

City of South St. Paul

COUNCIL AGENDA

Monday, January 4, 2016

7:15 p.m.

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

1. CALL TO ORDER:

2. ROLL CALL:

3. INVOCATION:

4. PLEDGE OF ALLEGIANCE:

5. PRESENTATIONS:

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

7. AGENDA:

A. Approval of Agenda

Action – Motion to Approve

Action – Motion to Approve as Amended

8. CONSENT AGENDA:

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

A. City Council Meeting Minutes of December 21, 2015

B. Accounts Payable

C. Business Licenses

D. 2015-008 Final Compensating Change Order No. 1

E. Fill Permit Renewal – South St. Paul Rod & Gun Club

F. Naming of Official Publication

G. Approval to submit a Redevelopment Incentive Grant Application to the Dakota County CDA

H. EDA Meeting Minutes of December 21, 2015

I. Mileage rate in accordance with IRS regulations

- J. Approval of Temporary Intoxicating Liquor License Request by Argument of the Month, St. Augustine Church Hall

9. PUBLIC HEARINGS:

10. GENERAL BUSINESS:

- A. Approve Hire of City Engineer

11. MAYOR AND COUNCIL COMMUNICATIONS:

12. ADJOURNMENT:

Respectfully Submitted,



Stephen P. King, City Administrator

SOUTH ST. PAUL CITY COUNCIL
MINUTES OF DECEMBER 21, 2015

The regular meeting of the City Council was called to order by Mayor Beth Baumann at 7:15 P.M. on Monday, December 21, 2015.

ROLL CALL:

Present,	Mayor Baumann Councilmembers Flatley, Hansen, Niederkorn, Podgorski, Rothecker, Seaberg
Absent,	None
Also Present,	City Administrator, Steve King City Attorney, Kori Land City Engineer, John Sachi Deputy City Clerk, Shirley Johnson

5) Presentations

There were no presentations

a) Citizens' Comments

- Renee Jackson appeared before the City Council to discuss the issue with her water bill. Her bill has been very high since the new water meter was installed. She has contacted the City and feels it has not been resolved. Referred to staff.

6) Agenda

Moved by Hansen/Seaberg

MOVED: To approve the agenda.

Motion carried 5 ayes/0 nays

7) Consent Agenda

Moved by Hansen/Niederkorn

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

1. City Council meeting minutes of December 7, 2015
2. Resolution No. 2015-201, approving accounts payable
3. Employee Travel Policy
4. 2015 3rd Quarter Financial Report
5. Resolution No. 2015-198, authorizing 2015 Budget Amendments
6. 2016-2017 bargaining unit contract and authorize execution of contract terms effective January 1, 2016
7. Community Development Department staffing plan effective January 1, 2016

8. Resolution No. 2015-199, ordering preparation of feasibility reports for 2016 Street Projects
9. Resolution No. 2015-200, electing to not waive statutory tort limits for liability insurance
10. Hiring of Chet DeSchane as the Property Manager/Rehabilitation Specialist on a limited variable hour and employment basis effective January 1, 2016
11. Business licenses

Motion carried 7 ayes/0 nays

10a) Transfer of South St. Paul Housing and Redevelopment Authority projects, programs and people to the South St. Paul Economic Development Authority

Moved by Seaberg/Flatley

MOVED: To adopt Resolution No. 2015-197, authorizing transfer of programs, projects and employees from the Housing and Redevelopment Authority in and for the City of South St. Paul to the South St. Paul Economic Development Authority.

Motion carried 7 ayes/0 nays

11) Adjournment

Moved by Seaberg/Nieder Korn

MOVED: That the meeting of the City Council adjourn at 7:31 p.m.

Motion carried 7 ayes/0 nays

Approved: January 4, 2015

City Clerk



CITY COUNCIL AGENDA REPORT

DATE: JANUARY 6, 2016

DEPARTMENT: Finance

ADMINISTRATOR: _____

8-B

AGENDA ITEM: Accounts Payable

ACTION TO BE CONSIDERED:

Motion to adopt Resolution 2016-004 approving accounts payable.

OVERVIEW:

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

SOURCE OF FUNDS:

N/A

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2016-004

RESOLUTION APPROVING ACCOUNTS PAYABLE

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

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

Check and wires:	
121027-121138	\$ 896,327.96
2015396-2015408	<u>\$ 116,683.61</u>
Total	\$ 1,013,011.57

Adopted this 4th day of January, 2016.

Christy Wilcox, City Clerk

Council Check Register by GL
Council Check Register and Summary

12/1/2015 -- 12/31/2015

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
121027	12/24/2015		1440 FREEDOM SERVICES INC							
		304.75			35069	1222151133553	10101.2179		FLEXIBLE BENEFIT PLAN	GENERAL FUND
		304.75								
121028	12/24/2015		1969 MINNESOTA AFSCME, COUNCIL NO. 5							
		347.68			35070	1222151133554	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		347.68								
121029	12/24/2015		2096 NATIONWIDE RETIREMENT SOLUTIONS							
		4,525.00			35075	1222151133559	10101.2175		OTHER RETIREMENT	GENERAL FUND
		4,525.00								
121030	12/24/2015		2008 NCPERS MINNESOTA							
		32.00			35073	1222151133557	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		32.00								
121031	12/29/2015		1016 ACE HARDWARE & PAINT							
		10.57	HOSE ADAPTERS		35015	526742/5	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		2.49	SIMPLE GREEN		35099	526729/5	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		1.49	PLUGS		35100	526730/5	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		29.99	CERAMIC HEATER		35101	526755/5	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		7.96	NUTS/BOLTS/NAILS		35146	526766/5	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		52.50								
121032	12/29/2015		3623 ANDERSON, SHELLY							
		142.03	AUGUST 18-DECEMBER 10,2015		35030	12/1//2015	10125.6331		CONFERENCES, TRAINING, TRAVEL	HUMAN RESOURCES
		142.03								
121033	12/29/2015		4059 ASCENT AVIATION GROUP, INC.							
		27,700.99	8500 GAL 100LL		35016	338199	20245.6250		MERCHANDISE FOR RESALE	AIRPORT
		27,700.99								
121034	12/29/2015		3910 ASTLEFORD INTERNATIONAL TRUCKS							
		27.36	GAUGE		35147	T351272	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		27.36								
121035	12/29/2015		5978 BAUER SERVICES							
		2,000.00	TREE REMOVAL/SEWER CLEAN UP		35017	45	50606.6371		REPAIRS & MAINT CONTRACTUAL	SEWER UTILITY
		1,600.00	PARTS FOR 17TH AVE TANK		35148	50	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		2,300.00	LABOR FOR 17TH AVE TANKS		35148	50	50605.6371		REPAIRS & MAINT CONTRACTUAL	WATER UTILITY
		1,950.00	ARMOUR MEATS SITE		35149	46	50610.6371		REPAIRS & MAINT CONTRACTUAL	STORM WATER UTILITY

Council Check Register and Summary

12/1/2015 -- 12/31/2015

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
121035	12/29/2015		5978 BAUER SERVICES						Continued...	
		250.00	PARTS/STORM SEWER COVERS		35150	47	50610.6371		REPAIRS & MAINT CONTRACTUAL	STORM WATER UTILITY
		400.00	LABOR/STORM SEWER COVERS		35150	47	50610.6371		REPAIRS & MAINT CONTRACTUAL	STORM WATER UTILITY
		<u>8,500.00</u>								
121036	12/29/2015		3632 BOLTON & MENK, INC.							
		4,400.70	APRON RECONSTRUCTION		35164	0185238	40404.6530	201415	IMPR OTHER THAN BUILDING	AIRPORT CAPITAL FUND
		<u>4,400.70</u>								
121037	12/29/2015		1129 BOYER FORD TRUCKS INC							
		100.77	DASH PANEL		35018	1015795	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		475.83	RADAITOR		35151	1020837	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		331.20-	RETURN ADJUSTER		35152	CM1006435	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		117.96-	RETURN FILTER		35153	CM997291	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>127.44</u>								
121038	12/29/2015		1173 CDW GOVERNMENT INC							
		575.50	SECURITY CAMERA		35102	BJF3680	20250.6210		OPERATING SUPPLIES	CENTRAL SQUARE
		575.50	SECURITY CAMERA		35103	BHK1004	20250.6210		OPERATING SUPPLIES	CENTRAL SQUARE
		575.50	SECURITY CAMERA		35104	BHQ3212	20250.6210		OPERATING SUPPLIES	CENTRAL SQUARE
		<u>1,726.50</u>								
121039	12/29/2015		1184 CINTAS CORPORATION #754							
		20.54	WORK SHIRTS		35154	754538676	10320.6245		CLOTHING ALLOWANCE	PUBLIC WORKS
		17.24	WORK SHIRTS		35154	754538676	10340.6245		CLOTHING ALLOWANCE	PARKS FACILITIES AND MTNCE
		9.45	WORK SHIRTS		35154	754538676	50605.6245		CLOTHING ALLOWANCE	WATER UTILITY
		9.44	WORK SHIRTS		35154	754538676	50606.6245		CLOTHING ALLOWANCE	SEWER UTILITY
		30.96	WORK SHIRTS		35154	754538676	60703.6245		CLOTHING ALLOWANCE	CENTRAL GARAGE FUND
		20.54	WORK SHIRTS		35155	754536046	10320.6245		CLOTHING ALLOWANCE	PUBLIC WORKS
		17.24	WORK SHIRTS		35155	754536046	10340.6245		CLOTHING ALLOWANCE	PARKS FACILITIES AND MTNCE
		9.45	WORK SHIRTS		35155	754536046	50605.6245		CLOTHING ALLOWANCE	WATER UTILITY
		9.44	WORK SHIRTS		35155	754536046	50606.6245		CLOTHING ALLOWANCE	SEWER UTILITY
		30.96	WORK SHIRTS		35155	754536046	60703.6245		CLOTHING ALLOWANCE	CENTRAL GARAGE FUND
		162.62	MATS		35156	754534214	10320.6210		OPERATING SUPPLIES	PUBLIC WORKS
		20.54	WORK SHIRTS		35157	754530721	10320.6245		CLOTHING ALLOWANCE	PUBLIC WORKS
		17.24	WORK SHIRTS		35157	754530721	10340.6245		CLOTHING ALLOWANCE	PARKS FACILITIES AND MTNCE
		9.45	WORK SHIRTS		35157	754530721	50605.6245		CLOTHING ALLOWANCE	WATER UTILITY
		9.44	WORK SHIRTS		35157	754530721	50606.6245		CLOTHING ALLOWANCE	SEWER UTILITY
		54.56	WORK SHIRTS		35157	754530721	60703.6245		CLOTHING ALLOWANCE	CENTRAL GARAGE FUND
		20.54	WORK SHIRTS		35158	754533360	10320.6245		CLOTHING ALLOWANCE	PUBLIC WORKS
		17.24	WORK SHIRTS		35158	754533360	10340.6245		CLOTHING ALLOWANCE	PARKS FACILITIES AND MTNCE

Council Check Register by GL
Council Check Register and Summary

12/1/2015 -- 12/31/2015

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
121039	12/29/2015		1184 CINTAS CORPORATION #754						Continued...	
		9.45	WORK SHIRTS		35158	754533360	50605.6245		CLOTHING ALLOWANCE	WATER UTILITY
		9.44	WORK SHIRTS		35158	754533360	50606.6245		CLOTHING ALLOWANCE	SEWER UTILITY
		30.96	WORK SHIRTS		35158	754533360	60703.6245		CLOTHING ALLOWANCE	CENTRAL GARAGE FUND
		<u>536.74</u>								
121040	12/29/2015		1206 COMMISSIONER OF TRANSPORTATION							
		3,129.08	LOAN PAYMENT #106		35019	00000023229	20245.6602	200510	OTHER LONG TERM DEBT-PRINCIPAL	AIRPORT
		<u>3,129.08</u>								
121041	12/29/2015		1241 DAKOTA COUNTY ATTORNEY'S OFFICE							
		154.35	FORFEITURE FUNDS		35159	12/21/2015	20212.6302	227515	PROFESSIONAL SERVICES	GRANTS/DONATIONS POLICE
		<u>154.35</u>								
121042	12/29/2015		1247 DAKOTA COUNTY FINANCIAL SERVICES							
		22,778.33	SVB REDESIGN PROJ THRU11/30/15		35105	00018952	40402.6302	201411	PROFESSIONAL SERVICES	CAPITAL PROGRAMS FUND
		<u>22,778.33</u>								
121043	12/29/2015		1247 DAKOTA COUNTY FINANCIAL SERVICES							
		1,119.84	OCT RADIO SUBSCRIBER FEES		35131	00018633	10210.6371		REPAIRS & MAINT CONTRACTUAL	POLICE PROTECTION
		<u>1,119.84</u>								
121044	12/29/2015		1248 DAKOTA COUNTY LIBRARY-EAGAN							
		204.48	POSTAGE SEP-NOV 2015		35161	12/14/2015	20230.6375		OTHER CONTRACTED SERVICES	LIBRARY
		286.40	COLLECTION SER SEP-NOV 2015		35161	12/14/2015	20230.6375		OTHER CONTRACTED SERVICES	LIBRARY
		3,228.21	SYMPHONY MAINT SEP-NOV 2015		35161	12/14/2015	20230.6375		OTHER CONTRACTED SERVICES	LIBRARY
		<u>3,719.09</u>								
121045	12/29/2015		4905 DAKOTA COUNTY SHERIFF'S OFFICE							
		5,148.00	CITY EMERGENCY OPERATIONS PLAN		35166	5001-2015EOP-3	10210.6430		MISCELLANEOUS	POLICE PROTECTION
		<u>5,148.00</u>								
121046	12/29/2015		1255 DAKOTA COUNTY TREASURER-AUDITOR							
		20.00	JOHNSON NOTARY		35165	12/28/2015	10140.6210		OPERATING SUPPLIES	CITY CLERK
		<u>20.00</u>								
121047	12/29/2015		1265 DANNER INC.							
		858.00	SAND		35160	74351	50610.6220		REPAIR & MAINTENANCE SUPPLIES	STORM WATER UTILITY
		<u>858.00</u>								
121048	12/29/2015		5436 DASOVICH, EUNICE							

Council Check Register and Summary

12/1/2015 -- 12/31/2015

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
121048	12/29/2015		5436 DASOVICH, EUNICE						Continued...	
		45.00	CHRISTMAS POTLUCK		35020	956163	10125.6430		MISCELLANEOUS	HUMAN RESOURCES
		<u>45.00</u>								
121049	12/29/2015		1276 DELEGARD TOOL CO							
		412.80	COMP TEST SET		35162	56233	60703.6240		MINOR EQUIPMENT AND FURNITURE	CENTRAL GARAGE FUND
		<u>412.80</u>								
121050	12/29/2015		1277 DELL MARKETING L.P							
		1,339.13	DESKTOP REPLACEMENTS		35308	ZJTTWRC38	40407.6571		COMPUTER HARDWARE	EQUIPMENT ACQUISITION F
		<u>1,339.13</u>								
121051	12/29/2015		1303 DOODY CLEANING SERVICES							
		425.00	DEC CLEANING SERVICE/AIRPORT		35143	774	20245.6371		REPAIRS & MAINT CONTRACTUAL	AIRPORT
		<u>425.00</u>								
121052	12/29/2015		1326 EARL F. ANDERSEN, INC							
		63.90	YELLOW BOLLARD SLEEVE		35163	0109985-IN	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		<u>63.90</u>								
121053	12/29/2015		1370 ESSER, CHRISTOPHER							
		280.60	MILEAGE REIMBURSEMENT		35035	6/3-12/15/2015	10520.6331		CONFERENCES, TRAINING, TRAVEL	PARKS ADMINISTRATION
		<u>280.60</u>								
121054	12/29/2015		4851 EXPRESS AUTO PARTS							
		15.98	GASKET MAKER		35095	001-322221	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		3.59	WHEEL LUG NUT		35096	001-3222616	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		23.57	FUNNEL/AIR FILTER		35097	001-322586	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		3.39	COPPER LUG		35098	001-321454	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>46.53</u>								
121055	12/29/2015		1380 FACTORY MOTOR PARTS CO							
		229.99	PARTS		35021	1-4834722	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		123.00	SHRINK WRAP		35022	1-4830780	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		543.32	LADDER #2		35023	1-Z05938	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		229.99	PARTS		35024	1-4846175	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		459.75	BATTERY CORE		35167	1-Z06250	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		99.80	WINTER WIPER BLADES		35168	1-4875784	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>1,685.85</u>								
121056	12/29/2015		1400 FERGUSON WATERWORKS #2516							

Council Check Register by GL
Council Check Register and Summary

12/1/2015 -- 12/31/2015

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
121063	12/29/2015		1466 GENERAL BINDING CORPORATION						Continued...	
121064	12/29/2015		1473 GERTEN GREENHOUSES 2							
		22.95	BLACK DIRT		35038	381082/1	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		22.95								
121065	12/29/2015		5255 GILLUND							
		105.48	ENGINE DEGREASER		35181	815602	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		105.48								
121066	12/29/2015		1485 GLOBE PRINTING & OFFICE SUPPLIES INC							
		41.00	BUSINESS CARDS/SILDA		35182	69141D	10210.6201		OFFICE SUPPLIES	POLICE PROTECTION
		41.00								
121067	12/29/2015		1497 GOPHER STATE ONE-CALL							
		93.53	LOCATES NOVEMBER 2015		35039	150334	50605.6302		PROFESSIONAL SERVICES	WATER UTILITY
		93.52	LOCATES NOVEMBER 2015		35039	150334	50606.6302		PROFESSIONAL SERVICES	SEWER UTILITY
		187.05								
121068	12/29/2015		1505 GRAINGER INC.							
		71.82	DOOR PARTS		35132	9906715173	10210.6371		REPAIRS & MAINT CONTRACTUAL	POLICE PROTECTION
		17.38	NO SMOKING SIGN		35133	9918977191	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		75.06	HIGH PRESSURE SODIUM LAMP		35183	9912158905	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		10.96	QUARTZ METAL HALIDE LAMP		35184	9914557526	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		175.22								
121069	12/29/2015		5857 GREATAMERICA FINANCIAL SERVICES							
		219.90	POSTAGE MACHINE RENT DEC2015		35040	17993786	10150.6371		REPAIRS & MAINT CONTRACTUAL	FINANCE
		219.90								
121070	12/29/2015		1530 H & L MESABI INC.							
		3,887.27	PLOW BLADES		35041	94601	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		360.00	CURB RUNNER		35185	94731	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		4,247.27								
121071	12/29/2015		1536 HAIMA, SANDY							
		38.53	MILEAGE REIMBURSEMENT		35042	12/18/2015	10120.6331		CONFERENCES, TRAINING, TRAVEL	CITY ADMINSTRATION
		38.53								
121072	12/29/2015		1556 HAWKINS, INC.							
		2,402.00	HYDRFLUOSLIICIC ACID		35186	3810950 RI	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY

12/1/2015 -- 12/31/2015

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
121082	12/29/2015		1812 LEAGUE OF MINNESOTA CITIES						Continued...	
		1,600.00	2015 REGIONAL SAFETY TRAINING		35106	224168	10125.6331		CONFERENCES, TRAINING, TRAVEL	HUMAN RESOURCES
		<u>1,600.00</u>								
121083	12/29/2015		1843 LOCAL GOVERNMENT INFORMATION SYSTEMS							
		280.00	APPL SUP - POLICE APS		35046	41027	10210.6375		OTHER CONTRACTED SERVICES	POLICE PROTECTION
		1,455.00	APPL SUP - POLICE MCD		35046	41027	10210.6375		OTHER CONTRACTED SERVICES	POLICE PROTECTION
		2,192.00	APPL SUP - FINANCE		35046	41027	10150.6375		OTHER CONTRACTED SERVICES	FINANCE
		1,793.00	APPL SUP - HR/PAYROLL		35046	41027	10150.6375		OTHER CONTRACTED SERVICES	FINANCE
		39.00	APPL SUP - UB (RETIREEES)		35046	41027	10150.6375		OTHER CONTRACTED SERVICES	FINANCE
		1,872.00	APPL SUP - PIMS		35046	41027	10420.6375		OTHER CONTRACTED SERVICES	CODE ENFORCEMENT
		140.00	APPL SUP - BUS LIC		35046	41027	10140.6375		OTHER CONTRACTED SERVICES	CITY CLERK
		140.00	APPL SUP - CODE ENFORCEMENT		35046	41027	10420.6375		OTHER CONTRACTED SERVICES	CODE ENFORCEMENT
		3,895.00	APPL SUP - UTILITY BILLING		35046	41027	50600.6302		PROFESSIONAL SERVICES	UTILITY ADMINISTRATION
		<u>11,806.00</u>								
121084	12/29/2015		1434 MADDEN GALANTER HANSEN, LLP							
		1,444.25	ATTORNEY FEES NOVEMBER 2015		35047	12/1/2015	10120.6302		PROFESSIONAL SERVICES	CITY ADMINISTRATION
		<u>1,444.25</u>								
121085	12/29/2015		1867 MADISON NATIONAL LIFE INSURANCE CO.							
		1,708.67	PREMIUMS JAN 2016		35079	JAN 2016	10101.2177		DISABILITY INSURANCE	GENERAL FUND
		<u>1,708.67</u>								
121086	12/29/2015		1900 MCMULLEN INSPECTING, INC.							
		5,460.00	ELECTRICAL FEES THRU 12/1/2015		35107	12/1/2015	10420.6302		PROFESSIONAL SERVICES	CODE ENFORCEMENT
		<u>5,460.00</u>								
121087	12/29/2015		5673 MENARDS - COTTAGE GROVE							
		233.27	VINYL TILE/KNEE PADS		35189	952	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		<u>233.27</u>								
121088	12/29/2015		1911 MENARDS, INC-WEST ST PAUL							
		52.92	ICE MELT/LEVER/BATTERIES		35048	99145	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		23.88	ADHESIVE		35117	118	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		19.90	ADHESIVE		35118	96	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		159.00	6FOOT STEP LADDER		35119	29	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		333.95	VINYL TILE/CAULK/ADHESIVE		35120	21	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		39.97	UTILITY HEATER		35121	84	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		4.95	SPLICE TAPE		35122	236	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		55.73	UTILITY HEATER		35125	235	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY

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121088	12/29/2015		1911 MENARDS, INC-WEST ST PAUL						Continued...	
		26.12	COUPLING NUT/EYE BOLT/ANCHOR		35126	99953	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		1.16	REFLECTIVE NUMBERS		35127	99975	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		183.40	TREE/STEP LADDER/FOR CSCC		35128	120	10529.6210		OPERATING SUPPLIES	RECREATIONAL PROGRAMS
		418.98	AIR COMPRESSOR/REGULATOR		35144	00539	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		14.71	CEILING HOOK/PASSING LINK		35190	99476	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		29.99	GLASS LCD DIGITAL SCALE		35191	99538	10320.6225		ROAD SALT	PUBLIC WORKS
		24.76	LAG SCREW/AUGER		35192	99753	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		155.82	GREEN TREATED WOOD		35193	99717	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		51.91	PLIERS/SPRAYPAINT/GLASS CLEANR		35194	99714	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		51.79	NYLON WASHERS/LATHE DRILL PT		35195	99574	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		<u>1,648.94</u>								
121089	12/29/2015		5582 METRO PRODUCTS INC							
		24.49	DESMONDCUTTERS/STARTING FLUID		35196	113438	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		304.26	BENCH WHL/LICENSE PLATE LIGHT		35197	113299	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>328.75</u>								
121090	12/29/2015		1926 METROPOLITAN COUNCIL ENVIRONMENT SVCS							
		213,632.20	JAN 2016 SEWER SERVICE		35049	0001050200	50606.1605		PREPAID ITEM	SEWER UTILITY
		<u>213,632.20</u>								
121091	12/29/2015		1939 MIDWAY FORD CO.							
		264.61	ROTOR/FILTER/GASKET/SCREEN		35050	244934	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		199.22	ROTOR ASSY		35111	246841	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		94.32	GASKET/FLUID		35112	246862	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		45.80	PARTS/PAD		35113	247004	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>603.95</u>								
121092	12/29/2015		1949 MIDWEST TAPE							
		14.99	AUDIO BOOK		35198	93493360	20230.6230		BOOKS, MATERIALS & PERIODICALS	LIBRARY
		81.98	AUDIO BOOKS		35199	93505124	20230.6230		BOOKS, MATERIALS & PERIODICALS	LIBRARY
		34.99	AUDIO BOOK		35200	93514812	20230.6230		BOOKS, MATERIALS & PERIODICALS	LIBRARY
		152.93	DVDS		35201	93492968	20230.6230		BOOKS, MATERIALS & PERIODICALS	LIBRARY
		23.99	DVD		35202	93512846	20230.6230		BOOKS, MATERIALS & PERIODICALS	LIBRARY
		77.96	DVDS		35203	93512848	20230.6230		BOOKS, MATERIALS & PERIODICALS	LIBRARY
		13.99	MUSIC CD		35204	93512849	20230.6230		BOOKS, MATERIALS & PERIODICALS	LIBRARY
		<u>400.83</u>								
121093	12/29/2015		2405 MINNESOTA EQUIPMENT							
		1,250.13	REPAIR OF OLD TRACTOR		35051	R09587	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT

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121103	12/29/2015		5046 PIRTEK BURNSVILLE						Continued...	
		296.59	HOSE ASSEMBLY/CLEANING		35054	S2198839.001	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		8.26	HYD ADAPTER		35055	S2201558.001	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		<u>304.85</u>								
121104	12/29/2015		2240 PLUNKETT'S INC.							
		25.00	PEST CONTROL/P H #4		35056	5208804	50605.6371		REPAIRS & MAINT CONTRACTUAL	WATER UTILITY
		<u>25.00</u>								
121105	12/29/2015		6579 PREMIER FENCE, INC							
		30.00	1221 9TH AVE S/SS020686		35078	SS020686	10420.4264		CONCRETE & FENCE	CODE ENFORCEMENT
		<u>30.00</u>								
121106	12/29/2015		2271 PROTOUCH PAINTING							
		590.00	WOMEN'S BATHROOM PAINTING		35208	12136	20230.6371		REPAIRS & MAINT CONTRACTUAL	LIBRARY
		<u>590.00</u>								
121107	12/29/2015		2286 QUILL CORP							
		44.99	ERASEABLE WALL CALENDAR		35209	1403742	20230.6201		OFFICE SUPPLIES	LIBRARY
		51.63	CLEANER/TRASH BAGS/TOWELS		35209	1403742	20230.6210		OPERATING SUPPLIES	LIBRARY
		67.59	PRINTER INK		35210	1415339	20230.6201		OFFICE SUPPLIES	LIBRARY
		12.98	HAND SOAP		35211	1472901	20230.6210		OPERATING SUPPLIES	LIBRARY
		<u>177.19</u>								
121108	12/29/2015		6341 RACHEL CONTRACTING, INC							
		320,900.50	KAPOSIA LANDING PHASE1 #7		35057	7	40429.6530	201480	IMPR OTHER THAN BUILDING	PARK REFERENDUM PROJS
		12,030.00	DOG PULLPEN ON N. END/DOG PARK		35058	15027.01	40429.6530	201480	IMPR OTHER THAN BUILDING	PARK REFERENDUM PROJS
		<u>332,930.50</u>								
121109	12/29/2015		2319 REED'S SALES & SERVICE							
		34.86	THROTTLE LEVER ASSY		35059	142140	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		145.76	LITHIUM BATTERY/REPAIR KIT		35115	142332	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>180.62</u>								
121110	12/29/2015		1634 RICOH USA, INC.							
		76.00	COPIER RENT 12/25-1/24/2016		35060	95926537	10520.6378		COPIER MAINTENANCE AGREEMENT	PARKS ADMINISTRATION
		76.00	CSCC COST SHARE		35060	95926537	20250.6378		COPIER MAINTENANCE AGREEMENT	CENTRAL SQUARE
		<u>152.00</u>								
121111	12/29/2015		1636 RICOH USA, INC.							
		60.00	BASE CHARGES 11/12-12/11/2015		35080	5036544679	10520.6378		COPIER MAINTENANCE AGREEMENT	PARKS ADMINISTRATION

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121128	12/29/2015		2705 UNIFORMS UNLIMITED						Continued...	
121129	12/29/2015		2727 UPSTART							
		447.00	300 BOOKS/BOOK BAGS		35218	5759576	20217.6230	227637	BOOKS, MATERIALS & PERIODICALS	GRANTS/DONATIONS LIBRARY
		447.00								
121130	12/29/2015		2731 USABLE LIFE							
		1,639.95	LIFE INSURANCE JAN 2016		35086	4000587546	10101.2178		LIFE INSURANCE	GENERAL FUND
		14.30-	TERMINATIONS		35086	4000587546	10101.2178		LIFE INSURANCE	GENERAL FUND
		1,625.65								
121131	12/29/2015		2744 VAN PAPER COMPANY							
		308.58	TRASH LINERS/TOWELS/TOISSUE		35219	371513-00	10330.6210		OPERATING SUPPLIES	BUILDINGS
		308.58								
121132	12/29/2015		2767 W.D. LARSON COMPANIES LTD, INC.							
		16.17	RATCHET STRAP AIRPORT		35088	B-253410181	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		16.17								
121133	12/29/2015		3624 WALLACE, MIKE							
		225.73	BOOT ALLOWANCE		35089	12/17/2015	10340.6245		CLOTHING ALLOWANCE	PARKS FACILITIES AND MTNCE
		225.73								
121134	12/29/2015		2804 WELLS FARGO REMITTANCE CENTER							
		29.28	OFFICEMAX-OFFICE SUPPLIES		35225	QH83	10529.6210		OPERATING SUPPLIES	RECREATIONAL PROGRAMS
		1,675.00	A/A CORP-DOG PARK PASSES		35226	F3XX	10520.6210		OPERATING SUPPLIES	PARKS ADMINISTRATION
		73.00	COMPLIANCE SIGNS-ARCHERY SIGN		35227	67QE	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		56.70	WALMART-BREAKFAST W SANTA		35228	BPBF	10529.6210		OPERATING SUPPLIES	RECREATIONAL PROGRAMS
		6.10	LENNOX-SENSOR FOR PH#36		35229	X2ME	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		199.97	CABELAS-SECURITY CAMERA		35230	832Y	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		80.97	NORTHERN TOOL-WATER DEPT SUP.		35231	MPK2	50606.6220		REPAIR & MAINTENANCE SUPPLIES	SEWER UTILITY
		65.74	HOME DEPOT-CLAW HAMMERS		35232	F74Q	10320.6240		MINOR EQUIPMENT AND FURNITURE	PUBLIC WORKS
		12.83	HANCOCK FABRICS-ADULT CRAFT		35233	7LWK	20230.6430		MISCELLANEOUS	LIBRARY
		189.99	OFFICE MAX-CHAIR		35234	AF5M	20230.6240		MINOR EQUIPMENT AND FURNITURE	LIBRARY
		78.09	SAMS CLUB-SPOONS/HOT COCO		35235	NP3K	20230.6430		MISCELLANEOUS	LIBRARY
		76.20	ORIENTAL TRADING-CRAYONS/NOTE		35236	FF9E	20230.6430		MISCELLANEOUS	LIBRARY
		500.00	PAYPAL-VIEWCOMMANDER LIC		35237	MQV7	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		646.96	ZOGICS-GYM WIPES		35238	4BTQ	20250.6210		OPERATING SUPPLIES	CENTRAL SQUARE
		1,154.00	TIFFIN MATS-GYM MATS		35239	VR7O	20250.6240		MINOR EQUIPMENT AND FURNITURE	CENTRAL SQUARE
		40.00	FOTOLIA-IMAGES		35240	X2HX	20250.6341		ADVERTISING	CENTRAL SQUARE
		197.99	INKHEAD-HEADPHONES FOR RESALE		35241	4029	20250.6250		MERCHANDISE FOR RESALE	CENTRAL SQUARE

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		195.45	POWER SYSTEMS-GYM EQUIPMENT		35242	X5TE	20250.6210		OPERATING SUPPLIES	CENTRAL SQUARE
		5.91	WALMART-CLEANING SOLUTION		35243	Q222	20250.6210		OPERATING SUPPLIES	CENTRAL SQUARE
		14.00	FOTOLIA-IMAGES		35244	HKJ7	20250.6341		ADVERTISING	CENTRAL SQUARE
		500.00	NBAA-2016 DUES		35245	M8VF	20245.6471		DUES & SUBSCRIPTIONS	AIRPORT
		6.74	US POST OFFICE-CERTIFIED LETTE		35246	WVVR	20245.6390		POSTAGE AND TELEPHONE	AIRPORT
		17.53	ARMY SURPLUS-FUEL SPOUT		35247	DZJW	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		96.98	STAPLES-FUEL PRINTER PAPER		35248	5N9K	20245.6201		OFFICE SUPPLIES	AIRPORT
		33.83	SAMS CLUB-VENDING SUPPLIES		35249	PDHM	20245.6250		MERCHANDISE FOR RESALE	AIRPORT
		55.03	ANGELOS REST-VOLUNTEER RECOGN		35250	A2Q7	10520.6210		OPERATING SUPPLIES	PARKS ADMINISTRATION
		812.15	LIFEGAURD STORE-POOL SAFTEY SU		35251	HGDA	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		35.00	MRPA-AWARDS MEETING		35252	Y8AJ	10520.6331		CONFERENCES, TRAINING, TRAVEL	PARKS ADMINISTRATION
		45.00	SAMS CLUB-MEMBERSHIP RENEWAL		35253	J9GB	10520.6471		DUES & SUBSCRIPTIONS	PARKS ADMINISTRATION
		269.88	HYATT-HASEN CONFERENCE		35254	YD4Q	10110.6331		CONFERENCES, TRAINING, TRAVEL	MAYOR AND COUNCIL
		269.88	HYATT-NIEDERKORN CONFERENCE		35255	YD4W	10110.6331		CONFERENCES, TRAINING, TRAVEL	MAYOR AND COUNCIL
		69.00	DOODLE.COM-MEMBERSHIP		35256	8Y7Q	10120.6471		DUES & SUBSCRIPTIONS	CITY ADMINSTRATION
		200.00	NPELRA-MEMBERSHIP		35257	1D2R	10125.6471		DUES & SUBSCRIPTIONS	HUMAN RESOURCES
		46.97	WALGREENS-HALLOWEEN THANK YOUS		35258	NKJH	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		33.58	WALGREENS-THANKSGIVING THANK Y		35259	97FY	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		40.00	SUZIES-FOR TASK FORCE		35260	R9L6	20216.6210	227573	OPERATING SUPPLIES	GRANTS/DONATIONS COMM AFFAIF
		13.99	OFFICE DEPOT-COFFEE POT		35261	PL9Y	20216.6210	227573	OPERATING SUPPLIES	GRANTS/DONATIONS COMM AFFAIF
		43.00	OFFICE MAX-PAPER		35262	DFF0	20213.6210	227573	OPERATING SUPPLIES	GRANTS/DONATIONS PUBLIC WORI
		107.91	KUERIG GREEN MOUNTAIN-COFFEE/C		35263	TBB8	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		129.84	HOME DEPOT-TREE LIGHTS		35264	LFHG	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		19.97	KNOWLANS-COOKIES		35265	HBXO	20216.6210	227559	OPERATING SUPPLIES	GRANTS/DONATIONS COMM AFFAIF
		213.58	OFFICE DEPOT-CRAYONS/MARKERS/P		35266	951N	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		249.97	WALGREENS-CANDY/MARKERS		35267	MD6Q	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		49.77	MENARDS-GINGERBREAD HOUSE KIT/		35268	09T0	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		41.55	STORE SUPPLIES-SHOPPING BAGS		35269	5EQ0	20216.6210	227633	OPERATING SUPPLIES	GRANTS/DONATIONS COMM AFFAIF
		217.09	BINGO SUPPLIES-HOCKEY TICKETS		35270	5L3K	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		118.84	SOLAR SHIELD-WINDOW TINT		35271	1L4S	10210.6240		MINOR EQUIPMENT AND FURNITURE	POLICE PROTECTION
		744.37	STREICHERS-MOD STRAPS/TACT POU		35272	00DA	10210.6430		MISCELLANEOUS	POLICE PROTECTION
		35.95	STREICHERS-MOD STRAPS/TACT POU		35273	Q7HN	10210.6430		MISCELLANEOUS	POLICE PROTECTION
		27.66	KAPOSIA-FUEL		35274	JG8K	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		68.55	FLUEGEL-SAMMY FOOD		35275	LST6	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		8.51	OFFICE DEPOT-CDS		35276	GY40	10210.6201		OFFICE SUPPLIES	POLICE PROTECTION
		171.99	OFFICE DEPOT-OFFICE SUPPLY/DRU		35277	GY6K	10210.6201		OFFICE SUPPLIES	POLICE PROTECTION
		135.19	OFFICE DEPOT-REPORT COVER/MAIL		35278	GY8X	10210.6201		OFFICE SUPPLIES	POLICE PROTECTION
		200.86	JIMMY JOHNS-VOLUNTEER LUNCHES		35279	L9KP	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		107.09	VISTA PRINT-CHRISTMAS CARDS		35280	8SKY	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION

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		20.64	VISTA PRINT-CHRISTMAS CARDS		35281	8SXH	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		51.48	AMAZON-PANEL HEATER		35282	F543	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		14.90	AMAZON-HEATER STAND		35283	LF1J	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		84.61	FLUEGEL-SAMMY FOOD/TREATS		35284	LSNG	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		36.68	AMAZON-CELL PHONE CASE		35285	ZEAA	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		127.35	HOME DEPOT-GUN RANGE REPAIR		35286	MR5Y	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		12.15-	HOME DEPOT-RETURN RANGE SUP		35287	PS4H	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		198.00	TOPPERS-FLOOR MATS		35288	3393	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		195.59	TASER INTERNATIONAL-TASER ACC		35289	FRRK	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		14.40	KAT KEYS-LOCK AND KEYS		35290	BMMW	10210.6371		REPAIRS & MAINT CONTRACTUAL	POLICE PROTECTION
		.59	MN DVS-SALES TAX FOR TABS		35291	VLHW	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		24.00	MN DVS-TAB FEE		35292	VLVD	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		76.92	BROWNBELLS-AMMUNITION		35293	DNED	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		295.71	BROWNBELLS-GLOCK TRAIN BARREL		35294	D8RW	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		3,150.00	NDC TRAINING-ECON/HELLEGGERS		35295	D0LH	10101.1605		PREPAID ITEM	GENERAL FUND
		1,899.00	SPORTSMAN GUIDE-AMMO		35296	6NFM	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		158.00	AMAZON-CAMERA CODE ENFORCEMENT		35297	MSEF	10420.6201		OFFICE SUPPLIES	CODE ENFORCEMENT
		1,931.84	MN GLOVE-MOCK NECK SW		35298	HVOK	20243.6245	227635	CLOTHING ALLOWANCE	DOUG WOOG ARENA
		17.91	KNOWLANS-		35299	7DG7	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		973.59	MAX GROUP-		35300	WTY5	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		496.68	SAMS CLUB-SNACKS		35301	KLB2	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		250.52	SAMS CLUB-BATTERIES/BULBS		35302	08GM	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		177.59	MENARDS-WIRE/GANG BOX		35303	LNBS	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		24.00	HUSNIK MEAT-MEAT STICKS		35304	HK2Z	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		18.27	HOME DEPOT-UTILITY BLADE		35305	LDZG	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		39.99	MENARDS-METAL GAS CAN		35306	29ET	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		20,801.54								
121135	12/29/2015		2844 WSB & ASSOC INC							
		2,086.75	KAPOSIA LANDING PLANS/SPEC#19		35224	01261-720 19	40429.6302	201480	PROFESSIONAL SERVICES	PARK REFERENDUM PROJ
		2,086.75								
121136	12/29/2015		2849 XCEL ENERGY							
		11,179.00	STREET LIGHTS		35090	481468037	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		1,371.34	CITY HALL NOVEMBER		35091	481825900	10330.6385		UTILITY SERVICE	BUILDINGS
		115.15	STREET LIGHT UTILITY FUND		35091	481825900	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		818.95	SEWER NOVEMBER		35092	481836820	50606.6385		UTILITY SERVICE	SEWER UTILITY
		13,484.44								
121137	12/29/2015		2859 ZACK'S, INC.							

Council Check Register by GL
Council Check Register and Summary

12/1/2015 -- 12/31/2015

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
121137	12/29/2015		2859 ZACK'S, INC.						Continued...	
		490.30	SHOVELS/RAKES/POSTHOLE DIGGER		35220	30939A	10320.6240		MINOR EQUIPMENT AND FURNITURE	PUBLIC WORKS
		189.54	RUBBER SQUEEGEE/HANDLE		35221	30939C	60703.6240		MINOR EQUIPMENT AND FURNITURE	CENTRAL GARAGE FUND
		109.45	CHISEL BAR/PRY BAR/UTILITYKNIF		35222	30939B	50605.6240		MINOR EQUIPMENT AND FURNITURE	WATER UTILITY
		286.57	SHOVELS/LONG HANDLE SCRAPER		35223	30939	10340.6240		MINOR EQUIPMENT AND FURNITURE	PARKS FACILITIES AND MTNCE
		<u>1,075.86</u>								
121138	12/29/2015		2864 ZEE MEDICAL SERVICE							
		114.97	MEDICAL SUPPLIES FOR SHOP		35093	54162252	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		114.96	MEDICAL SUPPLIES FOR SHOP		35093	54162252	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		114.96	MEDICAL SUPPLIES FOR SHOP		35093	54162252	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		114.96	MEDICAL SUPPLIES FOR SHOP		35093	54162252	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>459.85</u>								
2015396	12/24/2015		1338 EFTPS							
		24,850.85			35061	1222151133551	10101.2171		FEDERAL WITHHOLDING	GENERAL FUND
		25,084.80			35068	1222151133552	10101.2173		FICA TAX WITHHOLDING	GENERAL FUND
		<u>49,935.65</u>								
2015397	12/24/2015		2013 MINNESOTA REVENUE (C)							
		9,670.68			35074	1222151133558	10101.2172		STATE WITHHOLDING	GENERAL FUND
		<u>9,670.68</u>								
2015398	12/24/2015		1978 MINNESOTA CHILD SUPPORT PAYMENT CENTER							
		314.72			35071	1222151133555	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		570.37			35072	1222151133556	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		<u>885.09</u>								
2015399	12/24/2015		6372 GREAT-WEST TRUST COMPANY, LLC (EFT)							
		1,414.98			35067	12221511335515	10101.2175		OTHER RETIREMENT	GENERAL FUND
		<u>1,414.98</u>								
2015400	12/24/2015		2748 VANTAGE POINT TRANSFER (EFT)							
		2,423.89			35064	12221511335512	10101.2175		OTHER RETIREMENT	GENERAL FUND
		<u>2,423.89</u>								
2015401	12/24/2015		2718 UNITED WAY OF THE ST PAUL AREA (EFT)							
		40.00			35063	12221511335511	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		<u>40.00</u>								
2015402	12/24/2015		2200 PERA							

Council Check Register by GL
Council Check Register and Summary

12/1/2015 -- 12/31/2015

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2015402	12/24/2015		2200 PERA						Continued...	
		43,364.18			35062	12221511335510	10101.2174		PERA	GENERAL FUND
		<u>43,364.18</u>								
2015403	12/24/2015		5931 KANSAS PAYMENT CENTER / DK 12 DM 21							
		230.84			35065	12221511335513	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		<u>230.84</u>								
2015404	12/24/2015		6014 US BANK							
		1,781.93			35066	12221511335514	10101.2176		HOSPITALIZATION/MED INSURANCE	GENERAL FUND
		<u>1,781.93</u>								
2015405	12/21/2015		6037 HEALTHPARTNERS-DENTAL							
		1,006.09	DENTAL CLAIMS PAID		35309	12/10-12/16/2015	60709.6132		DENTAL CLAIMS PAID	SELF-INSURED DENTAL
		<u>1,006.09</u>								
2015406	12/22/2015		2013 MINNESOTA REVENUE (C)							
		805.76	SALES TAX FOR NOV 2015		35310	NOV 2015	10101.2081		DUE TO OTHER GOVT-SALES	GENERAL FUND
		.01	SALES TAX FOR NOV 2015		35310	NOV 2015	10101.4673		CASH OVER/SHORT	GENERAL FUND
		62.07	SALES TAX FOR NOV 2015		35310	NOV 2015	20230.2081		DUE TO OTHER GOVT-SALES	LIBRARY
		402.51	SALES TAX FOR NOV 2015		35310	NOV 2015	20243.2081		DUE TO OTHER GOVT-SALES	DOUG WOOG ARENA
		30.03	SALES TAX FOR NOV 2015		35310	NOV 2015	20245.2081		DUE TO OTHER GOVT-SALES	AIRPORT
		988.15	SALES TAX FOR NOV 2015		35310	NOV 2015	20250.2081		DUE TO OTHER GOVT-SALES	CENTRAL SQUARE
		810.49	SALES TAX FOR NOV 2015		35310	NOV 2015	50605.2081		DUE TO OTHER GOVT-SALES	WATER UTILITY
		<u>3,099.00</u>								
2015407	12/28/2015		1559 HEALTHPARTNERS							
		805.97	HRA REIMBURSMENT		35311	12/16-12/22/2015	70805.6131		EMPLOYEE HRA REIMBURSEMENT	EMPLOYEE HEALTH REIMBUR
		<u>805.97</u>								
2015408	12/29/2015		6037 HEALTHPARTNERS-DENTAL							
		2,025.31	DENTAL CALIMS PAID		35312	12/17-12/23/2015	60709.6132		DENTAL CLAIMS PAID	SELF-INSURED DENTAL
		<u>2,025.31</u>								
		<u>1,013,011.57</u>	Grand Total							

Payment Instrument Totals

Checks 896,327.96

EFT Payments 116,683.61

Council Check Register by GL
 Council Check Register and Summary

12/1/2015 -- 12/31/2015

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Supplier / Explanation</u>	<u>PO #</u>	<u>Doc No</u>	<u>Inv No</u>	<u>Account No</u>	<u>Subledger</u>	<u>Account Description</u>	<u>Business Unit</u>
		1,013,011.57	Grand Total							
							<u>Payment Instrument Totals</u>			
							Checks	896,327.96		
							EFT Payments	<u>116,683.61</u>		
							Total Payments	1,013,011.57		



CITY COUNCIL AGENDA REPORT

DATE: JANUARY 4, 2016

DEPARTMENT: City Clerk

ADMINISTRATOR: J. Kelly

8-C

AGENDA ITEM: Business Licenses

ACTION TO BE CONSIDERED:

Motion to adopt attached list, approving Business Licenses.

OVERVIEW:

Municipal code requires that a license be obtained prior to engaging in any trade, profession or business in the city. All City licenses are annual running April 1st to May 31st. Municipal Code also requires that all licenses be approved by the City Council prior to issuance.

SOURCE OF FUNDS:

N/A

Report Name: City Council Report (Licenses)
Council Date Range: 1/4/2016 to 1/4/2016

City of South St Paul City Council Report

<u>ID</u>	<u>Company</u>	<u>License #</u>	<u>License Type</u>	<u>Status</u>	<u>Issued</u>	<u>Expires</u>	<u>Address</u>
9915	River Country Cooperative	00004375	Petroleum Dealer	A	12/21/2015	05/31/2016	417 Concord St N
14846	Lewis Khalil	00004361	Rental Housing	A	12/03/2015	05/31/2016	205 11th Ave S
14780	Jodi Edwards-Miller	00004370	Rental Housing	A	12/14/2015	05/31/2016	453 5th Ave S
14619	Samir Girgius & Awatif Botros	00004366	Rental Housing	A	12/11/2015	05/31/2016	1336 6th Ave S
14855	Joseph & Regina Farrell	00004379	Rental Housing	A	12/21/2015	05/31/2016	144 8th Ave S
14844	Deborah Mihulka	00004359	Rental Housing	A	12/02/2015	05/31/2016	658 8th Ave S
14853	Eric Gibson	00004374	Rental Housing	A	12/17/2015	05/31/2016	1331 Butler Ct
14854	Christine Nsajja	00004377	Rental Housing	A	12/21/2015	05/31/2016	221 Grand Ave W 309
14849	James Albrecht	00004364	Rental Housing	A	12/11/2015	05/31/2016	203 Richmond St W
14837	Argument of The Month	00004382	Temp Intoxicating Liquor License	A	12/31/2015	01/13/2016	408 3rd St N



CITY COUNCIL AGENDA REPORT

DATE: JANUARY 4, 2016

DEPARTMENT: Engineering

ADMINISTRATOR: *J. P. Sosa*

8-D

AGENDA ITEM: 2015-008 Final Compensating Change Order No. 1

ACTION TO BE CONSIDERED:

Approve Final Compensating Change Order #1 for an increase of \$22,687.40 to the original contract of \$560,758.20 with Danner, Inc. for 2015-008 Oak Park Street Improvement Phase 2 resulting in a final contract amount of \$583,445.60.

OVERVIEW:

On April 6, 2015, the City Council awarded the 2015-008 Oak Park 2 Street Improvement project to Danner, Inc. The work was completed this summer and fall. Quantities have been adjusted and agreed with the Engineering Staff and the Contractor. The pay estimate has also been adjusted and agreed to by both parties. The project will not be considered final until boulevard grass and sod has been restored to the City's satisfaction in the spring. \$10,000 will be held out in order to complete this work.

SOURCE OF FUNDS:

The funding from this project will be from assessments along with the CIP.

FINAL COMPENSATING CHANGE ORDER NO. 1

City Project No. 2015-008 Date: 11/25/15
Name of Project: Oak Park Phase 2 Original Agmnt. Date: 04/06/15
Owner: City of South St. Paul
Contractor: Danner, Inc.

The following changes are hereby made to the CONTRACT DOCUMENTS:

Original CONTRACT PRICE: \$560,758.20
Current CONTRACT PRICE adjusted by previous CHANGE ORDER: N/A
The CONTRACT PRICE due to this CHANGE ORDER will be increased by: \$22,687.40
The new CONTRACT PRICE including this CHANGE ORDER will be: \$583,445.60
The CONTRACT TIME will be increased/decreased by 0 calendar days.
The date for completion of all work will be 11/25/2015

CITY ENGINEER'S RECOMMENDATION:

By: _____
Date: _____

OWNER'S ORDER:

By: _____
Date: _____

CONTRACTOR'S ACCEPTANCE:

By: Kelley J. Riggins
Date: 12/21/15

The Justification for this CHANGE ORDER is attached.

2015-008 Final Compensating Change Order #1 Justification

Change Order #1 is a final compensating change order for the 2015-008 Project. The project has been completed. The compensating change order adds and subtracts the used portion of the as bid quantities to calculate the project quantities.

The attached table shows the AS-BID and AS-BUILT quantities for each of the bid items and an explanation for each line item.

During construction, the watermain was relocated to the other side of the street, instead of being installed in the same location as the watermain being replaced. This reduced several quantities such as concrete curb and gutter and removal of watermain resulting in a \$25,374.09 cost savings to the project.

Soil conditions on Isalona and Dessa required 2-foot undercut of the roadway and installation of additional aggregate to obtain a suitable subgrade prior to paving. This undercut and additional aggregate was not anticipated in the original bid documents and resulted in a \$39,172.73 cost increase to the project.

The remaining \$8,888.76 of this change order is based on field measured quantities versus the quantities in the bid.

The total for this change order is a \$22,687.40 increase.

ITEM #	SPEC #	CONTRACT ITEM	UNIT	UNIT PRICE	AS-BID		AS-CONSTRUCTED		CHANGE ORDER		REASON FOR CHANGE
					QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
1	2021.601	MOBILIZATION (5% OF COSTS)	LS	\$ 28,000.00	1	\$ 28,000.00	1	\$ 28,000.00	0.00	\$ -	No Change
2	2104.501	REMOVE CURB (ALL TYPES)	LF	\$ 7.50	1830	\$ 13,725.00	1276	\$ 9,570.00	(554.00)	\$ (4,155.00)	Relocated Watermain to Other Side of Street and Abandoned Existing In Place
3	2104.501	REMOVE WATERMAIN (ALL SIZES)	LF	\$ 6.00	1603	\$ 9,600.00	265	\$ 1,590.00	(1335.00)	\$ (8,010.00)	Relocated Watermain to Other Side of Street and Abandoned Existing In Place
4	2104.501	REMOVE SANITARY SEWER SERVICES (ALL SIZES)	LF	\$ 5.00	160	\$ 800.00	0	\$ -	(160.00)	\$ (800.00)	Relocated Watermain to Other Side of Street and Abandoned Existing In Place
5	2104.505	REMOVE CONCRETE DRIVE OR PAVEMENT	SY	\$ 7.00	280	\$ 1,960.00	100.13	\$ 700.91	(179.87)	\$ (1,259.09)	Relocated Watermain to Other Side of Street and Abandoned Existing In Place
6	2104.505	REMOVE BITUMINOUS DRIVEWAY	SY	\$ 10.00	18	\$ 180.00	0	\$ -	(18.00)	\$ (180.00)	Relocated Watermain to Other Side of Street and Abandoned Existing In Place
7	2104.505	REMOVE BITUMINOUS PAVEMENT (SALONA LN & DESSA LN)	SY	\$ 2.85	4608	\$ 12,211.20	4450	\$ 11,791.63	(158.33)	\$ (419.57)	Field Measurement
8	2104.509	REMOVE CATCH BASIN	EA	\$ 500.00	1	\$ 500.00	0	\$ -	(1.00)	\$ (500.00)	Catchbasin Not Removed
9	2104.509	REMOVE 12" RCP	LF	\$ 8.00	50	\$ 400.00	0	\$ -	(50.00)	\$ (400.00)	Catchbasin Not Removed
10	2104.509	REMOVE HYDRANT	EA	\$ 435.00	4	\$ 1,740.00	4	\$ 1,740.00	0.00	\$ -	Relocated Watermain to Other Side of Street and Abandoned Existing In Place
11	2104.509	REMOVE GATE VALVE (ALL SIZES)	EA	\$ 425.00	5	\$ 2,125.00	4	\$ 1,700.00	(1.00)	\$ (425.00)	Relocated Watermain to Other Side of Street and Abandoned Existing In Place
12	2104.511	SAWING CONCRETE PAVEMENT	LF	\$ 5.00	282	\$ 1,410.00	19	\$ 92.50	(263.50)	\$ (1,317.50)	Field Measurement
13	2104.513	SAWING BITUMINOUS PAVEMENT	LF	\$ 10.00	20	\$ 200.00	208	\$ 2,080.00	188.00	\$ 1,880.00	Field Measurement
14	2105.501	COMMON EXCAVATION	CY	\$ 18.10	960	\$ 18,336.00	1939	\$ 37,034.90	979.00	\$ 18,698.90	Subgrade Correction on Isalona and Dessa
15	2105.602	EXPLORATORY EXCAVATION	EA	\$ 750.00	6	\$ 4,500.00	3	\$ 2,250.00	(3.00)	\$ (2,250.00)	Field Measurement
16	2105.604	GEOTEXTILE FABRIC TYPE V	SY	\$ 2.00	4608	\$ 9,216.00	4441	\$ 8,882.00	(167.00)	\$ (834.00)	Field Measurement
17	2211.501	AGGREGATE BASE CLASS 5	TON	\$ 21.90	1640	\$ 35,916.00	1640	\$ 35,916.00	0.00	\$ -	No Change
18	2211.501	TEMPORARY ACCESS AGG. BASE CLASS 5	TON	\$ 13.00	165	\$ 2,145.00	1740	\$ 22,618.83	1574.91	\$ 20,473.83	Subgrade Correction on Isalona and Dessa
19	2232.501	MILL BITUMINOUS SURFACE (7" (CAROLINE LN, HANSEN LN & LIBERTY PL)	SY	\$ 2.80	6455	\$ 18,074.00	6430	\$ 18,004.00	(25.00)	\$ (70.00)	Field Measurement
20	2303.603	SAW SEAL JOINT	LF	\$ 3.00	3584	\$ 10,752.00	7189	\$ 21,567.00	3605.00	\$ 10,815.00	Field Measurement
21	2350.501	TYPE SP 9.5 Wearing Course Mixture (2,C)	TON	\$ 50.50	1004	\$ 50,702.00	1096.01	\$ 55,348.51	92.01	\$ 4,646.51	Field Measurement
22	2350.502	TYPE SP 12.5 Non Wearing Course Mixture (2,C)	TON	\$ 50.50	1675	\$ 84,587.50	1586.79	\$ 80,132.90	(88.21)	\$ (4,454.61)	Field Measurement
23	2503.511	4" PVC SERVICE PIPE SDR 26	LF	\$ 35.00	80	\$ 2,800.00	0	\$ -	(80.00)	\$ (2,800.00)	Relocated Watermain to Other Side of Street and Abandoned Existing In Place
24	2503.511	6" PVC SERVICE PIPE SDR 26	LF	\$ 35.00	80	\$ 2,800.00	15	\$ 525.00	(65.00)	\$ (2,275.00)	Relocated Watermain to Other Side of Street and Abandoned Existing In Place
25	2503.512	12" RCP CLS, CATCH BASIN LEADS DES. 3008	LF	\$ 50.00	50	\$ 2,500.00	0	\$ -	(50.00)	\$ (2,500.00)	Relocated Watermain to Other Side of Street and Abandoned Existing In Place
26	2503.602	8" X4" PVC SERVICE WYE	EA	\$ 105.00	2	\$ 210.00	0	\$ -	(2.00)	\$ (210.00)	Relocated Watermain to Other Side of Street and Abandoned Existing In Place
27	2503.602	8"X6" PVC SERVICE WYE	EA	\$ 130.00	2	\$ 260.00	0	\$ -	(2.00)	\$ (260.00)	Relocated Watermain to Other Side of Street and Abandoned Existing In Place
28	2504.601	TEMPORARY WATER SERVICE	LS	\$ 20,000.00	1	\$ 20,000.00	1	\$ 20,000.00	0.00	\$ -	No Change
29	2504.602	INSTALL NEW HYDRANT (CITY SUPPLIED HYDRANT)	EA	\$ 1,262.00	5	\$ 6,310.00	5	\$ 6,310.00	0.00	\$ -	No Change
30	2504.602	FURNISH & INSTALL 6" GATE VALVE & BOX	EA	\$ 1,500.00	4	\$ 6,000.00	0	\$ -	(4.00)	\$ (6,000.00)	Reduced Number of Hydrants Replaced
31	2504.602	FURNISH & INSTALL 8" GATE VALVE & BOX	EA	\$ 3,500.00	2	\$ 7,000.00	8	\$ 28,000.00	6.00	\$ 21,000.00	Field Measurement
32	2504.602	FURNISH & INSTALL 10" GATE VALVE & BOX	EA	\$ 4,000.00	1	\$ 4,000.00	1	\$ 4,000.00	0.00	\$ -	Field Measurement
33	2504.602	1" CORPORATION	EA	\$ 200.00	30	\$ 6,000.00	31	\$ 6,200.00	1.00	\$ 200.00	Field Measurement
34	2504.602	1" CURB STOP & BOX	EA	\$ 280.00	30	\$ 8,400.00	30	\$ 8,400.00	0.00	\$ -	No Change
35	2504.603	6" D.I.P. HYDRANT AND LEADS	LF	\$ 28.00	1600	\$ 44,800.00	67	\$ 1,843.00	(1533.00)	\$ (44,457.00)	Used 6" C900 for most of the project
36	2504.603	6" C900 DR18 PLASTIC WATERMAIN	LF	\$ 45.25	30	\$ 1,357.50	1006	\$ 45,521.50	976.00	\$ 44,184.00	Used 6" C900 for most of the project
37	2504.603	10" D.I.P. WATERMAIN	LF	\$ 206.00	10	\$ 2,060.00	10	\$ 2,060.00	0.00	\$ -	No Change
38	2504.603	1" TYPE K COPPER	LF	\$ 25.00	675	\$ 16,875.00	671	\$ 16,775.00	(4.00)	\$ (100.00)	Field Measurement
39	2504.603	6" SERVICE SADDLES	EA	\$ 40.00	30	\$ 1,200.00	0	\$ -	(30.00)	\$ (1,200.00)	Field Measurement
40	2504.603	8" SERVICE SADDLES	EA	\$ 105.00	1	\$ 105.00	29	\$ 3,045.00	28.00	\$ 2,940.00	Field Measurement
41	2504.603	10" SERVICE SADDLES	EA	\$ 195.00	1	\$ 195.00	0	\$ -	(1.00)	\$ (195.00)	Field Measurement
42	2504.604	F&I INSULATION, 4" THICK	SY	\$ 50.00	12	\$ 600.00	0	\$ -	(12.00)	\$ (600.00)	None Used
43	2504.608	DUCTILE IRON FITTINGS	LB	\$ 11.84	650	\$ 7,686.00	2055	\$ 24,325.28	1404.50	\$ 16,629.28	Field Measurement
44	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (2' X 3' BOX)	EA	\$ 2,500.00	1	\$ 2,500.00	0	\$ -	(1.00)	\$ (2,500.00)	Relocated Watermain to Other Side of Street and Abandoned Existing In Place
45	2506.503	RECONSTRUCT MANHOLE	LF	\$ 325.00	26.22	\$ 8,521.50	24.10	\$ 7,832.50	(2.12)	\$ (689.00)	Field Measurement
46	2506.516	F & I CASTING ASSEMBLIES (R-3067)	EA	\$ 700.00	1	\$ 700.00	0	\$ -	(1.00)	\$ (700.00)	Not Used
47	2506.516	F & I CASTING ASSEMBLIES (R-1733 w/ depressed fill)	EA	\$ 600.00	20	\$ 12,000.00	17	\$ 10,200.00	(3.00)	\$ (1,800.00)	Field Measurement
48	2531.501	CONCRETE B6-18 CURB & GUTTER	LF	\$ 20.25	1830	\$ 37,057.50	1295	\$ 26,244.00	(534.00)	\$ (10,813.50)	Field Measurement
49	2531.507	6" CONCRETE DRIVEWAY PAVEMENT (HE)	SY	\$ 59.00	280	\$ 16,520.00	106	\$ 6,278.37	(173.57)	\$ (10,240.63)	Field Measurement
50	2563.601	TRAFFIC CONTROL	LS	\$ 8,900.00	1	\$ 8,900.00	1	\$ 8,900.00	0.00	\$ -	No Change
51	2575.505	SODDING INCLUDING 4" TOPSOIL	SY	\$ 12.00	1478	\$ 17,736.00	842	\$ 10,104.00	(636.00)	\$ (7,632.00)	Field Measurement
52	2575.601	EROSION CONTROL	LS	\$ 5,975.00	1.00	\$ 5,975.00	1.11	\$ 7,761.78	0.11	\$ 766.78	Added Erosion Control
TOTAL CONSTRUCTION COST						\$ 560,758.20		\$ 583,445.60		\$ 22,687.40	



CITY COUNCIL AGENDA REPORT

DATE: January 4, 2016

DEPARTMENT: Engineering

ADMINISTRATOR: *SP*

8-E

AGENDA ITEM: Fill Permit Renewal – South St. Paul Rod & Gun Club

ACTION TO BE CONSIDERED:

Motion to approve the renewal of the fill permit for South St. Paul Rod & Gun Club which expired December 31, 2015.

OVERVIEW:

The current fill permit for Frattalone's Companies at SSP Rod & Gun Club expired December 31, 2015. The permit was originally issued in 2015. This renewal would cover January 1, 2016 through December 31, 2016.

SOURCE OF FUNDS:

N/A



December 9, 2015

Tony Frattalone
Frattalone's Companies Inc.
3205 Spruce Street
Saint Paul, MN 55117

RE: Renewal of Fill Permit - SSP Gun Club, 600 Gun Club Road

Dear Mr. Frattalone:

Your fill permit with the City of South St. Paul expires on December 31, 2015. If you wish to renew this permit for 2016, please send a written request along with a check for \$150.00 by December 31, 2015 to the City of South St. Paul. If you have any questions regarding your permit, please call the City Engineer, John Sachi, at (651)554-3210.

Sincerely,

Linda Nelson
Office Specialist III - Engineering

/ln

cc: John Sachi, City Engineer

December 15, 2015

Yes, please renew this permit for 2016. Enclosed, please find our check # 12213 in the amount of \$150.00.

*Thank You,
Amita Elsher for Tony Frattalone*



City Council

Date:

Department:

Administrator:

Agenda Report

January 4, 2016

City Clerk

8 - F

Agenda Item: Naming of Official Publication

Action to be considered:

Motion to name Lillie Suburban Newspapers (Southwest Review) as the official publication for the City of South St. Paul.

Overview:

Chapter 9 of the City Charter requires the City Council annually designate a legal newspaper of general circulation in the City as its official publication to publish ordinances and other matters required by law.

Lillie Suburban has submitted the attached proposal. The proposal from Lillie Suburban Newspaper increased \$.35 per column inch for a one-time publication which is a 3.8% increase.

Source of Funds:

n/a

Lillie Suburban Newspapers, Inc.

2515 E. Seventh Avenue
North St. Paul, MN 55109
(651) 777-8800

December 14, 2015

Christy Wilcox
City Clerk
City of South St. Paul
125 Third Avenue North
South St. Paul, MN 55075

Dear Ms. Wilcox:

Thank you for the opportunity to bid on public notice publication services for the City of South St. Paul. Lillie Suburban Newspapers has been serving the needs of the South St. Paul area for 36 years, and is pleased to provide ongoing coverage of city government and school issues and community events.

Lillie Suburban Newspapers is the oldest weekly newspaper company in the St. Paul area. It was founded in 1938 by the late T. R. Lillie. His grandsons, Jeffery Enright and Ted H. Lillie, are continuing the family tradition of publishing award-winning community newspapers in the St. Paul suburbs.

It is our sincere desire to provide the best possible local news coverage in the South St. Paul area. Our experienced news staff provides readers with a well-balanced, lively and informative product each week. We realize that South St. Paul area residents look to the *South-West Review* as one of their primary sources of information about city activities and meetings, and we will continue to publish the city's press releases and photos.

The *South-West Review* has the official designation of the neighboring communities of Inver Grove Heights, Mendota, West St. Paul and Lilydale.

5 P.M. Wednesday is the deadline each week for submitting public notices to our office. Public notices should be directed to Kitty Sundberg, Lillie Suburban Newspapers, 2515 E. Seventh Ave., North St. Paul, MN 55109. Our fax number is 651/777-8288. Notices may also be sent via e-mail to:

legals@lillienews.com

Legal publication rates for minutes, advertisements for bids and other notices are as follows:

\$7.35 per column inch for a one-time publication
\$6.85 per column inch for each additional publication

Thank you for considering the *South-West Review* as the official legal newspaper for the City of South St. Paul for 2016. If you have any further questions, don't hesitate to call us.

Sincerely,



Jeffery Enright
Publisher



Ramsey County Review • Maplewood Review • Oakdale-Lake Elmo Review • Review Perspectives
New Brighton Bulletin • Shoreview Bulletin • St. Anthony Bulletin • South-West Review
Roseville-Little Canada Review • Woodbury-South Maplewood Review • East Side Review



Date: January 4, 2016

Department: HRA

Administrator: 

Agenda Item: Approval to Submit a Redevelopment Incentive Grant Incentive Grant Application to the Dakota County CDA

Action to be considered:

Motion to Approve City Council Resolution 2016-1, Redevelopment Incentive Grant Application

Overview:

The Dakota County CDA has been administering the Redevelopment Grant Program since 2006. There is \$1,000,000 available for cities in Dakota County. The limit for each grant is \$250,000. The funds may be used for acquisition, relocation, demolition, pollution cleanup, historic preservation, public improvements, streetscape and soil correction.

The ranking system uses the following criteria:

1. Leverage – must be at least 2:1
2. Readiness to Proceed – project should be ready to proceed within 18 months
3. Housing Affordability – preference given to projects which include affordable housing
4. Economic Benefit – impact on local economy, i.e. property tax growth and new/retained jobs
5. Environmental Improvement – projects that will clean up, prevent and protect the environment from hazardous materials
6. Smart Growth Concepts – availability of public transit, walkable neighborhoods, green space, mixed uses

The highest priority project which meets the criteria is the soil correction issues/site preparation costs at the Dakota Premium site.

Interstate Partners has entered into a purchase agreement to purchase the site. An evaluation of the soil conditions on the site has revealed that the costs to prepare the site for an 80,000 s.f. building could cost \$800,000 to \$1,000,000. The costs are still being

evaluated to reduce the soil correction expense; however, we can use the RIG grant funds to assist with these costs. Interstate would be responsible to fund the additional costs.

This grant application would be very competitive due to the large amount of leveraged funds, the redevelopment component, and the importance of the project to the City.

Source of Funds:

n/a

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2016-1

**APPROVAL TO SUBMIT A REDEVELOPMENT INCENTIVE GRANT APPLICATION
TO THE DAKOTA COUNTY CDA**

BE IT RESOLVED that the City of South St. Paul has approved submission of a Redevelopment Incentive Grant Application to the Dakota County CDA on January 15, 2016, by the South St. Paul Housing and Redevelopment Authority for 425 Concord Street South.

WHEREAS, the City of South St. Paul has identified a proposed project within the City that meets the Dakota County Community Development Agency (CDA) Redevelopment Incentive Grant program's purposes and criteria; and

WHEREAS, the City has established a Redevelopment Plan of which the proposed project is a component; and

WHEREAS, the City has the capability and capacity to ensure the proposed project be completed and administered within the Redevelopment Incentive Grant program guidelines; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City is supportive of affordable housing and of the CDA's mission, to improve the lives of Dakota County residents through affordable housing and community development.

NOW THEREFORE BE IT RESOLVED that the City of South St. Paul approves the application for funding from the Dakota County CDA Redevelopment Incentive Grant program.

BE IT FURTHER RESOLVED that upon approval of its application by the Dakota County CDA, the Mayor and City Clerk are hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

Adopted this 4th day of January, 2016.

Christy Wilcox, City Clerk

MINUTES OF THE ECONOMIC DEVELOPMENT AUTHORITY
CITY OF SOUTH ST. PAUL
DAKOTA COUNTY, MINNESOTA

Regular Meeting
December 21, 2015
City of South St. Paul, Council Chambers

1. CALL TO ORDER

Chair Beth Baumann called the meeting to order at 7:34 p.m.

2. ROLL CALL

Members Present: Chair Baumann and Commissioners Flatley, Hansen, Niederkorn, Podgorski, Rothecker, Seaberg

Members Absent: None

Staff Present: EDA Executive Director, Stephen King, City Attorney, Kori Land and Shirley Johnson, Acting Secretary

3. AGENDA

Motion/Second: Commissioner Seaberg moved and Commissioner Hansen seconded the approval of the agenda.

Motion carried 7 ayes/0 nays

4. CONSENT AGENDA

Motion/Second: Commissioner Niederkorn and Commissioner Rothecker seconded the approval of the consent agenda.

Motion carried 7 ayes/0 nays

5. PUBLIC HEARINGS

There were no public hearings.

6. GENERAL BUSINESS

- A. Accept all obligations and responsibilities of the South St. Paul Housing and Redevelopment Authority

Motion/Second: Commissioner Seaberg moved and Commissioner Niederkorn seconded the motion to accept all obligations and responsibilities of the South St. Paul Housing and Redevelopment Authority.

Motion carried 7 ayes/0 nays

- B. Approve Memorandum of Understanding (MOU) between the Dakota County Community Development Authority (CDA), the South St. Paul Housing and Redevelopment Authority (HRA) and the South St. Paul Economic Development Authority (EDA) regarding the transfer of certain housing and redevelopment programs to the CDA.

- C. Motion/Second: Commissioner Hansen moved and Commissioner Seaberg seconded the motion to approve the Memorandum of Understanding (MOU) between the Dakota County Community Development Authority (CDA), the South St. Paul Housing and Redevelopment Authority (HRA) and the South St. Paul Economic Development Authority (EDA) regarding the transfer of certain housing and redevelopment programs to the CDA.

Motion carried 7 ayes/0 nays

7. ADJOURNMENT

Motion/Second: Commissioner Niederkorn moved and Commissioner Seaberg seconded the motion to adjourn the meeting at 7:36 p.m.

Approved: _____

Shirley Johnson, Acting Secretary



City Council Agenda Report

Date: January 4, 2016

Department: Finance

Administrator: JPLG

8-I

Agenda Item: Mileage rate in accordance with IRS regulations

Action to be considered:

Motion to adopt Resolution No. 2016-3 to authorize adjustment to the City's Mileage reimbursement rate in accordance with IRS regulations

Overview:

The Internal Revenue Service periodically will adjust the mileage reimbursement rates. This mileage rate will be used to reimburse employees for eligible business miles under the Internal Revenue Service (IRS) Regulations.

Historically, the City mileage rate has been consistent with the IRS mileage rates. For 2015, the IRS set the 2015 optional standard mileage rate at 57.5 cents for business miles driven. The 2016 IRS rate is now set for 54 cents per mile for business miles drive.

The practice of adjusting the mileage reimbursement rate to the IRS recommended rate is optional, however, standard throughout other public and private organizations.

Source of Funds:

Individual program budgets in the 2016 Budget.

City of South St. Paul
Dakota County, Minnesota

Resolution No. 2016-3 Resolution Authorizing adjustment to City's Mileage reimbursement Rate to conform to Internal Revenue Service Standard Mileage Reimbursement Rate

WHEREAS, the Internal Revenue Service periodically adjusts the business mileage reimbursement rate; and

WHEREAS, the City of South St. Paul present mileage reimbursement rate is in conformance with the Internal Revenue Service's business mileage reimbursement rate; and

NOW, THEREFORE, BE IT RESOLVED: by the City Council of South St. Paul, Minnesota that the City reimburses mileage in accordance with the Internal Revenue Service Standard Mileage Reimbursement rate for 2016 of 54 cents per mile for business miles driven in 2016.

Adopted this 4th day of January, 2016.

City Clerk



City Council Agenda Report

Date: January 4, 2016

Department: City Clerk

Administrator: 

8 - J

Agenda Item: Temporary Intoxicating Liquor License Request by Argument of the Month, St. Augustine Church Hall

Action to be considered:

Motion to approve a request for a Temporary On Sale Intoxicating Liquor License to Argument of the Month, St. Augustine Church Hall, for January 12, 2016 at 5:30 p.m.

Overview:

On May 2, 2011, the City Council approved an ordinance amending Chapter 6 of the City Code related to intoxicating liquor which allows for the issuance of a Temporary On Sale Intoxicating Liquor License to a club or charitable, religious or other non-profit corporation that has existed for at least three years. This license allows the sale of intoxicating liquor for consumption on the premise in connection with a social event within the City sponsored by the licensee.

Argument of the Month has requested the approval of a Temporary On Sale Intoxicating Liquor License for their event on January 12, 2016 at 5:30 p.m. The Police Department has approved the security plan for this event.

Source of Funds:

n/a

Holy Trinity Parish

(St. Augustine Church)

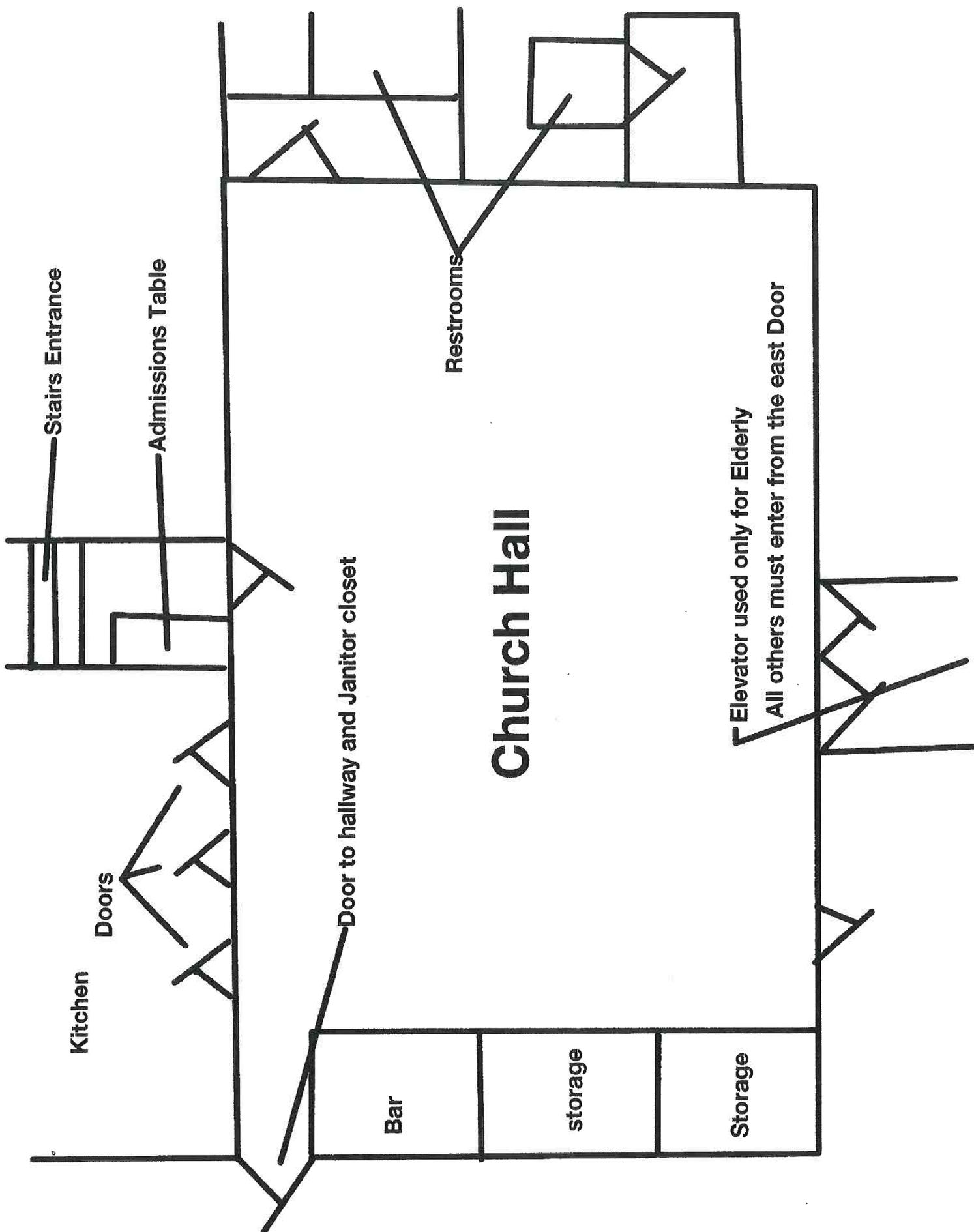
Argument Club

Security Plan

- Temporary on-sale liquor sales should be conducted in accordance with the City of South St. Paul City Code.
- Good judgment should be used in sales and display of intoxicating liquor.
- Individuals making sales are responsible for people the intoxicating liquor is sold to. A special effort must be made to restrict all sales to people over 21 years of age. All sales persons must be 21 years of age.
- Hours of sale must be stated on the permit. No sales may be made before noon on Sundays and before 8:00 a.m. or after 1:00 a.m. on other days. Permitted hours of sale on holidays may differ.

Special instructions:

- Intoxicating liquor will only be sold at the designated beverage booth(s).
- Individuals (volunteers) will be stationed at both the entrance door of the church basement and at the entrance of the tent to check I.D.'s and issue wrist bands to people over 21 years of age wishing to purchase and/or drink intoxicating liquor.
- An individual (volunteer/bartender) in the beverage booth will only sell intoxicating liquor to people wearing a wrist band.
- Individuals (volunteers, and/or off duty law enforcement officers) will be patrolling the premises looking for anyone who may be drinking intoxicating liquor and not wearing a wrist band. If anyone is found to be drinking intoxicating liquor and not wearing a wrist band, they will be asked to show their I.D., and if over 21 years of age, will be issued a wrist band at that time. Individuals (volunteers) will also make sure that anyone drinking intoxicating liquor remain on the property at all times, and not be allowed to leave the event with alcohol.
- Holy Trinity will make every effort to have parish staff and/or a volunteer off duty law enforcement officer on the premises at all times during the Argument Club event.



Stairs Entrance

Admissions Table

Restrooms

Church Hall

Elevator used only for Elderly

All others must enter from the east Door

Kitchen

Doors

Door to hallway and Janitor closet

Bar

storage

Storage



Agenda Item: Approve Hire of City Engineer

Action to Be Considered:

Pass a motion to hire Chris Hartzell as City Engineer for the City of South St. Paul, contingent on City Council approval and successful completion of a background check.

Overview:

As part of the June 15, 2015 City Council meeting, Council accepted the resignation of the Staff Engineer. The position was reposted in July 2015, but only one application was received. Following this posting and in accordance with succession planning for the City Engineer/Special Projects Manager who will be retiring in 2016, Staff recommended organizational changes in the Engineering Department, including the creation of a stand-alone City Engineer position. The new position, job description and pay range was approved at the August 3, 2015 City Council meeting.

A job announcement for the position of City Engineer was placed with the League of Minnesota Cities, the City Engineers Association, and the City's website. An interview panel consisting of Stephen King – City Administrator, John Sachi – City Engineer/Special Projects Manager, Shelly Anderson – HR Director, and Dave Hutton of SRF Consulting interviewed three well-qualified candidates on December 2, 2015. One candidate was selected for a second interview. A second interview was held on December 14, 2015 and the interview panel consisting of Steve King, Shelly Anderson, and Mayor Baumann reached unanimous consensus that Chris Hartzell will provide an excellent match for the position requirements and highly recommends his appointment.

Attached is a redacted copy of Mr. Hartzell's application for employment. He is currently employed as a Senior Project Manager with Dakota County. Prior to that, he was a Project Engineer with WSB & Associates. Chris' background includes a wide array of engineering experience, including over eleven years of municipal and transportation engineering experience. In addition, he has substantial experience in developing and leading projects with complex issues and diverse stakeholders. During the interview, Chris demonstrated excellent communication skills and the ability to accept challenges. Attached are the interview questions.

Proposed Terms of Employment:

The City Engineer position is a pre-existing job class within the Supervisory Association. Terms and conditions of employment are therefore subject to the collective bargaining agreement between the City and that union.

A tentative offer of employment was verbally extended to Mr. Hartzell and was accepted. The offer is contingent on Council approval of hire and successful completion of a background check. Chris is expected to begin work with the City at the end of January.

The City Engineer position is a salaried, exempt position within the FLSA classification system. The 2015 pay range for this position is \$77,508 - \$101,985. Based on Chris' engineering background, experience and familiarity with South St. Paul it is proposed that he begin at Step 4.5, or \$91,786.50 annually. Assuming continuation of a step progression methodology, he would receive a half step after twelve months of satisfactory performance and thereafter steps would occur annually with satisfactory performance. In addition, annual accrual of vacation at the rate of three weeks annually is recommended. All other benefits are defined within the Supervisory bargaining agreement.

Financial Considerations:

The General Fund provides sufficient resources for the employment of Chris on the terms described above.

Chris Hartzell

Date: November 8, 2015

Ms. Shelly Anderson
Assistant City Administrator/
Human Resources Director
City of South St. Paul
26125 Third Ave. N.
South St. Paul, MN 55075

Re: Career Opportunity, City Engineer

Dear Ms. Anderson:

Please accept my application for the role of City Engineer as advertised on your website.

I am a self-motivated Civil Engineer with a Bachelor of Science in Civil Engineering and a Master of Science in Infrastructure Systems Engineering. I have over eleven years of municipal and transportation engineering experience including three years at Dakota County as a Senior Project Manager in the Transportation Department. I am recognized for my ability to develop and lead projects with complex issues and diverse stakeholders. I am seeking new opportunities with increased responsibilities and I am very interested in joining the engineering team at the City of South St. Paul.

I have a thorough knowledge of engineering, project management and excellent interpersonal and communication skills. I feel certain that my strong initiative and commitment to excellence, coupled with demonstrated experience in leadership will be of immediate value to the City of South St. Paul. Should you agree, after reviewing the enclosed resume, I would welcome a personal meeting to further discuss your needs and my ability to meet them.

Thank you for your time and consideration; I look forward to speaking with you.

Sincerely,

A handwritten signature in black ink that reads "Chris Hartzell". The signature is written in a cursive, flowing style.

Chris Hartzell, PE

Chris Hartzell

OBJECTIVE

Professional engineer with over eleven years of experience seeking to leverage my skills and expertise in municipal and transportation engineering with a full-time position as the City Engineer for the City of South St. Paul.

QUALIFICATIONS

I am a licensed professional engineer with a wide range of experiences in municipal and transportation projects. I have obtained a Master's Degree in Infrastructure Systems Engineering, and I am interested in providing the City of South St. Paul with staff leadership, expert and sound engineering practice, and dedicated public service. I have a demonstrated ability to be sensitive to diverse audiences and individuals and I am experienced in preparing and delivering presentations to Councils, Boards, Commissions, and the public. I have a proven capability to develop and implement projects with innovation, quality, and sound judgement while under pressure.

EMPLOYMENT

- 2012-Present *Senior Project Manager, Dakota County*
Project management duties include project development of studies and plans by the Physical Development Division. This includes coordinating and leading internal reviews, processing and negotiating consultant services and construction contracts, facilitating environmental reviews, leading public and agency involvement, interacting with governing bodies, and supporting the County's efforts in obtaining State and Federal funding.
- 2004-2012 *Project Engineer, WSB & Associates, Inc.*
Engineering duties included design and plan preparation for municipal, State Aid, and Federal Aid projects. Responsible for cost analysis and preparation of feasibility reports, design of roadways, sanitary sewer, water main, storm sewer, and hydrologic models. Assisted in the construction management for various successful multi-million dollar projects through building positive working relationships with contractors, engineers, and local officials; monitoring projects for scope and budget, and risk management.
- 2003-2004 *Plant Engineering Supervisor, United Parcel Service*
Engineering duties included managing, scheduling, and organizing workloads for a team of system mechanics and supervised building repairs, asset protection projects, facility inspections, environmental compliance, trouble shooting, system safety, asset management, and inventory control.

EDUCATION

M.S., Infrastructure Systems Engineering – University of Minnesota, Twin Cities
B.S., Civil Engineering – University of Minnesota, Twin Cities

RECOGNITION

Member of the project team for the 2009 CEAM Project of the Year Award

Print

City of South St. Paul Employment Application (Regular FT/PT Positions) - Submission #2166

Date Submitted: 11/8/2015

Which position are you applying for?*

City Engineer

Type of employment desired*

Full Time

Part Time

First Name*

Chris

Last Name*

Hartzell

Address*

City*

State*

Zip*

6

Phone Number*

Email Address*

Are you 18 years of age or older?*

Yes

No

Are you willing to work overtime if required?*

Yes

No

Are you eligible to work in the United States?*

Yes

No

Highest Degree Obtained*

- GED
- Assoc. Degree
- Graduate Degree
- High School Diploma
- Bachelor's Degree
- Other

High School

Eagan High School

City/State

Eagan/MN

College

University of Minnesota - Twin Cities

City/State

Minneapolis/MN

Degree or Field of Study

Bachelor of Civil Engineering

Address

500 Pillsbury Drive S.E., Minneapolis, MN 55455

Other

Degree or Field of Study

Master of Science in Infrastructure Systems Engineering

Other Education or Experience

Professional Engineer, Registration No. 47155

List any other certificates, education or experience that you feel helps qualify you for the position.

(From Most Recent)

Company*

Dakota County

Position*

Senior Project Manager

Address*

14955 Galaxie Ave., Apple Valley, MN 55124

Employed From - To (Dates)*

August 2012 - Present

Last Wage*

36.5

Reason for Leaving

I am looking for new responsibilities and opportunities to advance my career.

If you are no longer employed here, please list reason for leaving employment.

Supervisor*

John Sass

Phone Number*

May we contact your previous employer for a reference?*

Yes

No

Job Responsibilities*

Responsible for project development of studies and plans by the Physical Development Division. This includes coordinating and leading internal reviews, processing and negotiating consultant services and construction contracts, facilitating environmental reviews, leading public and agency involvement, interacting with governing bodies, and supporting the County's efforts in obtaining State and Federal funding.

Provide a brief description of the main job duties for this position.

.....

Company

WSB & Associates, Inc.

Position

Municipal Project Engineer

Address

701 Xenia Ave. S., Minneapolis, MN 55416

Employed From - To (Dates)

May 2004 - August 2012

Last Wage

--

Reason for Leaving

I was looking for new opportunities and career advancement.

If you are no longer employed here, please list reason for leaving employment.

Supervisor

Jay Kennedy

Phone Number

May we contact your previous employer for a reference?

Yes

No

Job Responsibilities

Engineering duties included design and plan preparation for municipal, State Aid, and Federal Aid projects. Responsible for cost analysis and preparation of feasibility reports, design of roadways, sanitary sewer, water main, storm sewer, and hydrologic models. Assisted in the construction management for various successful multi-million dollar projects through building positive working relationships with contractors, engineers, and local officials; monitoring projects for scope and budget, and risk management.

Provide a brief description of the main job duties for this position.

Company

United Parcel Service

Position

Plant Engineering Supervisor

Address

555 Opperman Drive, Eagan, MN 55123

Employed From - To (Dates)

September 1998 - May 2004

Last Wage

--

Reason for Leaving

I was looking for a job that was in my chosen career field.

If you are no longer employed here, please list reason for leaving.

Supervisor

Corey Ebbers

Phone Number

--

May we contact your previous employer for a reference?

Yes

No

Job Responsibilities

Engineering duties included managing, scheduling, and organizing workloads for a team of system mechanics and supervised building repairs, asset protection projects, facility inspections, environmental compliance, trouble shooting, system safety, asset management, and inventory control.

Provide a brief description of the main job duties for this position.

Please list three professional references.

Full Name*

Brian Connolly

Phone Number*

Company*

City of Burnsville

Relationship*

Colleague

Full Name*

Joe Nietfeld

Phone Number*

Company*

Minnesota Department of Transportation

Relationship*

Colleague

.....
Full Name*

Jeremy Koenen

Phone Number*

Company*

City of Minnetonka

Relationship*

Colleague

I certify that my answers are true and complete to the best of my knowledge and that intentional misrepresentations or omissions may be cause for the rejection of my application and that if hired I may be released from employment.

I understand that the company may require me to successfully complete a pre-employment drug and alcohol test and a background check as a condition of employment and that continued employment may be based on the successful completion of similar tests.

Your electronic signature below indicates your agreement with the following statements: By typing my name in the following box and clicking submit button I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my employment application and information.

Applicant Signature*

Chris Hartzell

Upload Your Resume

Resume.doc

Upload Other Application Materials

Cover Letter for Resume.docx

Applicants are considered for all positions and employees are treated during employment without regard to race, color or creed, religion, sex, marital status, national origin, ancestry, age, handicap, status as a disabled or Vietnam-era veteran, or status with regard to public assistance. As an employer, we comply with government regulations and affirmative action responsibilities. To assist with government record keeping, reporting and other legal requirements please fill out the Affirmative Action Survey. (Providing this information is voluntary and refusal to provide information will not have negative effect on your status as an applicant.)

Position Applied For

City Engineer

1. Please give us an overview of your professional background, especially regarding civil engineering/City engineering related experience. How will this background help you be successful in this position?
2. Describe your capabilities with relevant civil engineering software applications and equipment.
3. Why are you interested in this job opportunity?
4. What are your career aspirations? What do you still need to learn or do in order to reach them?
5. Please describe a City engineering-related project that involved you and which made you proud and/or made a significant difference for the public?
 - What was the goal?
 - Who else was involved?
 - How did you work together with the public and/or elected officials?
 - What was the ultimate outcome?
6. Tell us about the most difficult decision you've had to make in your current role?
 - What made it difficult?
 - What alternatives were you considering?
 - What did you finally do?
 - What impact did it have?
7. Tell us about your experience and comfort with supervising personnel and managing their output. Describe a challenging situation and how you handled it.
8. Describe your experience with working with elected officials on one of your engineering programs or projects or some other form of interaction.
9. In your last position, how have you pulled people together to work as a team?
 - What methods have you found most successful in promoting and growing teamwork?
 - Describe examples of how you used these methods to make teamwork happen.
10. How do you handle challenging or negative comments from citizens, which can often reflect anger, frustration, or hostility?
11. If I were to go to your present supervisor and ask what your key main strengths are as an employee, what would I be told? What about with regards to chief areas for improvement?
12. What elements of an engineer's duties and responsibilities do you enjoy most?
13. Describe the toughest audience you faced in a public presentation or a public project.
 - Who was there?
 - What was the issue?
 - What made them difficult?
 - How did you respond?

14. What techniques have you encouraged or used to secure public input into engineering projects?
 - How helpful/hindering have you found this input to be?
 - How do you get the message out for public projects/meetings? (Social media)
15. Describe your experience with the development and management of annual budgets and an ongoing, multi-year Capital Improvement Plan.
16. Is there anything else about you that we should know in considering you for this position?
17. Any questions for us?

1. Engineering experience with water, sanitary sewer, and storm water systems?
2. Experience with assessment processes? Chapter 429 annual cycle?
3. Diversity and hands-on. Comfort with smaller staff? Wearing multiple hats? Roles and participation outside of strict engineering confines. E.g., planning; economic development; organizational representation in multi-jurisdictional efforts (e.g., potential involvement in broadband planning and implementation); Odor
4. Change Agent. How do you go about changing the way things have been for years if there is a better way?
 - As successor to John Sachi
 - As City goes through major reorganization that includes role of Engineering
 - As physical location and current proximity of staff members may be up for discussion.
 - As the foregoing factors may open opportunities to rethink current organization, staffing and operation of the Engineering division
5. With lean staff and lots of opportunities for projects and involvement, how comfortable are you with acting independently in the development and implementation of work plans? Describe how you would involve City Administrator and Council in the development and completion of the projects.
6. How would you go about meeting and developing relationships with your new coworkers, peers, reporting staff, the City Administrator and the City Council?
7. Describe your management style and process with regard to:
 - Involving peers and subordinates in the development of work goals, objectives and specific plans
 - Establishing measurement criteria for the evaluation of performance
 - Providing feedback and performance review to subordinates and peers, including corrective coaching and discipline
 - Sharing organizational info with peers and subordinates
 - How would you handle an employee who was inefficient and/or marginal in their performance
8. Describe your involvement and interest in professional groups, associations, multi-jurisdictional bodies. Your involvement, interests, plans for continuing education
9. How do you envision your involvement in community affairs, life, events?
10. Questions for us?