 200
 Minneapolis, MN 55435

PREPARED BY:

 Marquette Advisors LLC
 300 South 10th Street, Suite 1100, Minneapolis, MN 55402
 Marquette Office: 612-333-1000, Fax: 612-333-1001
 South Office: 763-433-1000, Fax: 763-433-1001
 West Office: 408-222-1000, Fax: 408-222-1001
 Washington DC Office: 202-462-1000, Fax: 202-462-1001
 Phone: 253-311-0000, Fax: 253-311-0001



Phase 2 Land Value Assessment



- Current conditions
 - Low to mid-value industrial
 - Value = \$24M*
- Existing land use with flood protection
 - Value = \$24M*
 - Additional protected area offset by area used for levee

* Including Rod & Gun Club



Phase 2 Land Value Assessment

- Future land use with flood protection
 - Some uncertainty in "highest and best use"
 - Barr, Marquette, City Staff met to determine future land use for analysis
 - Mix of higher-value industrial, office, general business



Phase 2 Land Value Assessment

- Future land use with flood protection
 - Increase in value = \$ 3.1-3.9M over existing
 - Flood protection is one of several factors
 - Other factors (assumptions) affect increase
 - Increased traffic access
 - Improved air quality
 - Zoning changes



Phase 2 Land Value Assessment

- Benefit (i.e., change in land value) differs significantly from Phase 1
 - Phase 1 estimate based on *South Concord Corridor Plan* and *South Concord Transportation Redevelopment Study*
- Marquette Advisors: Flood protection alone will not drive redevelopment to the higher value land use envisioned in the South Concord studies.



Benefit Cost Analysis

- Benefit < Cost for east and west alignments

Land Use Scenario	East Alignment			West Alignment		
	Benefit	Cost	B/C Ratio	Benefit	Cost	B/C Ratio
Current Conditions	--	\$19.2M	--	--	\$16.2M	--
Existing Land Use w/ Flood Protection	-\$0.33M	\$19.2M	0.02	(\$0.02M)	\$16.2M	~0.0
Highest and Best Use w/ Flood Protection	\$3.9M	\$19.2M	0.20	\$3.1M	\$16.2M	0.19

Note: values less than 1 indicate cost is greater than benefit.



Conclusions

- Additional investigations revealed no fatal flaws; significant technical issues include:
 - Potentially contaminated soils
 - Storm water management
- Land value benefit directly resulting from flood protection is less than the expected cost
- Transition to higher value land use requires flood protection but will take time to realize



Recommendations

- We recommend that the City only proceed with further design of a levee extension project if it is included in a larger plan for redevelopment of the entire area
- We recommend that the City revisit its long-term redevelopment vision and timeline for the South Concord area



Questions





COUNCIL WORKSESSION REPORT

DATE: MARCH 28, 2016

DEPARTMENT: Engineering

ADMINISTRATOR: 

4

AGENDA ITEM: Proposed Sidewalk Improvements on BridgePoint Drive & BridgePoint Way

ACTION TO BE CONSIDERED:

Information item only; staff is requesting input and direction.

OVERVIEW:

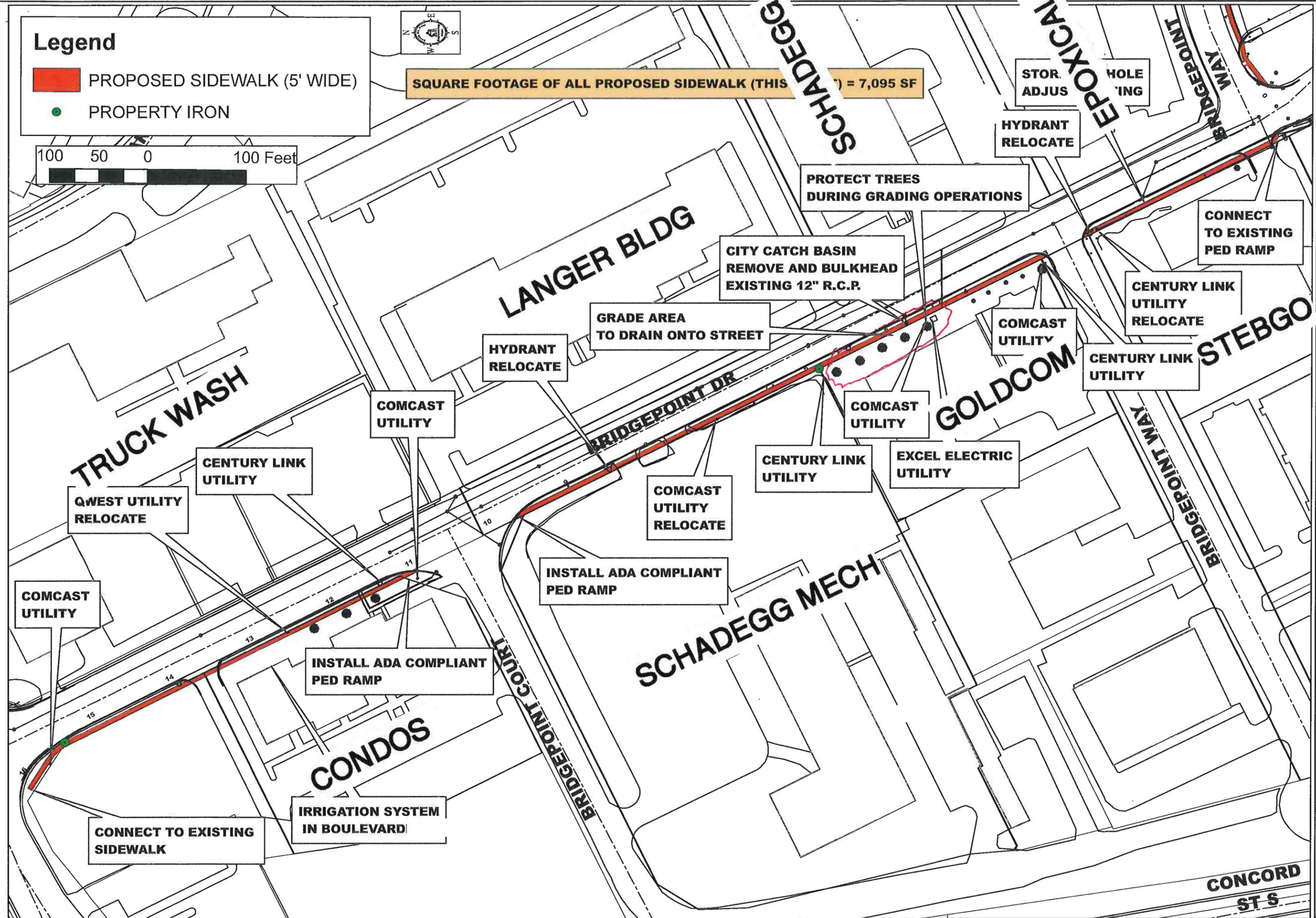
The 2016 Capital Improvement Program (CIP) includes \$75,000 for sidewalk improvements along BridgePoint Drive from Grand Avenue to the intersection of BridgePoint Drive and BridgePoint Way adjacent to Interstate Partners. A comprehensive sidewalk system in the BridgePoint Business Park is essential for attracting prospective businesses to the corridor because it allows employees pedestrian access to transit, restaurants, and other services.

The last remaining gap in the pedestrian network in the BridgePoint Business Park is along BridgePoint Way from BridgePoint Drive to Hardman Avenue North. Staff recommends that the City Council consider expanding this project to include the sidewalk along BridgePoint Way to complete the sidewalk system, to achieve efficiencies in design and construction, and to lower the overall cost of the improvements. A portion of the proposed sidewalk is within the Schadegg Mechanical Contractor Building site, which is currently under construction. Staff recommends that the portion of sidewalk within the Schadegg Building site be completed by the building contractor with reimbursement by the City in order to reduce complications with coordinating multiple contractors and site improvements (Attachment A: Draft Sidewalk Improvements Plan).

If the City Council requests staff to proceed with the proposed improvements, staff will be coordinating the improvements with the adjacent property owners and discussing potential impacts and maintenance responsibilities. Bids for the project will be solicited and the City Council will consider awarding the construction project to a contractor at a future meeting.

SOURCE OF FUNDS:

The total projects costs for the proposed BridgePoint Drive & BridgePoint Way sidewalk improvements is \$120,000. Sufficient funds are available from the Tax Increment Financing (TIF) fund to complete this work.



Legend

- PROPOSED SIDEWALK (5' WIDE)
- PROPERTY IRON

SQUARE FOOTAGE OF ALL PROPOSED SIDEWALK (THIS SHEET) = 7,095 SF



EXPLANATION	DESIGN BY:	REVISION DATE:	REVISION DATE:	REVISION DATE:

SCALE: _____
 PLAN BY: _____
 CHECKED BY: _____
 RECORD COPY BY: _____
 DATE: _____
 CITY ENGINEER: _____
 LICENSE NUMBER: 47541

CONCRETE SIDEWALK PROJECT
 BRIDGEPOINT DRIVE

OFFICE OF CITY ENGINEER
 125 THIRD AVENUE NORTH
 SOUTH ST. PAUL, MN
 55102-2037
CITY OF SOUTH ST. PAUL



Legend

PROPOSED SIDEWALK

100 50 0 100 Feet

SQUARE FOOTAGE OF ALL PROPOSED SIDEWALK = 4,799 SF (THIS SHEET)

EPOXICAL

LANGER BLDGS

HARDMAN AVENUE

BRIDGEPOINT WAY

CENTURY LINK AND COMCAST UTILITY

SANITARY MANHOLE ADJUST CASTING

COMCAST UTILITY

CONNECT TO EXISTING PED RAMP

COMCAST UTILITY

COMCAST UTILITY

CENTURY LINK UTILITY

QWEST UTILITY

VETCO

CLT FLOORING

SIGN WITH LIGHTS

IRRIGATION SYSTEM BOX

INSTALL ADA COMPLIANT PED RAMP

STREET LIGHT SENSOR BOX

BOTTLING CO

BRIDGEPOINT DR

INTERSTATE PARTNERS

EXPLANATION	DESIGN BY:	REVISION DATE:	REVISION DATE:	REVISION DATE:
SCALE:	PLAN BY:	CHECKED BY:	RECORD COPY BY:	REVISION DATE:
I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.				DATE
CITY ENGINEER LICENSE NUMBER 47155				
CONCRETE SIDEWALK PROJECT BRIDGEPOINT DRIVE				
OFFICE OF CITY ENGINEER 651-554-3210 125 THIRD AVENUE NORTH SOUTH ST. PAUL, MN 55075-2037				
CITY OF SOUTH ST. PAUL				4
SHEET NO.				



COUNCIL WORKSESSION REPORT

DATE: March 28, 2016

DEPARTMENT: Administration

ADMINISTRATOR: DPK

5

AGENDA ITEM: Discuss staffing for Economic Development

DESIRED MEETING OUTCOMES:

- Continue discussion of the administrative support structures required for execution of a robust economic development program
- Present and discuss suggested staffing requirements for evolution to the economic development program

OVERVIEW:

As the economic development program continues to evolve, staffing considerations become clearer. In very general terms, there are two clusters of competency that need to be addressed and likely cannot be handled by a single individual at this time. I have come to these conclusions because of my personal experience with trying to juggle the roles of economic development, organizational development and my pre-existing roles as City Administrator.

One set needed competencies should provide the ongoing administrative support to initiate and maintain a more active economic development effort. Examples of the type include the support and care of the EDA, the EDAM and the Staff economic development work group. Mundane but essential tasks include working with Edie Kleinboehl on the preparation of meeting materials and analysis, a role she also shares with the Planning division. Correspondence, informational pieces and meeting attendance are other examples. Shelly Anderson has *attached the job description for Economic Development Division Manager approved by City Council at the December 7, 2015 City Council meeting*. The current approved pay range for this position is \$76,621 to \$96,870. *Also attached are job description materials* from two other jurisdictions that help identify and describe this role, which probably should bear the title, Economic Development Manager. The pay ranges from the two other jurisdictions are \$74,786 to \$93,483 and \$89,160 to \$101,100. I regard the role as a technician rather than an all-encompassing Department Director at this point in the evolution. I do envision the role as a position on City Staff that may grow into a 'larger' role over time.

The second cluster of skills and abilities could be characterized as the 'deal maker'. This person needs to come aboard with experience and demonstrated success in making economic development concepts happen. This role requires a rare combination of skills and abilities. Because we are in an organizational development stage, the danger is that such a person could easily get bogged down on the organizational creation details and be diverted from projects that are currently on our doorstep and need attention. Staff will offer examples at the Worksession of projects that fit that bill. Such a role does draw interest if allowed to focus. For a number of reasons, this role could be categorized as a project manager and may be best engaged on a contract basis.

SOURCE OF FUNDS: Staff believes there are sufficient revenues from the EDA levy, the HRA levy, the General levy and other revenues to support the staffing considerations raised in tonight's discussion.



POSITION DESCRIPTION CITY OF SOUTH ST. PAUL

POSITION TITLE:	Economic Development Division Manager
SUPERVISORY RESPONSIBILITY:	Asst. to EDM and Housing Program Manager
DEPARTMENT:	Community Development
ACCOUNTABLE TO:	City Administrator
CREATED:	November 2015

SUMMARY OF POSITION:

The Economic Development Manager is responsible for providing a proactive approach in promoting and assisting residential, commercial and industrial development within the City of South St. Paul, including coordination and involvement with targeted redevelopment and other community development efforts and programs consistent with the goals of the South St. Paul Economic Development Authority (EDA) and City of South St. Paul.

RELATIONSHIPS:

Supervisory – Coordinate economic development initiatives necessary to promote commercial and industrial development and other community development efforts.

Organizational – Work collaboratively with all staff, under the general direction of the City Administrator.

External Business – Frequent interaction with local, state and federal agencies, businesses, brokers, real estate developers, local citizens, community groups, other city departments and employees, and elected officials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

A. Economic Development

1. Provide a leadership role in the development and implementation of plans and strategies for promoting and assisting economic and community development.
2. Act as the primary staff for business inquiries and provide follow-up assistance as required.
3. Develop and implement strategies for businesses to successfully locate or expand in the City by providing information on the City, demographics, sites, financing options, and other pertinent information. Assist in the processing of required City permits or regulations. Serve as a business liaison.
4. Provide expertise to the business community and EDA regarding available public and private business financing resources, including local bank financing, small business administration loan programs, state assistance, possible local initiatives and other funding sources.

5. Provide expertise with redevelopment projects, development agreements, project coordination and Tax Increment Financing (TIF) plans.
6. Develop and implement strategies to successfully market the City to perspective businesses, visitors and residents.
7. Provide resource materials, data, reports and case information to the EDA and City Council that informs membership of economic development best practices and trends.
8. Monitor legislative changes and practical issues relating to economic development or redevelopment.
9. Coordinate work with other municipalities and with State and Federal agencies that may offer assistance on economic development initiatives.
10. Provide advisory and expertise to other city departments/division on matters related to economic development.
11. Respond to public or other inquiries relative to economic development policies, procedures and other information.

B. Leadership/Supervisory Duties

1. Assure Human Resource policies and practices are followed.
2. Resolve employee conflict through consultation with the Human Resource Director, as appropriate.
3. Encourage subordinates to actively participate in the City's workplace safety program and in other cross-departmental programs and activities
4. Encourage lifelong learning and continued skill development by all subordinate personnel.
5. Pursue community partnerships for the fiscal benefit of the City.

C. Budgeting

1. Prepare and administer the operational and capital budgets for the Economic Development Division.
2. Monitor budgets and authorize expenditures in accord with City policies and procedures.
3. Research alternative funding sources, including grant opportunities for the City and/or community services and programs; coordinate grant applications, as apparent or directed.

D. Other Duties

1. Provide City Council, City Administrator, municipal staff and others with timely economic development initiatives and projects, as requested or apparent.
2. Act as liaison to the business community and community groups including the Chamber of Commerce, Dakota County, and other organizations as applicable.
3. Serve as an advocate for the City of South St. Paul; help articulate and foster implementation of the vision of the EDA and City of South St. Paul.
4. Ensure customer service that aligns with the expectations of the Mayor and City Council and also develop and maintain a process that promptly and professionally responds to input from businesses, the general public, advisory Boards and Commissions, the Mayor/City Council and the City Administrator.
5. Serve as a community liaison or City representative; Represent City's interests and positions in a variety of venues, as apparent or assigned; (*e.g., intergovernmental committees, boards or associations*), as assigned or directed
6. Actively and collegially participate in the City's management team process
7. Attend meetings of the EDA and other meetings as required.
8. Perform other responsibilities and assumes other duties as are apparent or delegated.

COMPETENCIES:

Leadership Competency Requirements:

- **Strategic Leadership** – develop and communicate a vision that is consistent with the mission and values of the City; champion change and innovation
- **Judgment** – fairly analyze issues before making decisions; use sound judgment; consider immediate and long-term impact of decisions; apply systems thinking
- **Business Knowledge** – apply technical/functional expertise; use financial acumen and business savvy; provide thorough analysis; manage technology for maximum impact on productivity; promote organizational citizenship
- **Planning and Execution** – focus management on high priority objectives; foster alignment with goals and objectives of the City Council; establish specific measurable objectives; manage and improve processes; hold people accountable for results; lead change
- **Motivation and Courage** – drive for results; take a stand for the good of the organization; take sacrifices for the good of the organization; take responsibility for consequences
- **Leadership Skills** – apply influence skills; build talent and bench strength; coach and develop people; engage and inspire people to reach their potential; foster collaboration
- **Interpersonal Skills** – build positive relationships; manage conflict well; leverage individual and cultural diversity
- **Communications** – foster open two-way communication; speak with impact; listen and respond with empathy; communicate effectively in writing; apply meeting protocol in public forms; produce thorough and accurate reports
- **Self-management** – inspire trust in self and others; demonstrate adaptability and flexibility; practice self-development
- **Collaboration** – foster cooperation across departmental boundaries; respond to requests for assistance in a timely manner; follow through on stated commitments
- **Approachability** – encourage frequent and open communication; accessible; lead by walking around; maintain calm and collected presence; welcome suggestions and feedback

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of relevant city, state, and/or federal laws and processes pertaining to city government.
- Thorough knowledge of economic development and planning programs and practices.
- Thorough knowledge of marketing strategies for industrial and commercial properties.
- Thorough working knowledge of public and private financing techniques and programs for economic development and redevelopment including the ability to apply creativity to each situation.
- Knowledge of relevant city, state, and/or federal laws and processes pertaining to city government.
- Knowledge of business location and expansion considerations and ability to address those concerns utilizing sensitivity, tact and diplomacy.
- Knowledge of Microsoft Office Suite programs, and ability to maintain informational and database files.
- Ability to communicate effectively, in English, both verbally and in writing, to other staff members, advisory commissions, City Council members, and outside groups to enhance their understanding of economic development issues, including preparative of technical reports, correspondence, and memoranda.
- Ability to prepare grant applications to public and private sources.
- Ability to review and analyze financial statements of businesses.
- Ability to establish and maintain effective working relationships with others.
- Ability to work with diverse groups of people, communicating mutual goals and policies into coordinated action. Must be able to present a positive image of the City to prospective business clients and the community.
- Ability to work a flexible work schedule as needed.

- Ability to supervise and develop personnel through respect and mentoring.
- Ability to plan, schedule, coordinate and manage Departmental activities through prioritization, planning, delegation, effective utilization of available manpower and support.
- Ability to demonstrate, by words and actions, concern for safe working conditions and procedures, and the need to follow city policies and procedures.
- Ability to independently act in a leadership role and ability to work independently and to assume considerable responsibility for meeting deadlines, carrying out routines, and making decisions.
- Ability to maintain a high degree of confidentiality.
- Ability to hear within normal hearing range and understand spoken English delivered at a normal conversation level.
- Possess visual acuity correctable to read common documents and perform common office tasks.

MINIMUM REQUIREMENTS:

- Bachelor's degree in Business Administration, Finance, Public Administration, or Urban Planning.
- Five + years of progressively responsible management in community development, redevelopment, or economic development with emphasis in public and private financing techniques.
- Three + years of supervisory experience.
- The ability to communicate clearly and concisely; orally and in writing, to large and small groups
- The ability to communicate with a high level of public contact requiring tact, courtesy and good judgment
- Proficiency with the Microsoft Operating Systems, Microsoft Office Suite programs and other common office programs
- Ability to maintain confidentiality.
- Valid driver's license.
- Ability to pass a background investigation.

DESIRED QUALIFICATIONS

- Master's degree in Public or Business Administration
- Certifications in Economic Development
- Experience in governmental economic development and/or redevelopment.
- Experience in researching, preparing and/or administrating grants.

WORK ENVIRONMENT:

The work environment characteristics described here are intended only as illustrations of the various types of work that may be performed. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job.

Work will generally be performed in inside, with occasional outside conditions. Inside work will be performed in a temperature controlled environment and may require prolonged periods of sitting, standing, data processing, composing written materials, and communication in person, telephone or through e-mail. Work may also require occasional performance in an outdoor environment, in a wide range of weather conditions. The work will involve operation of a motor vehicle and travel to job sites or to attend meetings, training sessions, or other work-related events. Attendance may occasionally be required at daytime, evening and other off-hour meetings or events.

PHYSICAL DEMANDS:

Sight (frequent) reading reports, journals, agendas, correspondence, computer

Speech/Hearing (frequent) communicating with City staff, Mayor/Council, City Attorney, Boards/Commissions, business owners, residents, and members of the general public

Sitting/Walking/Standing (*frequent*) at a workstation, meetings, inside office and out, meeting with staff or customers at office counter and/or onsite, driving motor vehicles

Grasping (*frequent*) operating writing instruments, written materials and computer mouse/keyboard

Twisting/Lifting (*frequent*) entry/exit of vehicles, files/office materials

TITLE: Economic Development Director
DEPARTMENT: Community Development
ACCOUNTABLE TO: Community Development Director
FLSA STATUS: Exempt

JOB OBJECTIVES

Marketing and outreach for commercial, retail and industrial development is of the highest priority for this position. Responsible for taking a proactive approach on community development and redevelopment activities by advocating and assisting existing businesses and prospective businesses. Performs a variety of routine and complex administrative, technical and professional work in the preparation and implementation of economic development and redevelopment activities.

ESSENTIAL JOB FUNCTIONS

- a. Promotes community development by assisting and working with existing and prospective businesses and developers interested in the City of Cottage Grove. Assists existing business with expansion and reconstruction projects. Helps businesses through city, county and state processes; and provides guidance and counseling to complete new development projects as expeditiously as possible.
- b. Develops and maintains regular contact and a positive relationship with chamber of commerce, civic groups, business owners, property owners and economic development or community development related organizations and agencies.
- c. Develops and implements community development marketing and promotional activities effective at attracting new development, redevelopment and investments to Cottage Grove.
- d. Negotiates and implements development agreements for economic development and redevelopment projects including coordination of property acquisition, relocation efforts, site clearances and related actions.
- e. Researches, designs and implements programs to facilitate the recruitment of new businesses and the retention and expansion of existing businesses.
- f. Develops and maintains a comprehensive, systematic data base inventory of available buildings and sites in the community for community development or redevelopment purposes.
- g. Assists with the administration of the City's Tax Increment Finance program records and reporting. Maintains an understanding of relevant state and federal agencies, available grants and other potential financial resources.
- h. Attends meetings and acts as a staff liaison to the Economic Development Authority including preparing reports and presentations, conducting research, answering questions, providing advice and suggestions.

- i. Responds to requests for information on economic development and redevelopment projects; prepares data sheets, financial reports and other information. Responds to citizens inquiring about local economic development activities and opportunities.
- j. Monitors local, State and Federal legislation and regulations relating to economic development and report findings, trends and recommendations to the City Administrator.
- k. Conducts research and develops agenda items for presentations and consideration and makes oral presentations at City Council, Planning Commission and other Advisory Commissions meetings as needed.
- l. Supervises the Economic Development Specialist.
- m. Acts as city liaison and city representative with other communities and county, state and federal agencies.
- n. Manages and oversees the City's Business Enterprise Center (BEC).
- o. Perform all other necessary duties as apparent or assigned.

MINIMUM REQUIREMENTS

- a. Bachelor's degree in Economic Development, Urban Planning, Public Administration, or related field.
- b. Five years of progressively responsible municipal government experience in economic/community development related activities or a combination of municipal and comparable private sector experience.

PREFERRED QUALIFICATIONS

- a. Masters degree in Economic Development, Urban Planning, Public Administration or related field.
- b. Seven years of municipal government experience in economic/community development related activities or a combination of municipal and comparable private sector experience.

KNOWLEDGE, SKILLS AND ABILITIES

- a. Exceptional ability to develop and maintain positive and effective working relationships with City Council, Commissions, city personnel, staff of other agencies, individual businesses, business organizations, developers, community groups and the general public.
- b. Ability to organize and coordinate support from professional and technical city staff, legal and financial consultants and others as required to insure successful completion of community development or redevelopment activities.
- c. Exceptional ability to communicate effectively, both orally and in writing with elected officials, business persons, developers, contractors, residents, city staff and the general public, including making formal presentations.
- d. Considerable ability to use creativity and sound judgment to resolve differences and respond to challenges.

- e. Thorough knowledge of the principles, practices and techniques of community and economic development, planning and zoning.
- f. Knowledge of strategies, techniques or requirements relating to addressing environmental problems associated with economic development or redevelopment projects.
- g. In depth knowledge of financial strategies for development.
- h. Considerable knowledge of management principles and practices.
- i. Considerable knowledge of budget development and administration.
- j. Thorough knowledge to supervise and motivate staff either directly or through others.
- k. Considerable ability to develop and implement department policy and to provide effective leadership and promote teamwork.
- l. Computer skills to include word processing and spreadsheet software.
- m. Excellent written and oral communication skills.
- n. Ability to work effectively in a team environment.

DEFINITION OF PHYSICAL DEMANDS

<u>DEFINITION</u>		<u>OUT OF AN 8 HR DAY</u>
Rarely	Less than 10% of time on a shift	Up to 48 minutes
Occasionally	Up to 33% of time on a shift	Up to 2 1/3 hours
Frequently	Up to 66% of time on a shift	Up to 5 1/2 hours
Continuously	67-100% of time on a shift	Up to 8 hours

PHYSICAL DEMANDS

STANDING: To take or maintain an upright position on the feet.

OCCASIONALLY, usually carpeted area when meeting with the general public, researching documents, or giving presentations to Commissions, Economic Development Authority and/or City Council. Occasional outdoor surfaces when inspecting a lot (grass, concrete, asphalt, gravel\dirt).

SITTING: To rest with the body supported upon the buttocks and the torso vertical.

FREQUENTLY, when at a desk or working on a personal computer or at a conference table.

WALKING: To go or advance on foot; move by steps.

OCCASIONALLY, on carpet, concrete\asphalt, farm fields, rough terrain, grassy slopes, excavation sites, or developed sites while assisting with the public or doing outdoor inspection work.

TALKING: To articulate in words.

FREQUENTLY, when responding to general public, public speaking, oral presentations to advisory commissions, Economic Development Authority and/or City Council, telephone conversations, and general communication.

SEEING: To perceive with the eye; visualize.

FREQUENTLY, when reading reports, studies, and general information when preparing for written correspondence. Reviewing and preparing site and plot plans, maps, and applications.

HEARING: To perceive sound by the ear.

FREQUENTLY, when answering questions posed by general public and other staff.

LIFTING: To exert strength necessary to move objects from one level to another.

	NEVER	RARELY	OCCAS	FREQ	CONT
Under 10#				x	
10 - 25#			x		
25 - 50#		x			
50 - 75#	x				
75 - 100#	x				
Over 100#	x				

Lifting activity includes carrying recycling bins to police garage. Assisting other City staff in moving/relocating heavy objects (e.g. desks, files, pop, overhead projector, chairs).

CARRYING: Transporting an object, usually holding it in the hands or arms or shoulders.

	NEVER	RARELY	OCCAS	FREQ	CONT
Under 10#					x
10 - 25#		x			
25 - 50#		x			
50 - 75#	x				
75 - 100#	x				
Over 100#	x				

Carrying activity consists primarily of carrying files and building plans for presentations and meetings. A two-wheel cart is available to assist with carrying.

PUSHING/PULLING: To exert force on or against an object, to move it away, or draw it to oneself.

RARELY, when performing the essential job functions.

CLIMBING: To ascend or descend ladders, scaffolding, stairs, poles or inclined surfaces.

OCCASIONALLY, when walking up or down stairways at City Hall or other offices.

WORKING ABOVE GROUND:

Activity is NEVER done.

BENDING: To flex an upper trunk forward.

OCCASIONALLY, when reviewing or retrieving files and materials.

BALANCING: To maintain body equilibrium.

CONTINUOUSLY, when walking and/or standing.

CROUCHING/STOOPING: To flex an upper trunk forward at the waist, partial flexion of knees.

OCCASIONALLY, when retrieving files or materials from a lower cabinet.

KNEELING: Bending the legs at the knees to come to rest on the knee or knees.

OCCASIONALLY, when retrieving files or materials from a lower cabinet.

CRAWLING: To move entire body along a surface with hip/knee flexion and arm extension/flexion.

Activity is NEVER done.

TWISTING: To rotate upper trunk to right or left from neutral, while sitting or standing.

OCCASIONALLY, when accessing items on a desk or table.

REACHING: To position arms with any degree of elbow flexion.

FREQUENTLY, when retrieving materials from files, drawers, etc.

COORDINATION (eye, hand, foot): Operation of foot and hand controls.

OCCASIONALLY, when driving to sites outside the office.

HAND COORDINATION	Right	Left	Both	How Often
Power Grip			x	Rarely
Pinch Grip			x	Occasionally
Fine Manipulation			x	Rarely
Wrist Rotation			x	Occasionally

MACHINES, TOOLS, EQUIPMENT USED

Copy machine, Micro-fiche reader, telephone, camera, personal computer, postage machine and calculator.

MATERIALS AND PRODUCTS HANDLED

Files, paper, applications, handouts, maps, drawings, architectural plans, and grading plans.

VEHICLES AND EQUIPMENT USED

Occasionally in passenger car or pickup truck.

ENVIRONMENTAL CONDITIONS

Inside 85 % Outside 15 %

Occasionally an on-site inspection may occur which may cause exposure to a variety of climate conditions.

SAFETY EQUIPMENT REQUIRED

Not applicable.

UPDATED November 23, 2015

ECONOMIC DEVELOPMENT DIRECTOR

NATURE OF WORK

This is a high profile, leadership position that involves administrative and advanced professional activities in administering the economic development activities of the City. The position is responsible for providing customer driven, problem solving, professional economic development advice; assisting in the application and permitting process; and serving as an advocate for economic development consistent with the City's Comprehensive Plan, Economic Development Plan, City ordinances and goals established by the City. The position represents the Department with other City officials, other government agencies, public and private partnerships, and the general public in a manner that will insure the best interests of the City are being served and improve the effectiveness of the City's economic development activities. Work is performed with considerable professional independence under the administrative direction of the Community Development Director, and is reviewed by, including but not limited to, the examination of reports, conferences with superiors, recommendations to the Economic Development Authority Board, and community reaction.

EXAMPLES OF WORK

Acts as a City economic development strategist and provides assistance in the development of short and long-term economic development plans and prepares of studies, reports and recommendations to achieve such goals. This will involve the preparation and maintenance of information regarding utilities, taxes, zoning, transportation, community services, financing tools and incentives, in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.

Serves as the primary staff support to the City's Economic Development Authority Board.

Serves as a liaison or member of government agencies (e.g., DEED), economic development groups (e.g., the Partnership, Chamber of Commerce, Downtown Council), or others that promote economic and community development as deemed necessary and appropriate. While this position will coordinate and cooperate with regional economic groups, the Director of Economic Development will nevertheless at all times be directly responsible to the retention and growth of all of the diverse economic sectors within the City of St. Cloud and all of its businesses as well as in the creation and attraction of all new ones to the City.

Maintains positive relationships with supervisors, boards, commissions, civic groups, businesses, brokers, and individuals in the general public regarding economic development issues, programs, services, and plans.

Formulates and implements marketing and business attraction strategies for St. Cloud.

Identifies the existing inventory of available building, business and residential development sites within St. Cloud and maintains appropriate systems and relations to effectively distribute this information.

Promotes the City's business parks, including promoting the sale of lots, and the orderly development of projects within the Parks as well as future expansion of the Parks.

Prepares grant proposals and applications, contracts and other necessary documents as required for necessary community services.

Serves as the primary contact for negotiations and the management of professional service contracts, property sales or acquisition and economic development oriented negotiations as assigned.

Coordinates the development and processing of economic development financing tools.

Monitors and reports on legislation and regulations relating to economic development to the appropriate impacted parties including private business in the City, the City Administrator, Community Development Director, the City Council, etc.

Conducts special projects as directed by the City Administration and Community Development Director. Keeps City Administrator and Community Development Director promptly informed of significant matters to permit effective performance of economic development programs.

May direct the work of professional, technical, or clerical support staff;

Performs related work as required.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a degree in public administration, business administration, FIRE, economic development, urban planning, or a related field.

At least seven years experience related to economic development or business administration related positions, with increasing responsibility, including at least two years at a department head level or chief operating officer.

DESIRABLE EDUCATION AND EXPERIENCE

A Master's degree in public administration, business administration, FIRE, economic development, planning or related fields is highly desirable.

Must have a comprehensive knowledge of business development, factors affecting business and community vitality and community and economic development.

Must have a thorough knowledge of state, federal and municipal policies and code affecting department operations.

Proficient leadership skills and demonstrated ability to effectively work through controversial issues and competing interests to achieve an appropriate resolution.

Ability to identify and respond to sensitive community and organizational issues, concerns and needs.

Ability to establish and maintain effective working relationships with appointed and elected officials, property owners, brokers, real estate agents, residents, business operators and organizations, developers, builders, contractors, legislators, community and civic groups,

neighborhood groups, neighboring jurisdictions, employees, agencies, and groups interested in planning and its specialized aspects.

Considerable ability to handle controversy with diplomacy, firmness and tact.

Must have demonstrated ability to organize, plan, delegate, and prioritize.

Must be a creative and innovative thinker who promotes the same in reporting staff.

Must be an effective communicator, able to listen, speak, write and make public presentations that motivate, inspire and persuade.

Excellent customer service focus and the ability to establish and sustain that focus in staff.

ESSENTIAL JOB FUNCTIONS

Communications:

Must be able to read, write, hear, and speak English sufficiently to understand technical information related to reading and reviewing reports, maps, ordinances, regulations and guidelines, correspondence, written application requests, property and census data; and to communicate effectively orally and in writing matters that are frequently controversial and emotionally charged. Also, ability to establish and maintain working relationships with administrative superiors, other employees, elected and appointed officials, and the general public.

Physical:

Hand-eye coordination is required to operate computer and office equipment, and audio-visual equipment and accoutrements used in making presentations. The employee must have sufficient strength, mobility, and agility to perform occasional field inspections and studies, and the ability to traverse areas of uneven or vegetated ground cover; while performing the duties of this job the employee is frequently required to sit for prolonged periods of time.

Environmental:

Work is performed mostly in office settings with moderately quiet conditions. Outside work is occasionally performed on sites proposed for development, redevelopment, public acquisition and improvement with exposure to weather conditions, dust, dirt, loud noise, traffic, exhaust fumes, and moving equipment;

Vision:

Must have normal vision, with or without correction, in order to perform plat reviews, GIS applications utilizing ESRI Arcview, property and census data searches and site development inspection and review activities;

Intellectual:

Must be capable of reasonable judgement and possess sound reasoning skills due to the independent nature of a considerable amount of work involved. Must be free of conditions that would endanger self or others in the carrying out of duties; must be free of substance abuse (legal or illegal) in order to maintain effective job performance;

Must possess superior interpersonal skills to deal with a diverse audience and controversial issues. Must have the ability to learn the proper techniques and use of computer equipment and

various software including geographic information systems (GIS), spreadsheets, and word processing. Must have the ability to learn the proper techniques and use of office and computer equipment and inspection/testing equipment.

4-23-10; UNC 26