



# South St. Paul

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**MAYOR/COUNCIL WORKSESSION**  
SSP City Hall  
125 3<sup>rd</sup> Avenue North

Monday, November 14, 2016  
7:15 PM *approximately*

**\*\*\*Adjourned City Council Meeting from Monday, November 7, 2016, at 7:00 p.m.  
to canvass the votes of the November 8th General Election.**

**Worksession meeting to follow**

AGENDA:

1. Discussion: Police Presence at High Rise Buildings (*no attachment*)
2. Kaposia Landing Operations Analysis
3. McMorrow Field Project Change Order #1
4. FLAP Grant Application
5. ~~Discussion: Staffing for odor, code enforcement, property management and building inspections (*no attachment*)~~ Removed
6. Appearance by resident requesting a credit on high utility bill – S. Nelson
7. Continued discussion – Worksession start time (*no attachment*)



**COUNCIL WORKSESSION REPORT**

**DATE: November 14, 2016**

**DEPARTMENT: Parks and Recreation**

**ADMINISTRATOR:** SPK

2

**AGENDA ITEM: Kaposia Landing Operational Analysis**

**DESIRED MEETING OUTCOMES:**

In preparation of the four new softball fields opening at Kaposia Landing, staff has analyzed adult softball operations at the request of the city council. Past operation as compared to new operational models will be discussed taking into consideration expenses, revenue, participation, and resources.

**OVERVIEW:**

Adult softball league operations in South St. Paul have been conducted independently in the past by an outside league director who rents the softball field and pays associated fees and charges. This independent operation has included the annual Kaposia Days softball tournament, administered by the same league director. For the 2016 summer league, the independent softball league was charged \$12,476 in field rental, which does not include the Kaposia Days Tournament. In addition, non-resident adult softball players participating in the independent league were required to pay non-resident fees, as dictated by the city fees and charges schedule. The fee was collected by the independent league director on our behalf totaling \$6,075. The total adult softball league revenue collect for field rental and non-resident fees totaled \$18,551 for 2016.

Staff has been requested to analyze an operational model where an independent contractor would be hired to oversee the adult softball leagues while the parks and recreation department controls the revenues and expenditures for the league. In 2015 staff conducted a survey and analysis of the softball operations in the neighboring cities of West St. Paul, Inver Grove Heights, and Mendota Heights at the request of the city council (attached). The analysis showed a net revenue profit per team for the season of:

West St. Paul =	\$312/team
Inver Grove Heights =	\$200/team
Mendota Heights =	\$200/team

The independent league in South St. Paul totaled 60 teams across all leagues. Taking into consideration the total league revenue collected was \$18,551 for a 60 team operation, our net revenue in 2016 was \$309/team.

If the parks and recreation department was to enter into a contract for an independent contractor to oversee the league, the contractual league director would be paid a fee, substantially reducing the overall revenue. The net result would be closer to the Inver Grove Heights and Mendota Heights net revenue of \$200/team, compared to the most recently earned \$309/team in field rental and non-resident fees.

Another model to consider for the 2017 Kaposia Landing season is to request proposals for independent leagues to rent the fields at Kaposia Landing. The independent league historically operating has the public perception that there is an existing “contract” between the league director and the city. There is not an existing formal contract, rather a continuous informal agreement for field rental season to season. We have not been approached in the past by other leagues or directors to utilize city softball fields for adults. There may be other organizations interested in operating a league here. If the city council is interested in pursuing this option, staff can conduct a Request for Proposal (RFP) solicitation, similar to the contractual operation of the disc golf course at Kaposia Park. Analysis of the proposals could then include the Parks and Recreation Advisory Commission and the city council before the start of the 2017 season.

Staff would like direction regarding the administration of the adult softball league operation at Kaposia Landing for 2017. If changes are to be made to the traditional operation, preparations should begin before the start of 2017.

**SOURCE OF FUNDS:**

N/A

# SSP PARKS & RECREATION ADULT SOFTBALL ANALYSIS

	West St. Paul Adult SB Leagues	Inver Grove Heights Adult SB Leagues	Mendota Heights Adult SB Leagues
Mens League Fees	\$ 825	\$ 700	\$ 700
Number of Games	24	20	20
Umpire cost per game	\$ 28	\$ 28	\$ 28
Ball cost per game	\$ 4	\$ 4	\$ 4
Awards	\$ 150	\$ 100	\$ 150
Sanction fees per team	\$ 20	\$ 20	\$ 20
Revenue per team/game	\$ 34	\$ 35	\$ 35
Expenditures per team/game	\$ 21	\$ 19	\$ 21
Net revenue per game/team	\$ 13	\$ 16	\$ 14
Net revenue per team/season	\$ 312	\$ 320	\$ 280
SSP field charges per game/team avg.	\$ 10	\$ 10	\$ 10
SSP field charges per team/season avg.	\$ 240	\$ 200	\$ 200
Net profit of team revenue vs. field rental	\$72 per team/season \$3 per game/team	\$120 per team/season \$6 per game/team	\$80 per team/season \$4 per game/team

\*SSP net profit does not include non-resident fees assessed, which averages an additional \$100/team/season in revenue annually.

\*\*From 2012-2014, SSP adult softball field rental has decreased 38%, and average of almost 13% each year.



**COUNCIL WORKSESSION REPORT**

**DATE: November 14, 2016**

**DEPARTMENT: Parks and Recreation**

**ADMINISTRATOR: SPK**

3

**AGENDA ITEM: McMorrow Field Change Order #1**

**DESIRED MEETING OUTCOMES:**

Review and discuss McMorrow Field renovation progress and the first batch of change orders related to construction.

**OVERVIEW:**

The renovation of McMorrow Field is nearing the end of construction season before winter. Peterson Companies has benefitted from the mild fall conditions to make as much progress as possible before the daytime temperatures prohibits their work. Project highlights include:

1. Grading and dirt importing continue across the entire site.
2. Lighting and picnic shelter footings have been set.
3. Fence posts have been set.
4. Concrete curbing, driveways, and transitions have all been poured and set.
5. Utility works is nearing completion. Storm sewer, sanitary sewer, potable water, and irrigation water connections are completed. Electrical for light poles (fields and parking lots) is nearly complete.
6. Parking area and trail bituminous was installed last week.

We have received the first round of change order requests from the contractor. When change orders are proposed: WSB reviews justification on our behalf, negotiates with Peterson Companies, and provides us the outcome of their research and discussion with Peterson and their professional opinion of the situation. If further debate is warranted, we discuss directly with the contractor.

Peterson Companies has proposed 10 change orders to date: two were requested by us, the owner, three were unforeseen utility conditions, and five were a combination of planting and tree changes in collaboration with the airport, including three deduct credits:

1. Installation of conduit for future communication: \$6,251  
Justification: At the recommendation of Police, IT, and Public Works we continue the process to create the infrastructure in all parks for future communication and surveillance systems. We had hoped to convert to wireless systems however the majority of park electrical systems are on a timed system that uses a photo sensor for dawn and dusk. In order for the future security system to be powered continuously, it needs a dedicated electrical system that does not power down during daylight hours.
2. Relocate exterior electrical service box to the concession building: \$3,453.45.  
Justification: The original electrical meter was mounted on a post outside of the building at McMorrow. Once thought to meter the only irrigations system, the meter is for the entire north end of the park including the building. With the irrigation system planned to get a new meter, the location problem was thought to be solved. Now that other electrical is

involved, the meter has to be moved to a secure location on the concession/restroom building.

3. Water Service Modification for new drinking fountain at concession building: \$4,537  
Justification: Preliminary plan was to utilize the existing water service to hook up the new drinking fountains. It was discovered that the former drinking fountain system was tied into the irrigation lines, which is now unacceptable according to code. This resulted in the need to dig deeper and create a new connection to the water main in order to service potable water to the new drinking fountain system.
4. Storm Sewer Improvement in West Parking Lot: \$6,702  
Justification: In consultation with the city Engineering Department, modifications were made to the parking lot drainage to solve pre-existing conditions and improve the parking area drainage created by the modifications necessary for the Runway Protection Zone associated with the airport.
5. Utility improvement due to unforeseen conditions associated with storm sewer, sanitary sewer and water service adjustments: \$54,944  
Justification: There are a variety of charges associated with the utility work modifications, all 18 charges and descriptions are itemized in the attached document from Peterson Companies. In summary, the charges resulted from utility investigation of what exists on site at McMorrow, in the adjacent streets, and on adjacent airport property. Upon discovery of existing conditions, modifications were needed to the design, labor and materials to re-route storm sewer, sanitary sewer, and water connections.
6. Plantings and Trees Modifications and Deducts: Add \$6,560, Deduct -\$7,257. Net change of -\$697.  
Justification: After consultation with the airport and FAA, the original landscape design was modified due to the Runway Protection Zone and the potential for plantings to reach heights unacceptable to FAA standards. While WSB had taken this into consideration during initial design, we are increasing the amount of shorter plantings in consideration of future FAA rule changes, to be safe.

The total 10 category change order request is for \$75,190.45. Contingency budgeted for the McMorrow Field renovation was 4% of project cost, which is \$74,327. Deducting this change order request uses the entire contingency and adds an additional \$863.45 to the cost of the project. The detailed change order request from Peterson Companies, review and approved by project coordinator WSB, is attached.

**SOURCE OF FUNDS:**

Park Referendum – 4% contract contingency. An additional \$863.45 is needed to be added to the project cost to cover the contingency shortfall.



# Document G701™ – 2001

## Change Order

<b>PROJECT (Name and address):</b> McMorrow Field Improvements City of S. St. Paul 125 3rd Ave. N., S. St. Paul, MN 55075	<b>CHANGE ORDER NUMBER:</b> 001 <b>DATE:</b> November 3, 2016  <b>ARCHITECT'S PROJECT NUMBER:</b> 01261-740 <b>CONTRACT DATE:</b> Approved May 16, 2016 <b>CONTRACT FOR:</b> General Construction	<b>OWNER:</b> <input type="checkbox"/> <b>ARCHITECT:</b> <input type="checkbox"/> <b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR (Name and address):</b> Peterson Companies 8326 Wyoming Trail Chisago City, MN 55013		

**THE CONTRACT IS CHANGED AS FOLLOWS:**

FAA revisions of trees and shrubs, utility improvements due to duct bank and right-of-way utilities, and associated pavement improvements.

The original Contract Sum was	\$	1,858,108.22
The net change by previously authorized Change Orders	\$	_____
The Contract Sum prior to this Change Order was	\$	1,858,108.22
The Contract Sum will be increased by this Change Order in the amount of	\$	75,190.45
The new Contract Sum including this Change Order will be	\$	1,933,298.67

The Contract Time will be increased by zero days.  
 The date of Substantial Completion as of the date of this Change Order therefore is \_\_\_\_\_

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

WSB & Associates, Inc. <hr/> <b>ARCHITECT (Firm name)</b> 701 Xenia Ave., Suite 300, Mpls, MN 55417 <hr/> <b>ADDRESS</b> <hr/> <b>BY (Signature)</b> Robert Slipka <hr/> <b>(Typed name)</b> November 3, 2016 <hr/> <b>DATE</b>	Peterson Companies <hr/> <b>CONTRACTOR (Firm name)</b> 8326 Wyoming Trail Chisago City, MN 55013 <hr/> <b>ADDRESS</b> <hr/> <b>BY (Signature)</b> <hr/> <b>(Typed name)</b> <hr/> <b>DATE</b>	City of South St. Paul <hr/> <b>OWNER (Firm name)</b> 125 3rd Ave. N., S. St. Paul, MN 55075 <hr/> <b>ADDRESS</b> <hr/> <b>BY (Signature)</b> <hr/> <b>(Typed name)</b> <hr/> <b>DATE</b>
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## Contract Summary Sheet

**Contract Change Order #4 for:**

McMorrow Field Improvements  
 City of South St. Paul  
 125 Third Avenue North  
 South St. Paul, MN 55075

**Distribution To:**

- Owner
- Consultant
- Contractor

**To (Contractor):**

Peterson Companies, Inc.  
 8326 Wyoming Trail  
 Chisago City, MN 55013

Date:  
City Project No:

**CHANGES TO THE CONTRACT**

(The contractor shall make the following changes to the contract)

#	DESCRIPTION	QTY.	UNIT	UNIT PRICE	ADD
CO1.1	Furnish and install 2.5" Cal., B&B Deciduous Trees as indicated on plans, details and specifications - complete, including hardwood mulch	-3	EA	\$455.00	
CO1.2	Furnish and install 6' Tall, B&B Deciduous Ornamental Trees as indicated on plans, details and specifications - complete, including hardwood mulch	12	EA	\$360.00	\$4,320.00
CO1.3	Furnish and install 2" Cal., B&B Deciduous Ornamental Trees as indicated on plans, details and specifications - complete, including hardwood mulch	-9	EA	\$425.00	
CO1.4	Furnish and install 5 Gal., Container Shrubs as indicated on plans, details and specifications - complete	-53	EA	\$39.00	
CO1.5	Furnish and install 2 Gal., Container Shrubs as indicated on plans, details and specifications - complete	64	EA	\$35.00	\$2,240.00
CO1.6	Electrical Work for future security cameras	1	LS	\$6,251.00	\$6,251.00
CO1.7	Relocate Electric Meter to Concession Building	1	LS	\$3,453.45	\$3,453.45
CO1.8	Water Service Modifications for new drinking fountain at Concession Building	1	LS	\$4,537.00	\$4,537.00
CO1.9	Storm Sewer Improvements at west parking lot	1	LS	\$6,702.00	\$6,702.00
CO1.10	Utility improvements including storm sewer, sanitary sewer, and water service adjustments related to unforeseen conditions	1	LS	\$54,944.00	\$54,944.00
TOTAL CHANGE ORDER ADDS AND DEDUCTS:					\$82,447.45
NET CHANGE ORDER TOTAL:					\$75,190.45

Denotes corrected bid item, quantity, or unit price

Contract Summary to Date	
Original Base Bid Contract Sum:	1,858,108.2
Previously Authorized Change Orders:	-
Net Change of this Change Order:	75,190.45
<b>Total Contract Sum (Including all Change Orders to Date):</b>	<b>\$1,933,298.65</b>

BID PROPOSAL FORM - MCMORROW FIELD IMPROVEMENTS

No.	Section 7 - Landscaping	Estimated Qty.	Unit	Unit Bid (In Dollars)
7.01	Furnish and install <b>Type I Turf Seed Mix</b> as indicated on plans, details and specifications - complete. Installation and operation of irrigation system within limits of Type I Turf Seed Mix to be completed prior to installation of seed mix.	14	AC	
7.02	Furnish and install <b>Type II Native Seed Mix</b> as indicated on plans, details and specifications - complete	1.0	AC	
7.03	Furnish and install <b>wood fiber blanket</b> as indicated on plans - complete	4,715	SY	
7.04	Furnish and install <b>2.5" Cal., B&amp;B Deciduous Trees</b> as indicated on plans, details and specifications - complete, including hardwood mulch	82	EA	455.00
7.05	Furnish and install <b>6' Tall, B&amp;B Deciduous Ornamental Trees</b> as indicated on plans, details and specifications - complete, including hardwood mulch	12	EA	360.00
7.06	Furnish and install <b>2" Cal., B&amp;B Deciduous Ornamental Trees</b> as indicated on plans, details and specifications - complete, including hardwood mulch	22	EA	425.00
7.07	Furnish and install <b>5 Gal., Container Shrubs</b> as indicated on plans, details and specifications - complete	139	EA	39.00
7.08	Furnish and install <b>2 Gal., Container Shrubs</b> as indicated on plans, details and specifications - complete	64	EA	35.00
7.09	Furnish and install <b>1 Gal., Container Perennials/Grasses</b> as indicated on plans, details and specifications - complete	337	EA	
7.10	Furnish and install <b>Shredded Hardwood Mulch</b> at all planting bed locations as indicated on plans, details and specifications - complete, including natural edge	95	CY	
<b>Section 7 Subtotal:</b>				



8326 WYOMING TRAIL  
CHISAGO CITY, MN 55013  
(P) 651.257.6864  
(F) 651.257.3393  
PETERSONCOMPANIES.NET

October 17, 2016

McMorrow Field  
WSB & Associates, Inc.  
Bob Slipka

RE: Future Communications Conduit

Bob,

The following costs are to add future communications conduit as described and as discussed with Killmer Electric. Pricing is as follows:

- Homerun pipe to be single 1" PVC pipe
- No tracer wire, but pullstring to be included
- No wall J-box or wall penetration
- Pipe will daylight at wall and be capped
- Handhole will be PVC

Total \$6,251.00

Please feel free to call with any questions.

Sincerely,

Brad Nelson  
651.257.0301

KILLMER ELECTRIC CO., INC.  
 5141 LAKELAND AVE. N.  
 CRYSTAL, MN 55429

PH.: 763-425-2525  
 FAX: 763-424-1258

TO: PETERSON COMPANIES

DATE: 10/13/2016

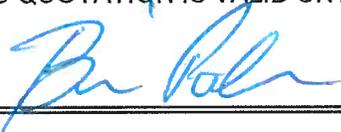
ATTN.: BRAD

JOB NO. 0

RE.: McMorrow PR #1R2- To add 1" w/pull string for future cameras

MATERIAL	1265 TAX	7.0%	\$1,353.55
LABOR	47 HRS. AT	\$95.00	\$4,465.00
FOREMAN	HRS. AT		\$0.00
GENERAL FOREMAN			\$0.00
OVERTIME	HRS. AT		\$0.00
DOUBLETIME	0 HRS. AT	\$167.00	\$0.00
SUBCONTRACT	0 Under ground	10.0%	\$0.00
PROJECT MANAGEMENT	HRS. AT		\$0.00
FIELD DESIGN/DRAFTING	HRS. AT		\$0.00
AS BUILT DWNGS	HRS. AT		\$0.00
DELIVERY/TRIP CHARGES	HRS. AT		\$0.00
CLEAN UP	HRS. AT		\$0.00
TESTING	HRS. AT		
PARKING	HRS. AT		
SPECIAL REQUIREMENTS	HRS. AT		
LARGE TOOL & EQUIPMT RENTAL			
SMALL TOOL & CONSUMABLES		% OF LABOR	
PERMITS			\$0.00
SUB TOTAL			
OVERHEAD	10% M/U EXCLUDING LABOR		\$135.36
MARGIN			
BOND			
TOTAL THIS CHANGE			\$5,953.91
A TIME EXTENSION OF	DAYS WILL BE REQUIRED FOR THIS CH		\$0.00

THE ABOVE QUOTATION COVERS THE PRESENTLY ASCERTAINABLE DIRECT COSTS OF THIS CHANGE IT EXCLUDES COSTS ASSOCIATED WITH THE IMPACT OF THIS PROPOSED CHANGE REQUEST UPON THE PROJECT SCHEDULE. (WE THEREFORE, RESERVE THE RIGHT TO AMEND THIS QUOTATION WHEN SUCH IMPACT COSTS BECOME RESONABLY DETERMINABLE. THIS QUOTATION IS VALID UNTIL

BY:  PROJECT MANAGER

PRICING SHEET



JOB Mc Morrow  
 WORK PR #1 R2

ESTIMATE NO.	
Sheet No.	Of Sheets

ESTIMATE NO.	PRICED BY	EXTENDED BY	CHECKED BY	DATE

✓	MATERIAL	QUANTITY	MATERIAL PRICE	PER	MATERIAL EXTENSION	LABOR UNIT	PER	LABOR EXTENSION
1	<del>TRENCH</del> PLOW	300'			300'			9
2	TRENCH vs PLOW	300'						3
3	BACK-FILL / COMPACT	300'			150'			6
4	1" PVC	1750			780'			26
5	12x12 PVC HANDLES	1			30'			3
6	PULL STRING	1800'			5'			5
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8					<u>1265'</u>			<u>47</u>
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MATERIAL

LABOR



8326 WYOMING TRAIL  
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(P) 651.257.6864  
(F) 651.257.3393  
PETERSONCOMPANIES.NET

October 14, 2016

McMorrow Field  
WSB & Associates, Inc.  
Bob Slipka

RE: Replace Exterior Service

Bob,

The following costs are to replace and/or move the exterior service into or on the concession building as discussed onsite.

Total \$3,453.45

Please feel free to call with any questions.

Sincerely,

Brad Nelson  
651.257.0301

KILLMER ELECTRIC CO., INC.  
 5141 LAKELAND AVE. N.  
 CRYSTAL, MN 55429

PH.: 763-425-2525  
 FAX: 763-424-1258

TO: PETERSON COMPANIES

DATE: 10/13/2016

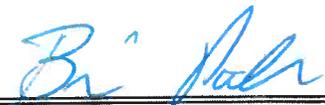
ATTN.: BRAD

JOB NO. 0

RE.: McMorrow PR #2 - Replace exterior service.

MATERIAL	820 TAX	7.0%	\$877.40
LABOR	24 HRS. AT	\$95.00	\$2,280.00
FOREMAN	HRS. AT		\$0.00
GENERAL FOREMAN			\$0.00
OVERTIME	HRS. AT		\$0.00
DOUBLETIME	0 HRS. AT	\$167.00	\$0.00
SUBCONTRACT	0 Under ground	10.0%	\$0.00
PROJECT MANAGEMENT	HRS. AT		\$0.00
FIELD DESIGN/DRAFTING	HRS. AT		\$0.00
AS BUILT DWNGS	HRS. AT		\$0.00
DELIVERY/TRIP CHARGES	HRS. AT		\$0.00
CLEAN UP	HRS. AT		\$0.00
TESTING	HRS. AT		
PARKING	HRS. AT		
SPECIAL REQUIREMENTS	HRS. AT		
LARGE TOOL & EQUIPMT RENTAL			
SMALL TOOL & CONSUMABLES		% OF LABOR	
PERMITS			\$0.00
SUB TOTAL			
OVERHEAD	15% M/U EXCLUDING LABOR		\$131.61
MARGIN			
BOND			
TOTAL THIS CHANGE			\$3,289.01
A TIME EXTENSION OF	DAYS WILL BE REQUIRED FOR THIS CH		\$0.00

THE ABOVE QUOTATION COVERS THE PRESENTLY ASCERTAINABLE DIRECT COSTS OF THIS CHANGE IT EXCLUDES COSTS ASSOCIATED WITH THE IMPACT OF THIS PROPOSED CHANGE REQUEST UPON THE PROJECT SCHEDULE. (WE THEREFORE, RESERVE THE RIGHT TO AMEND THIS QUOTATION WHEN SUCH IMPACT COSTS BECOME RESONABLY DETERMINABLE. THIS QUOTATION IS VALID UNTIL

BY:  PROJECT MANAGER

PRICING SHEET



JOB Mc Morrow  
 WORK PR #2 - CHANGE OUT EXHIBIT

ESTIMATE NO. \_\_\_\_\_  
 Scaled sheets  
 NO. \_\_\_\_\_

ESTIMATE NO.	PRICED BY	EXTENDED BY	CHECKED BY	DATE

	MATERIAL	QUANTITY	MATERIAL PRICE	PER	MATERIAL EXTENSION	LABOR UNIT	PER	LABOR EXTENSION
1	PERMIT	LOT			50'			1
2	SERVICE INSPECTION	LOT			---			1
3	XCEL DEMOLITION	LOT			---			2
4	XCEL INSTALL	LOT			---			2
5	DEMOLITION	LOT			---			2
6	METER SOCKET	1			285'			3
7	TRENCH	100'			100'			3
8	BACKFILL/COMPACT	100'			50'			2
9	1 1/4" PVC	100'			55'			2
10	#3 XHAW	400'			250'			6
11					---			---
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8326 WYOMING TRAIL  
CHISAGO CITY, MN 55013  
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PETERSONCOMPANIES.NET

September 19, 2016

McMorrow Field  
WSB & Associates, Inc.  
Bob Slipka

RE: Water Service Changes

Bob,

The following costs are for the water service connection. These costs are for the added labor and equipment needed to dig down to the existing watermain and install a new corporation stop. Bid items 3.05, 3.06, and 3.07 will still apply and be paid out for actual quantities installed in the field.

- |  |            |
|--|------------|
| • 6 hours utility crew @ \$717/HR              | \$4,302.00 |
| • Additional materials for corp. stop & saddle | \$235.00   |

TOTAL \$4,537.00

Please feel free to call with any questions.

Sincerely,

Brad Nelson  
651.257.0301



8326 WYOMING TRAIL  
 CHISAGO CITY, MN 55013  
 (P) 651.257.6864  
 (F) 651.257.3393  
 PETERSONCOMPANIES.NET

November 3, 2016

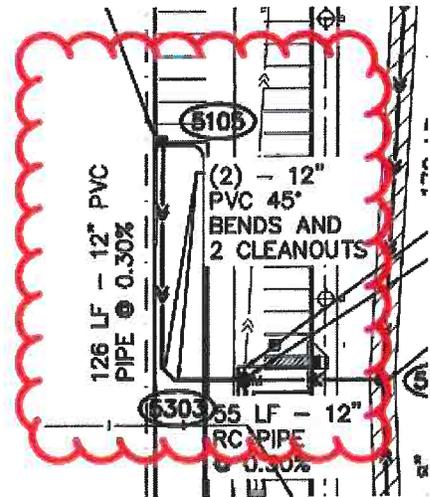
McMorrow Field  
 WSB & Associates, Inc.  
 Bob Slipka

RE: West Parking Lot Utility Changes

Bob,

The following costs are for the utility changes made at the west parking lot and specifically includes the following:

- Misc. blacktop and curb removals
- Modification of structure 5105
  - Cut structure height down to proposed rim elevation
  - Patch/bulkhead existing holes
- Installation of structure 5105
- Installation of the 12" PVC pipe
- Installation of the two 45 bends
- Installation of reducers and cleanouts
- Cut hole into structure and 5303 and grout around pipe



Costs were derived as follows:

- |   |            |
|---|------------|
| • Install 12" PVC – small utility crew 3.25 hours @ \$505/HR  | \$1,641.25 |
| • Install 2 cleanouts – small utility crew 1.5 hours @ \$505/HR   | \$757.50   |
| • Modify structure, set structure and punch into existing structure – small utility crew 3 hours @ \$505/HR | \$1,515.00 |
| • Materials   | \$2,788.25 |

TOTAL \$6,702.00

Please feel free to call with any questions.

Sincerely,

Brad Nelson  
 651.257.0301



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(F) 651.257.3393  
PETERSONCOMPANIES.NET

November 2, 2016

McMorrow Field  
WSB & Associates, Inc.  
Bob Slipka

RE: Utility Plan Changes

Bob,

The following costs are for the utility plan changes, associated exploratory excavation time spent with the fiber duct bank on the north, and the time and materials work for the watermain and sanitary work on the south east corner of the site. The following costs are as follows:

- |  |            |
|--|------------|
| 9/15/16: Potholing/exploratory excavating of fiber optic concrete duct bank and searching for drinking fountain water service that did not exist.<br>Utility crew 4.5 hours @ \$717/HR   | \$3,226.50 |
| 9/19/16: Excavation and backfill of fiber optic concrete duct bank for WSB survey crew so they could shoot elevations of duct bank and existing structures and come up with a design to avoid duct bank.<br>Utility crew 3 hours @ \$717/HR  | \$2,151.00 |
| 9/22/16: Started to install structure 5007 and uncovered existing water services that no one knew were there. Upon further excavating, we found two watermains that were heading west and in conflict of the new storm sewer line. We also found two sanitary sewer services, but they were deep enough to install our proposed storm line. We spent a good part of a day digging and working with the city to find out what waterlines go where and if they were active or not.<br>Utility crew 7.5 hours @ \$717/HR                                  | \$5,377.50 |
| 9/23/16: Foreman and laborer time gathering and ordering various materials for watermain offsets<br>Foreman & laborer 3 hours @ \$220/HR   | \$660.00   |
| 9/26/16: Offset 8" watermain, relocated 1.5" copper water service and 1" copper water service. Also includes repair of 4" DIP/claytile sewer service that was not located/marked.<br>Utility crew 10.5 hours @ \$717/HR  | \$7,528.50 |
| 9/27/16: After the first watermain and water services were offset and relocated above, we continued installing our 15" storm sewer pipe. While heading north, we encountered a 3 <sup>rd</sup> sanitary sewer line and this one happened to be in conflict with our new storm sewer pipe. While chasing the sanitary line, we also found another watermain that no one knew about. This watermain also had to be offset. The following costs are for the crew time spent chasing the sanitary line and watermain.<br>Utility crew 6.5 hours @ \$717/HR | \$4,660.50 |
| 9/28/16: Offset remaining 6" watermains (two total).<br>Utility crew 10 hours @ \$717/HR   | \$7,170.00 |



8326 WYOMING TRAIL  
 CHISAGO CITY, MN 55013  
 (P) 651.257.6864  
 (F) 651.257.3393  
 PETERSONCOMPANIES.NET

9/29/16: Remove curb and part of Henry Ave to dig up sanitary sewer service and lower below proposed storm sewer pipe. Utility crew 7 hours @ \$717/HR Two laborers flagging for traffic control: 4 hours @ \$200/HR	\$5,019.00 \$800.00
10/12/16: Bituminous patching on Henry Ave 5% markup on subcontractor	\$3,334.00 \$167.00

Summary of above T&M work:

- Labor total \$36,593.00
- Materials total \$6,978.00
- Subcontractor total \$3,501.00
- Total for T&M work \$47,072.00

There was/is also a fair amount of changes to the utility work from the initial proposed work which can be taken care of within the actual bid item quantities themselves. The following would be above and beyond the bid items and should be included in the change order.

- Three new nyloplast drain basins for structures 5000, 5103, and 5201 due to pipe changes, adds and deletions.  
 3 drain basins @ \$1,189.00/EA \$3,567.00
  - Material cost for structure 5106. City to take ownership if they would like  
 1 structure @ \$954.00/EA \$954.00
  - Additional labor for cutting new holes and bulk heading openings in structure 5104 as pipe angles and locations changed. \$538.00
  - Trucking and restocking fee for 12" RCP pipe that was eliminated  
 1 restocking fee @ \$710.00 \$710.00  
 1 trucking back to supplier @ \$600.00 \$600.00
  - Additional labor to connect to EXMH 3. This is due to the fact that the fiber duct is right up tight to the existing structure.  
 1-hour utility crew @ \$717/HR \$717.00
  - Additional surveying for all utility changes \$786.00
- Subtotal of above changes \$7,872.00

T&M work total	\$47,072.00
Other utility changes total	\$7,872.00
<b>Grand total costs</b>	<b>\$54,944.00</b>

Please feel free to call with any questions.

Sincerely,

Brad Nelson  
 651.257.0301



## COUNCIL WORKSESSION REPORT

DATE: November 14, 2016

DEPARTMENT: Parks and Recreation

ADMINISTRATOR: SPK

4

### AGENDA ITEM: FLAP Grant Submission to Constructs Trailhead Facilities adjacent to the DNR Public Boat Access

#### DESIRED MEETING OUTCOMES:

Discuss submittal of a grant application to the Eastern Federal Land High Way Division (EFLHD) for Federal Land Access Program (FLAP) funding in collaboration with Dakota County.

#### OVERVIEW:

The EFLHD is currently accepting FLAP applications for fiscal year 2017-2020. The city has been in discussions with Dakota County to apply for a portion of the \$2.4 million funding. The grant funding would be applied to enhancing the boat launch/community garden/compost site area and Mississippi River Regional Trail. If successful, funding will provide a trail connection to the Wakota Bridge trail, a new trailhead restroom facility, parking lot paving, and refurbishment of the river overlook south of the boat launch. The preliminary design is attached.

In order to request grant funding, FLAP applications require local matching funds to be applied to the project. We anticipate requesting \$700,000-900,000 total for the project, which requires a 20% local match. Due to the relationship to the regional trail, Dakota County has committed \$140,000 in matching funds, which would provide our local match. In order to increase our grant competitiveness, we are also recommending that the City of South St. Paul also contribute a 20% match, making the local match 40%. Our city local match would come in the form of "site cleanup" which would be accomplished through the demolition of the waste water treatment plant building located adjacent to the compost site. The demolition is scheduled and already funded through a state funding source, which qualifies for our local match according to the FLAP grant.

The proposed trailhead project qualifies for federal funds because our facilities are adjacent to the Mississippi River National Park (MNRRA). The project also supports our city Comprehensive Plan which states in the Parks – Riverfront Policies (p. 35) section:

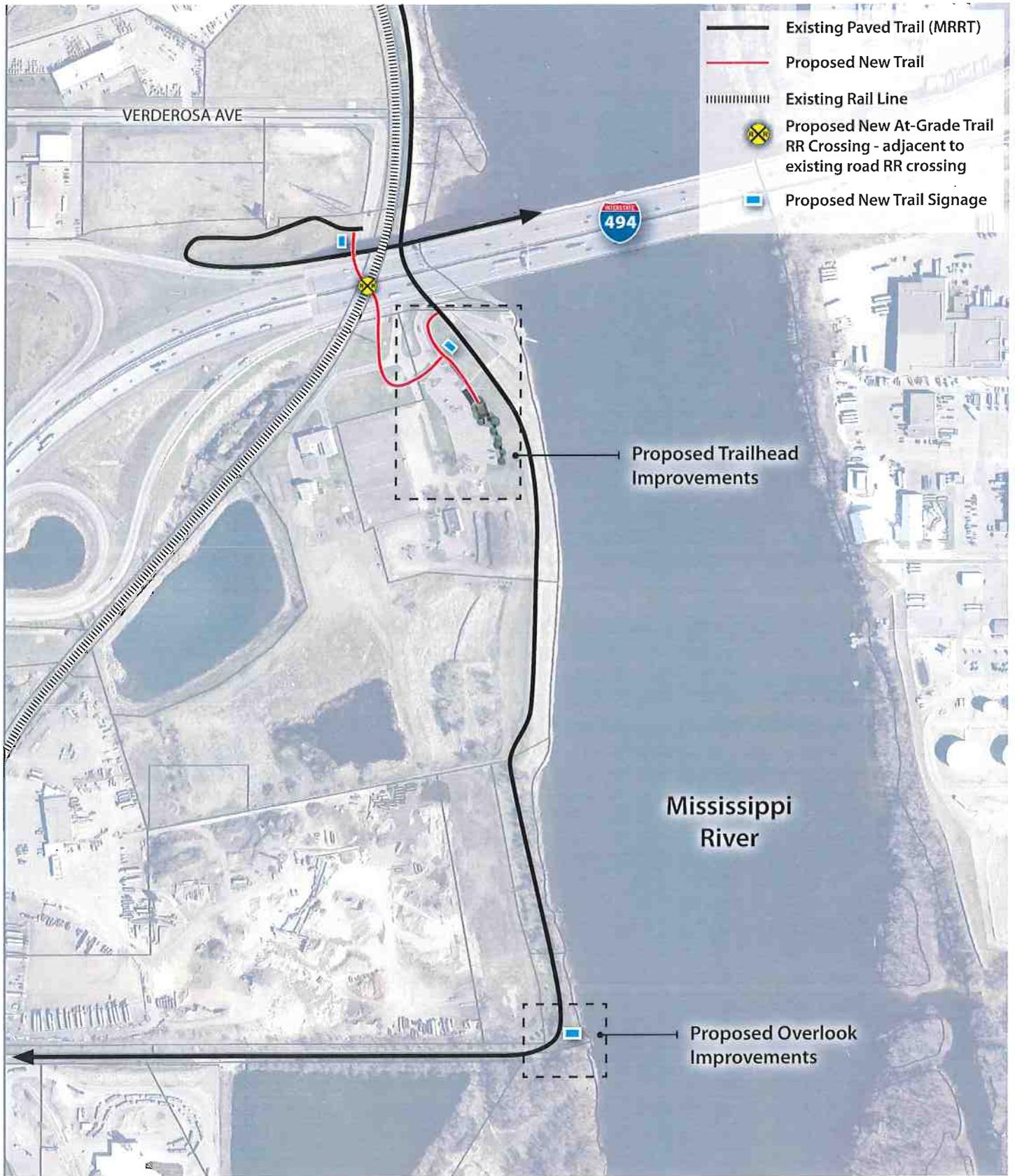
*Goal: Expand recreational activities along the Mississippi River to create a recreation destination. Work to establish better trail linkages between the riverfront and the residential neighborhoods west of Concord Street where possible.*

*6. Develop a multi-purpose park building with restrooms, information kiosk at the DNR boat launch. The building could serve as a southern trailhead for the MRRT.*

The application for the FLAP grant is being coordinated in partnership with City Engineer Chris Hartzell, Dakota County Planner John Mertens, and the county's contractual grant writer. If the city council is supportive of the application, a Resolution of support will be presented for adoption at the November 21 meeting. If we are awarded the grant, the project could likely begin in 2018.

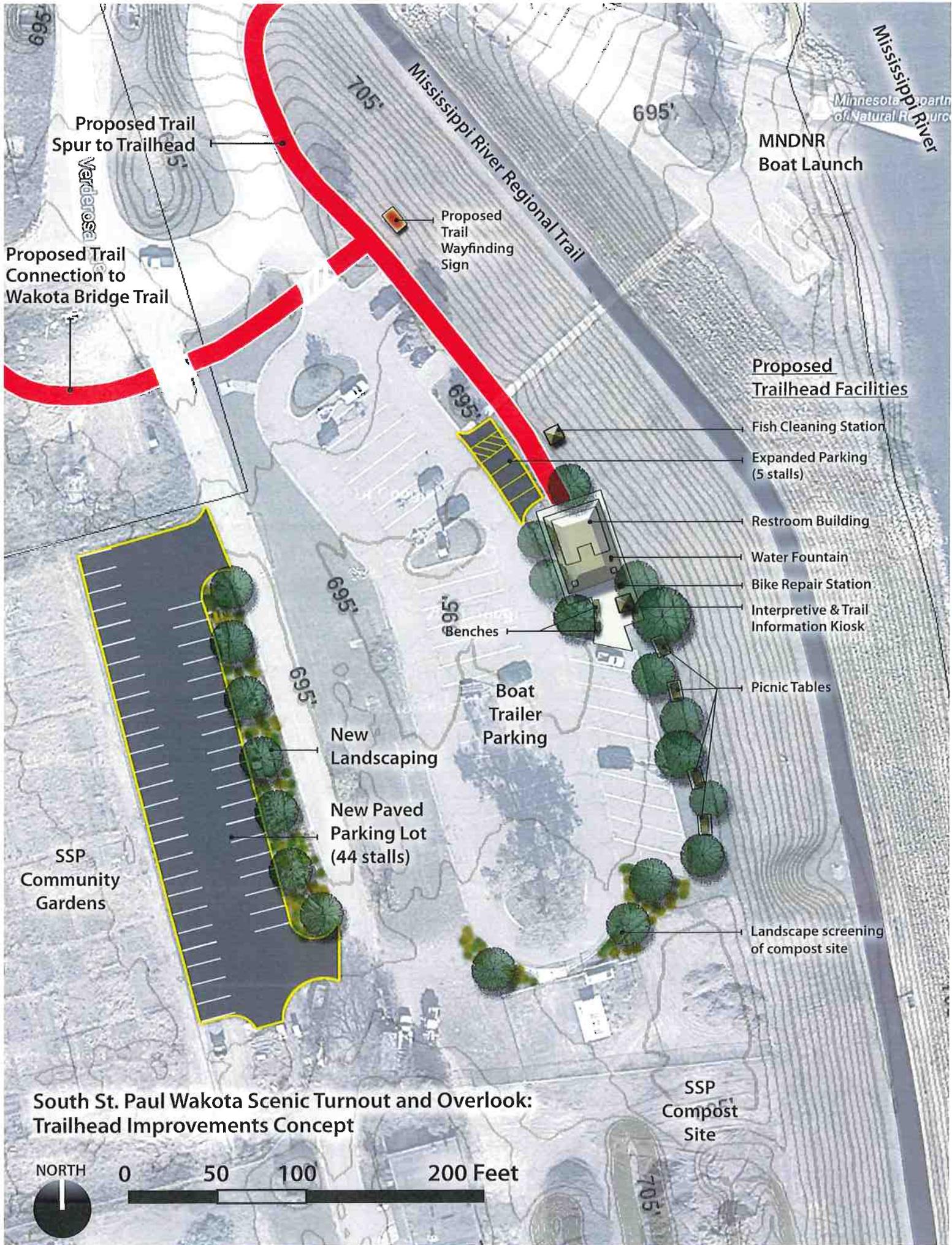
#### SOURCE OF FUNDS:

FLAP Grant 60%, Dakota County 20%, City of South St. Paul 20%



South St. Paul Wakota Scenic Turnout and Overlook:  
Overall Site Plan





Proposed Trail Spur to Trailhead

Proposed Trail Connection to Wakota Bridge Trail

Proposed Trail Wayfinding Sign

MNDNR Boat Launch

Proposed Trailhead Facilities

Fish Cleaning Station

Expanded Parking (5 stalls)

Restroom Building

Water Fountain

Bike Repair Station

Interpretive & Trail Information Kiosk

Picnic Tables

Benches

Boat Trailer Parking

New Landscaping

New Paved Parking Lot (44 stalls)

SSP Community Gardens

Landscape screening of compost site

SSP Compost Site

South St. Paul Wakota Scenic Turnout and Overlook: Trailhead Improvements Concept

0 50 100 200 Feet

NORTH





**South St. Paul Wakota Scenic Turnout and Overlook:  
Overlook Improvements Concept**





## COUNCIL WORKSESSION REPORT

DATE: November 14, 2016

DEPARTMENT: Finance

ADMINISTRATOR: \_\_\_\_\_

*SPK*

6

### AGENDA ITEM: High Utility Bill-Request for Credit by S. Nelson

#### ACTION TO BE CONSIDERED:

Shaun Nelson has requested to appear before the Council to state his case for a credit on a high utility bill.

#### OVERVIEW:

Mr. Nelson owns three properties at 548 6<sup>th</sup> Ave. S. Both Mr. Nelson and the tenant of unit 1 received a letter dated July 22<sup>nd</sup> informing them of a potential water leak based on the reading done on July 6<sup>th</sup>. This water usage was billed on August 8<sup>th</sup> and covered the period of April 2-July 6. He contacted the city and public works staff with concerns about the high water bill. Staff verified the water usage on the property on 9/2/16 to with a data logger from May 29<sup>th</sup> to September 22<sup>nd</sup> of this year. The data logger shows periods of over average use with suspected periodic intermittent leaks and four days of extremely high usage.

Mr. Nelson replaced a faulty flapper valve and a faucet aerator. He then stopped in on September 30<sup>th</sup> and insisted that the water quality in South St. Paul caused the flapper valve to fail and to cause the excess water usage. Per City Code Section 62-56, a panel made up of the City Engineer, Public Works Director, and Finance Director is authorized to review water bills to determine if an adjustment is warranted. The Code states that the panel is only authorized to issue adjustments due to billing errors or water line freezes. The panel met with Mr. Nelson on October 25<sup>th</sup>, to review his issue and to examine the flapper valve and faucet aerator. A recap of that meeting is attached.

Mr. Nelson was not satisfied with the panel decision and has requested an opportunity to present his case to the City Council. Mr. Nelson has no water usage issues at his other 2 units at this address. A review of surrounding properties by the Finance Director shows no excessive usage issues. The panel believes that the tenant failed to inform the landlord of an issue with faulty flapper valve and hence incurred the excessive water charges.

*Attached are copies of the following items: meeting recap, the code, the bill in question, the data logger-with and without engineers notes, Mr. Nelson's letter, billed usage from 2012-2016, payment history on the account from 2014-2016, and the water leak letter.*

SOURCE OF FUNDS: N/A



October 27, 2016

To: Shaun Nelson, Chris Hartzell, Pat Dunn  
From: Michelle Pietrick, Finance Director  
Recap Meeting on October 25<sup>th</sup>, 2016

This memo documents the meeting that occurred on October 25<sup>th</sup> regarding the water bill for 548 6<sup>th</sup> Ave. S.

Mr. Nelson brought in the faulty flapper valve and stated this was replaced 5 years ago. He believes the water quality in the city caused this to fail. He also brought in a faucet aerator that was filled with particles of some sort. Chris Hartzell explained that he, Pat Dunn and Michelle Pietrick were the review panel according to code of ordinances. We reviewed the data logger that was done by public works on September 2<sup>nd</sup> which indicated higher than average usage periodically, some intermittent leak/usage flags and the four days of excessive usage.

The bill in question was billed on August 8<sup>th</sup> off a water meter reading done July 6 for water used from April 2-July 6<sup>th</sup>. The data logger done by public works showed consumption from 5/29-9/2/2016. When examining the data logger, the four days of excessive usage were not in this billing period. It appears that there have been more excessively high use days from April 2-May 28<sup>th</sup> which we could not see as the data logger only goes back about 90 days.

Pat Dunn explained that the rust film noted on the flapper valve would be normal as the city has iron in our water as well as hard water, and that is why most people have water softeners. This property does not have a softener. I explained that a review of neighboring properties was done to see if anyone in the area had reported similar issues. I also pointed out that the other 2 units in this building do not have irregular usage or excessively high water bills. We pointed out that the tenant may have known about the issue and not reported it in a timely manner. Mr. Nelson agreed that this could be a possibility. After discussion, Chris Hartzell went through the code section that explained what the committee had authority to do with regard to determining if credit was warranted. Mr. Nelson agrees that the water was used but still feels a credit should be provided by the city.

I outlined that the next step would be for Mr. Nelson to present his case to the City Council. I also noted that this account is currently in the certification process and if it is not paid, will be certified to property taxes on December 5<sup>th</sup>. Based on Council worksession schedule, we recommended that the November 14<sup>th</sup> meeting would be the likely meeting for the case to be presented to the Council.

Mr. Nelson requested a recap of the meeting and a copy of the documentation so he can make sure the Council receives the copies.

## 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:
- 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.
  - 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.



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

ACCOUNT NUMBER	CUSTOMER NUMBER	PAY ON OR BEFORE
004716	0098450	09/08/2016

**AMOUNT DUE** **\$619.58**



0047160098450000061958

Please Return This Portion With Your Payment

**ADDRESSEE:**

**REMIT AND MAKE CHECKS PAYABLE TO:**

**NELSON PROPERTIES LLC  
14388 BENTLEY WAY  
ROSEMOUNT MN 55068**

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

**SERVICE ADDRESS: 548 6TH AVE S 1**

BILLING DATE: 8/8/2016

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
004716	0098450	04/01/2016 to 07/06/2016	\$619.58	09/08/2016

**SERVICE ADDRESS: 548 6TH AVE S 1**

Current Water Use (Thousands of Gallons)				
Meter #	Read Date	Prev. Read	Pres. Read	Usage
94043326	07/06/2016	137	304	167
Total Water Consumption:				167
Total Sanitary Sewer Consumption:				13

10/3/16 3 331.00

Account Summary	
BILLING	123.80
PAYMENT - THANK YOU	123.80CR
<b>BALANCE FORWARD:</b>	<b>0.00</b>
DUPLICATE BILL FEE	1.00
METER SERVICE CHARGE 5/8"	13.45
MN WATER TEST FEE	1.59
WATER - RESIDENTIAL	521.04
SANITARY SEWER - BASE CHARGE	6.35
SANITARY SEWER - RESIDENTIAL	60.32
STORM SEWER - RESIDENTIAL	10.11
STREET LIGHTS - RESIDENTIAL	5.72
<b>TOTAL CURRENT CHARGES:</b>	<b>619.58</b>
<b>TOTAL AMOUNT DUE:</b>	<b>619.58</b>

**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.

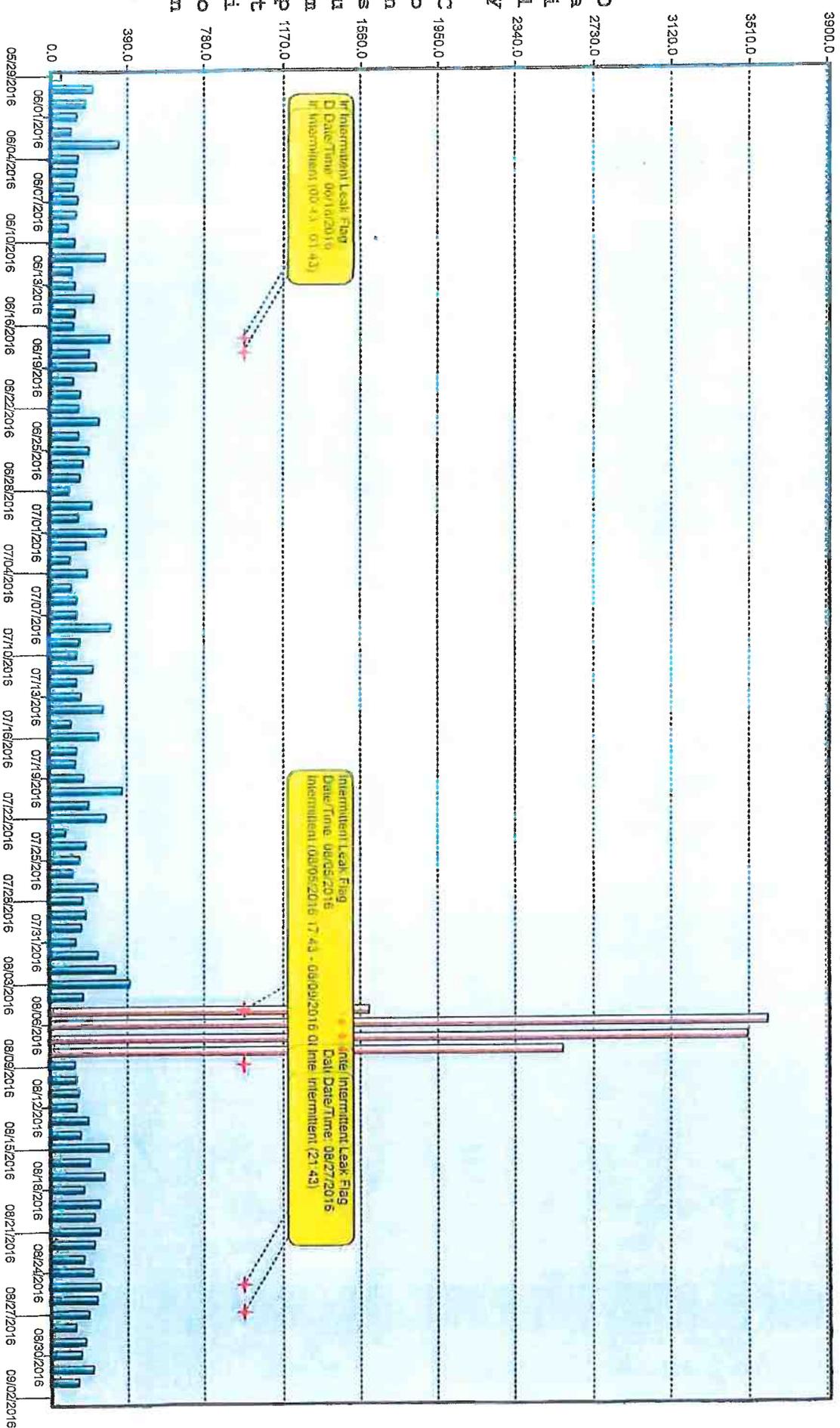
For your convenience, a 24-hour drop box is located outside the west entrance to City Hall.

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.

View & pay this bill online. Go to [www.southstpaul.org](http://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.

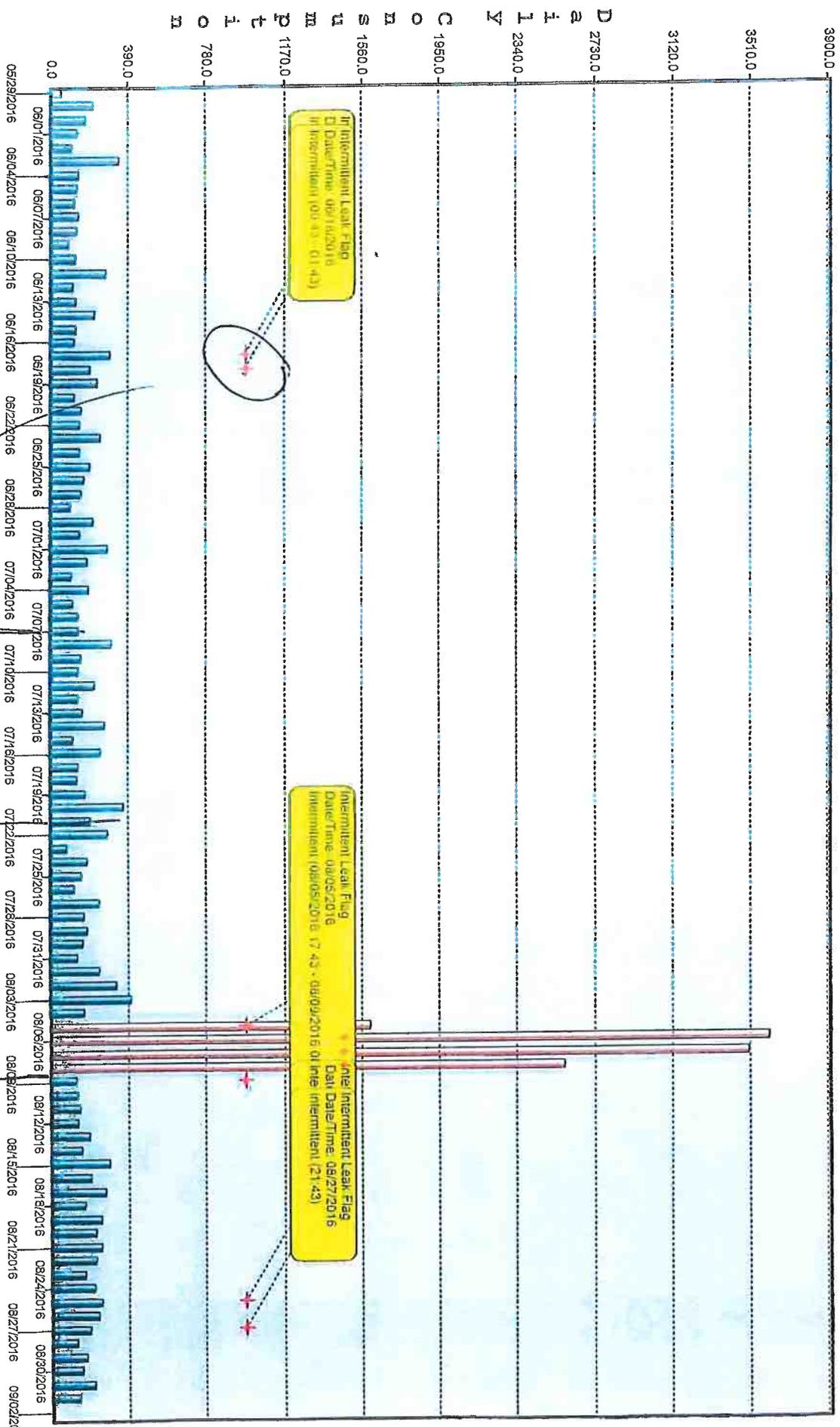
- Minor Reverse Flow Flag
- ✱ Major Reverse Flow Flag
- ✱ Intermittent Leak Flag
- ✱ Continuous Leak Flag



\* All time intervals are represented in standard time.

City of So. St. Paul  
E-Coder R9001 Data Logging Report  
MIU#: 1850387589 Acct: 004716 Mtr #: 94043326 Addr: 548 6TH AVE S 1 for 05/29/2016 through 09/02/2016, WATER, 5/8" - 1" T-10, GALLONS

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



Neptune Technology Group 2016

\*All time intervals are represented in standard time.

Interval (Daily) Leak Subtraction

Leak

Water

Bill work out.

4.7.144111

City of So. St. Paul  
Data Logging Report Daily  
Meter Combination: WATER, 5/8" - 1" T-10, GALLONS  
MIU ID: 1850387589  
Interval Date Range: 05/29/2016 - 09/02/2016

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
05/29/2016	297850.4	53.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/30/2016	298066.0	210.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/31/2016	298239.3	176.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/01/2016	298368.6	131.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/02/2016	298472.2	103.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/03/2016	298817.6	340.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/04/2016	298957.4	141.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/05/2016	299089.7	135.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/06/2016	299206.3	114.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/07/2016	299346.2	140.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/08/2016	299475.6	130.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/09/2016	299567.6	87.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/10/2016	299693.5	127.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/11/2016	299970.1	276.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/12/2016	300083.4	111.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/13/2016	300205.4	122.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/14/2016	300426.4	221.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/15/2016	300549.2	122.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/16/2016	300660.1	115.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/17/2016	300959.3	296.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/18/2016	301158.8	199.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/19/2016	301383.0	230.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/20/2016	301504.8	119.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/21/2016	301655.4	149.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/22/2016	301696.1	143.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/23/2016	302048.4	246.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/24/2016	302196.6	148.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/25/2016	302393.1	196.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/26/2016	302559.7	169.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/27/2016	302715.5	155.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/28/2016	302814.4	96.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/29/2016	303028.9	212.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/30/2016	303169.8	142.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/01/2016	303450.3	281.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/02/2016	303622.2	179.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/03/2016	303728.0	99.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/04/2016	303914.5	190.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/05/2016	304033.4	112.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/06/2016	304156.3	137.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*All time intervals are represented in standard time.

City of So. St. Paul  
Data Logging Report Daily  
Meter Combination: WATER, 5/8" - 1" T-10, GALLONS  
MIU ID: 1850387589  
Interval Date Range: 05/29/2016 - 09/02/2016

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
07/07/2016	304307.9	135.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/08/2016	304613.5	310.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/09/2016	304750.9	155.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/10/2016	304904.1	136.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/11/2016	305127.6	221.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/12/2016	305270.9	139.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/13/2016	305425.4	160.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/14/2016	305697.5	271.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/15/2016	305809.7	107.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/16/2016	306061.3	251.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/17/2016	306193.1	138.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/18/2016	306333.3	134.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/19/2016	306505.7	173.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/20/2016	306869.5	366.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/21/2016	306874.9	199.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/22/2016	307357.4	284.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/23/2016	307438.6	83.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/24/2016	307618.1	181.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/25/2016	307773.6	151.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/26/2016	307887.4	115.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/27/2016	308119.8	238.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/28/2016	308298.1	171.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/29/2016	308478.0	179.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/30/2016	308635.3	161.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/31/2016	308765.5	129.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/01/2016	309005.2	239.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/02/2016	309333.8	327.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/03/2016	309734.4	398.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/04/2016	309902.7	171.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
08/05/2016	311350.8	1596.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/06/2016	314945.4	3590.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/07/2016	318439.1	3492.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/08/2016	321156.6	2572.6	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
08/09/2016	321279.7	121.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/10/2016	321411.7	134.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/11/2016	321556.7	143.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/12/2016	321685.1	128.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/13/2016	321870.2	186.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/14/2016	322028.5	156.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

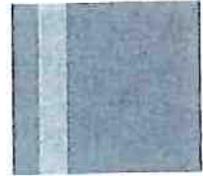
Neptune Technology Group 2016

\*All time intervals are represented in standard time.

City of So. St. Paul  
Data Logging Report Daily  
Meter Combination: WATER, 5/8" - 1" T-10, GALLONS  
MIU ID: 1850387589  
Interval Date Range: 05/29/2016 - 09/02/2016

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
08/15/2016	322322.3	293.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/16/2016	322520.2	200.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/17/2016	322789.5	268.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/18/2016	322961.0	171.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/19/2016	323208.8	249.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/20/2016	323428.1	215.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/21/2016	323677.6	251.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/22/2016	323901.8	222.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/23/2016	324068.7	166.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/24/2016	324277.8	209.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/25/2016	324524.2	248.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/26/2016	324754.6	230.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/27/2016	324948.6	192.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/28/2016	325069.9	121.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/29/2016	325246.5	177.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/30/2016	325399.0	152.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/31/2016	325611.5	212.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/01/2016	325749.3	137.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/02/2016	325758.6	7.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Shaun Nelson  
14388 Bentley Way  
Rosemount, MN 55068  
612-860-8555



October 10, 2016

City of SSP  
Sandy Haima  
125 3<sup>rd</sup> Ave. N  
South St. Paul, MN 55075

Dear Sandy,

Thank you for meeting with me on September 30<sup>th</sup> regarding my concerns over a recent water bill for my property at 548 6<sup>th</sup> Ave. South unit #1. Upon learning of a water bill in excess of \$600 for unit 1 I was eager to learn how this was possible. I proceeded to check with the utility department on concerns of potential bad meter readings, I was informed that was absolutely not possible. Upon requesting and setting an appointment the utility department failed to show for our first appointment leaving me waiting at the property (which I don't live at) for an hour. A second meeting was set in which city staff determined the meter was not registering any use while all water sources were off. We agreed that the only possible explanation of excess water use over the course of 3-4 days shown by new technology associated with the new water meters, could only be an stuck open flapper on the toilet. All toilets and faucets were changed at this property 3-4 years ago installing water saving toilets from the 5 gpf to 1.6 gpf. I inspected the toilets and found excess amount of rust and debris for a short 3-4 year period as well as faucet aerators with sand and debris leading me to believe water quality issued by SSP certainly helped lead to potential defective internal toilet components. I've saved the items replaced in the event you would like to inspect or if they are needed to plead my case in court.

I'm interested in working with the city on a reasonable adjustment to my water bill for 548 6<sup>th</sup> Ave. South unit #1, however if the city is unwilling to work out a compromise I am left with no other choice than pursue litigation to justice. Please let me know if you are open to a meeting to discuss these concerns.

Kind Regards,

Shaun Nelson



Created Date/Time: 09/29/2016 02:45:52 PM

Customer Number: 0098450

Account Number: 004716

Service Address: 548 6TH AVE S 1

Mailing Address:

NELSON PROPERTIES LLC

14388 BENTLEY WAY

ROSEMOUNT MN 55068

Service	Read Date	Meter #	Read Type	Read Status	Previous	Current	Days	Billed Usage
	<i>10/6/16</i>							<i>27</i>
Water	7/6/2016 0:00	94043326	Water	Actual Read	137	304	96	167
Water	4/1/2016 0:00	94043326	Water	Actual Read	124	137	88	13
Water	1/4/2016 0:00	94043326	Water	Actual Read	110	124	97	14
Water	9/29/2015 0:00	94043326	Water	Actual Read	94	110	90	16
Water	7/1/2015 0:00	94043326	Water	Actual Read	78	94	90	16
Water	4/2/2015 0:00	94043326	Water	Actual Read	64	78	90	14
Water	1/2/2015 0:00	94043326	Water	Actual Read	50	64	93	14
Water	10/1/2014 0:00	94043326	Water	Actual Read	37	50	93	13
Water	6/30/2014 0:00	94043326	Water	Actual Read	22	37	89	15
Water	4/2/2014 0:00	94043326	Water	Actual Read	8	22	92	14
Water	12/31/2013 0:00	94043326	Water	Actual Read	0	8	62	8
Water	10/30/2013 0:00	4744	Water	Actual Read	1023	1027	29	4
Water	10/1/2013 0:00	4744	Water	Actual Read	1009	1023	92	14
Water	7/1/2013 0:00	4744	Water	Actual Read	991	1009	94	18
Water	3/29/2013 0:00	4744	Water	Actual Read	976	991	84	15
Water	1/4/2013 0:00	4744	Water	Actual Read	959	976	99	17
Water	9/27/2012 0:00	4744	Water	Actual Read	938	959	87	21
Water	7/2/2012 0:00	4744	Water	Actual Read	921	938	89	17
Water	4/4/2012 0:00	4744	Water	Actual Read	899	921	90	22
Water	1/5/2012 0:00	4744	Water	Actual Read	878	899	99	21

Created Date/Time: 09/29/2016 02:44:49 PM

Customer Number: 0098450

Account Number: 004716

Service Address: 548 6TH AVE S 1

Mailing Address:

NELSON PROPERTIES LLC

14388 BENTLEY WAY

ROSEMOUNT MN 55068

### Customer/Account Transaction History

Trans Date	Transaction	Amount	Balance
9/12/2016 0:00	Penalty - Street Lights	\$0.29	\$650.56
9/12/2016 0:00	Penalty - Storm Sewer	\$0.51	\$650.27
9/12/2016 0:00	Penalty - Sewer	\$3.33	\$649.76
9/12/2016 0:00	Penalty - Water	\$26.85	\$646.43
8/8/2016 0:00	Cycle Billing Due: 09/08/2016	\$619.58	\$619.58
5/24/2016 0:00	Payment ECHECK - IC	(\$123.80)	\$0.00
5/9/2016 0:00	Cycle Billing Due: 06/08/2016	\$123.80	\$123.80
2/19/2016 0:00	Payment ECHECK - IC	(\$130.62)	\$0.00
2/8/2016 0:00	Cycle Billing Due: 03/08/2016	\$130.62	\$130.62
12/18/2015 0:00	Payment - Check	(\$135.80)	\$0.00
12/10/2015 0:00	Penalty - Street Lights	\$0.28	\$135.80
12/10/2015 0:00	Penalty - Storm Sewer	\$0.48	\$135.52
12/10/2015 0:00	Penalty - Sewer	\$3.43	\$135.04
12/10/2015 0:00	Penalty - Water	\$2.28	\$131.61
11/9/2015 0:00	Cycle Billing Due: 12/08/2015	\$129.33	\$129.33
9/8/2015 0:00	Payment - Check	(\$129.33)	\$0.00
8/10/2015 0:00	Cycle Billing Due: 09/08/2015	\$129.33	\$129.33
5/18/2015 0:00	Payment - Check	(\$125.09)	\$0.00
5/8/2015 0:00	Cycle Billing Due: 06/08/2015	\$125.09	\$125.09
2/20/2015 0:00	Payment - Check	(\$130.77)	\$0.00
2/9/2015 0:00	Cycle Billing Due: 03/09/2015	\$125.09	\$130.77
12/29/2014 0:00	Payment - Check	(\$113.52)	\$5.68
12/10/2014 0:00	Penalty - Street Lights	\$0.28	\$119.20
12/10/2014 0:00	Penalty - Water	\$1.90	\$118.92
12/10/2014 0:00	Penalty - Storm Sewer	\$0.46	\$117.02
12/10/2014 0:00	Penalty - Sewer	\$3.04	\$116.56
11/10/2014 0:00	Cycle Billing Due: 12/08/2014	\$114.27	\$113.52



*City of South St. Paul*

125 Third Avenue North, South St. Paul, MN 55075

*Utility Billing*

July 22, 2016

NELSON PROPERTIES LLC  
14388 BENTLEY WAY  
ROSEMOUNT MN 55068

Account Number: 004716  
Customer Number: 0098450  
Service Address: 548 6TH AVE S 1  
Remote #: 1850387589

**THIS IS FOR YOUR INFORMATION ONLY – YOU MAY HAVE A WATER LEAK**

To Whom It May Concern:

The new "radio read" water meter in your home/business runs a scan every 15 minutes and has detected water usage which could indicate a very small leak. This possible leak could come from a leaky sink, tub, toilet, or pipe connection, a shut off valve, water softener, outside spigot or irrigation system. The possible leak would be located at your home/business and not in the street.

If you are not aware of any leaks, you may want to monitor your water usage for a period of time. A bright light is needed to activate the screen on your meter in order to see the current reading. On the screen, it will alternate between the flow rate and the usage rate.

By process of elimination, shutting off one toilet at a time, or faucet, etc..., and reading the meter, you should be able to locate the source of the leak. If you are unable to fix the problem yourself, you may need to call a licensed plumber.

Water conservation is important and to avoid costly water charges, it is in the owners' best interest to take the necessary actions to repair water leaks. **The City is not responsible for fixing any leaks on private plumbing. This will be your only notice at this time.**

CITY OF SOUTH ST. PAUL  
WATER DEPARTMENT  
651-554-3225

**THIS NOTICE IS SENT TO THE SERVICE OR MAILING ADDRESS ONLY. IF YOU ARE A RENTER, PLEASE CALL OR FORWARD THIS INFORMATION TO THE PROPERTY OWNER AND/OR MANAGEMENT COMPANY.**