

# City of South St. Paul

## COUNCIL AGENDA

Tuesday, January 19, 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 January 4, 2016

B. Accounts Payable

C. Approval to Submit Community Development Block Grant Application

D. Resolution Adopting Data Practices Policy for Members of the Public and for Data Subjects

E. Fill Permit Renewal – Frattalone's Dawnway, LLLP

F. Approve Minnesota Department of Public Safety; Office of Traffic Safety Grant Agreement

G. ~~EDA Meeting Minutes of January 4, 2016~~ Removed

H. Business Licenses

I. Lawful Gambling Exemption Permit Request by Holy Trinity Parish

- J. Purchase Automated External Defibrillators (AED) for Police Vehicles
- K. Approve Submission of 2015 Pay Equity Report
- L. Approve Facility Maintenance and Operations Job Position
- M. Approve the 2016-2018 Bargaining Unit Agreement between the City of South St. Paul and the Supervisory Bargaining Unit
- N. Approve 2016 Salary Adjustments for Non-Union Staff Members
- ~~O. Minor Lot Subdivision – 152 3<sup>rd</sup> Avenue South – Removed~~
- P. Approve purchase of single axel plow truck from Nuss Truck & Equipment with plow equipment and accessories from Towmaster, Inc.
- Q. Accepting donations for Every Child Should Receive a New Book Campaign – Resolution 2016-10
- R. Approve the 2016-2018 Bargaining Unit Agreement between the City of South St. Paul and AFSCME Local 2535
- S. Purchase Server Virtualization System
- T. Purchase IP Telephone System
- U. Purchase Scheduled Replacement IT Equipment
- V. Revised Time of Sale and Rental Guidelines
- W. Acceptance of Gifts and Grants – Doug Woog Arena – Resolution 2016-11
- X. Acceptance of Gifts and Grants – Doug Woog Arena – Resolution 2016-12

**9. PUBLIC HEARINGS:**

**10. GENERAL BUSINESS:**

- A. Approve Plans & Specifications and Call for Bids – 2016-010 Sanitary Sewer Relining
- B. Approve Plans & Specifications and Call for Bids – 2015-013 BridgePoint Court
- C. Site Plan Review (Bonfe) – 455 Hardman Avenue South
- D. Signage Variances – 161 6<sup>th</sup> St. S. (Doug Woog Arena).

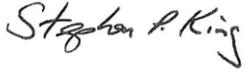
E. First Reading – Amendment to Backyard Chicken Regulations

F. First Reading – Amendment to R-2 Zoning District

**11. MAYOR AND COUNCIL COMMUNICATIONS:**

**12. ADJOURNMENT:**

Respectfully Submitted,

A handwritten signature in black ink that reads "Stephen P. King". The signature is written in a cursive style with a large, stylized 'S' and 'K'.

Stephen P. King, City Administrator

**SOUTH ST. PAUL CITY COUNCIL  
MINUTES OF JANUARY 4, 2016**

The regular meeting of the City Council was called to order by Mayor Beth Baumann at 7:15 P.M. on Monday, January 4, 2016.

**ROLL CALL:**

Present, Mayor Baumann  
Councilmembers Flatley, Hansen, Niederkorn,  
Podgorski, Seaberg

Absent, Councilmember Rothecker

Also Present, City Administrator, Steve King  
City Attorney, Bridget Nason  
City Engineer, John Sachi  
City Clerk, Christy Wilcox

**5) Presentations**

There were no presentations.

**6) Citizens' Comments**

There were no citizen comments.

**7) Agenda**

Moved by Seaberg/Flatley

MOVED: To approve the agenda.

Motion carried 6 ayes/0 nays

**8) Consent Agenda**

Moved by Niederkorn/Hansen

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

1. City Council meeting minutes of December 21, 2015
2. Resolution No. 2016-4, approving accounts payable
3. Business Licenses
4. Renewal of Fill Permit for the South St. Paul Rod & Gun Club to cover January 1, 2016, through December 31, 2016
5. Name Lillie Suburban Newspapers (Southwest Review) as the official publication for the City of South St. Paul
6. Resolution No. 2016-1, Redevelopment Incentive Grant Application
7. Economic Development Authority meeting minutes of December 21, 2015

8. Resolution No. 2016-3, authorizing adjustment to the City's mileage reimbursement rate in accordance with IRS regulations
9. Temporary On Sale Intoxicating Liquor License to Argument of the Month at St. Augustine Church Hall for January 12, 2016 at 5:30 p.m.

Motion carried 6 ayes/0 nays

**8d) 2015-008 Final Compensating Change Order No. 1**

Moved by Niederkorn/Seaberg

MOVED: 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.

Motion carried 6 ayes/0 nays

**10a) Approve Hire of City Engineer**

Moved by Hansen/Seaberg

MOVED: 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.

Motion carried 6 ayes/0 nays

**11) Adjournment**

Moved by Seaberg/Niederkorn

MOVED: That the meeting of the City Council adjourn at 7:30 p.m.

Motion carried 6 ayes/0 nays

Approved: January 19, 2016

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City Clerk



**CITY COUNCIL AGENDA REPORT**

**DATE: JANUARY 19, 2016**

**DEPARTMENT: Finance**

**ADMINISTRATOR: SPK**

**8-B**

**AGENDA ITEM: Accounts Payable**

**ACTION TO BE CONSIDERED:**

Motion to adopt Resolution 2016-016 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. 2016-016**

**RESOLUTION APPROVING ACCOUNTS PAYABLE**

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

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

<b>Check and wires:</b>	
121139-121314	\$ 585,371.04
2016000-	<u>\$ 322,384.79</u>
<b>Total</b>	<b>\$ 907,755.83</b>

Adopted this 19th day of January, 2016.

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Christy Wilcox, City Clerk



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

1/1/2016 -- 1/31/2016

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
121146	1/8/2016		<b>3574 CITY OF MENDOTA HEIGHTS</b>						<b>Continued...</b>	
121147	1/8/2016		<b>1192 CITY OF ST. PAUL</b>							
		195.27	ASPHALT FOR BURMA LANE		35407	IN00013604	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		195.27								
121148	1/8/2016		<b>6598 CLARION HOTEL</b>							
		305.27	REFRESHMENTS FOR VOLUNTEERS		35409	10371736	10530.6210		OPERATING SUPPLIES	COMMUNITY AFFAIRS
		305.27								
121149	1/8/2016		<b>2884 COMCAST</b>							
		132.89	CABLE SERVICE/CSCC		35329	877210595021377 3 12/19/15	20250.6375		OTHER CONTRACTED SERVICES	CENTRAL SQUARE
		132.89								
121150	1/8/2016		<b>5188 COOPER MECHANICAL LLC</b>							
		212.50	INSTALL WATER BOTTLE FILLER		35330	290	10210.6371		REPAIRS & MAINT CONTRACTUAL	POLICE PROTECTION
		212.50								
121151	1/8/2016		<b>1250 DAKOTA COUNTY PROPERTY RECORDS</b>							
		46.00	ITEM # P405935 EASMENT		35331	753409	10315.6302		PROFESSIONAL SERVICES	ENGINEERING
		46.00	ITEM #P405935 EASEMENT		35332	3098864	10315.6302		PROFESSIONAL SERVICES	ENGINEERING
		92.00								
121152	1/8/2016		<b>1260 DAKOTA GLASS AND GLAZING INC.</b>							
		50.00	REPLACE MIRROR/SIMON'S RAVINE		35333	2015622	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		30.00	LABOR		35333	2015622	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		80.00								
121153	1/8/2016		<b>1265 DANNER INC.</b>							
		133,809.27	OAK PARK PH2 - PAYMENT 3		35411	PT3	40428.6530	201508	IMPR OTHER THAN BUILDING	2014 LOCAL IMPROVEMENTS
		133,809.27								
121154	1/8/2016		<b>1265 DANNER INC.</b>							
		175.00	WORK DONE AT SANIMAX		35458	74398	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		1,153.75	LABOR		35458	74398	50606.6371		REPAIRS & MAINT CONTRACTUAL	SEWER UTILITY
		175.00	WORK DONE AT SANIMAX		35458	74398	50610.6220		REPAIR & MAINTENANCE SUPPLIES	STORM WATER UTILITY
		1,153.75	LABOR		35458	74398	50610.6371		REPAIRS & MAINT CONTRACTUAL	STORM WATER UTILITY
		2,657.50								
121155	1/8/2016		<b>1276 DELEGARD TOOL CO</b>							





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 1/1/2016 -- 1/31/2016

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
121171	1/8/2016		<b>1906 MED-TECH RESOURCE, INC.</b>						<b>Continued...</b>	
		107.05	RADIO BATTERIES		35356	53805	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		71.76	BATTERIES		35357	53845	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		<u>178.81</u>								
121172	1/8/2016		<b>1911 MENARDS, INC-WEST ST PAUL</b>							
		3.78	PEST TRAPS		35358	512	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		195.83	OUTLETS/COVER PLATES		35359	243	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		<u>199.61</u>								
121173	1/8/2016		<b>5582 METRO PRODUCTS INC</b>							
		19.61	DRESSER TOOL/CUTTERS		35360	113630	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>19.61</u>								
121174	1/8/2016		<b>1997 MINNESOTA FLYER MAGAZINE</b>							
		103.00	DISPLAY AD DECEMBER 2015		35361	12/17/2015	20245.6341		ADVERTISING	AIRPORT
		<u>103.00</u>								
121175	1/8/2016		<b>2009 MINNESOTA PIPE &amp; EQUIPMENT</b>							
		924.92	MARKING FLAGS		35362	0349264	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		<u>924.92</u>								
121176	1/8/2016		<b>2024 MINNESOTA VALLEY TESTING LABS</b>							
		36.25	WATER TESTING		35363	789773	50605.6302		PROFESSIONAL SERVICES	WATER UTILITY
		72.50	WATER TESTING		35364	789229	50605.6302		PROFESSIONAL SERVICES	WATER UTILITY
		<u>108.75</u>								
121177	1/8/2016		<b>5396 MODULAR SPACE CORPOATION</b>							
		2,130.00	PORTABLE TRAILERS/HOCKEYRINKS		35365	501429625	10529.6381		OTHER RENTALS	RECREATIONAL PROGRAMS
		<u>2,130.00</u>								
121178	1/8/2016		<b>6599 MUNICIPAL DISC MANAGEMENT LLC</b>							
		98.01	VENDOR SHARE FOR DISC GOLF		35410	12/31/2015	10520.4471		DISC GOLF COURSE - VENDOR	PARKS ADMINISTRATION
		<u>98.01</u>								
121179	1/8/2016		<b>2134 NORTHLAND BUSINESS SYSTEMS</b>							
		690.00	LED LIGHT AND TOGGLE SWITCH		35366	IN63469	10210.6371		REPAIRS & MAINT CONTRACTUAL	POLICE PROTECTION
		<u>690.00</u>								
121180	1/8/2016		<b>2240 PLUNKETT'S INC.</b>							
		73.11	PEST CONTROL/PUBLIC WORKS		35367	5254769	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS





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1/1/2016 - 1/31/2016

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
121196	1/8/2016		<b>2655 TOTAL CONTROL SYSTEMS, INC.</b>						<b>Continued...</b>	
121197	1/8/2016		<b>2691 TWIN CITY GARAGE DOOR CO</b>							
		37.00	TRANSMITTER FOR GARAGE DOOR		35386	452327	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		37.00								
121198	1/8/2016		<b>2692 TWIN CITY HARDWARE</b>							
		3,456.63	INTERIOR DOOR		35418	766038	10330.6580		OTHER EQUIPMENT	BUILDINGS
		3,456.63								
121199	1/8/2016		<b>2696 TWIN CITY SAW CO.</b>							
		488.81	CHAINS AND OIL FOR CHAINSAWS		35387	A21810	60703.6240		MINOR EQUIPMENT AND FURNITURE	CENTRAL GARAGE FUND
		60.90	CHIANSAW SPROCKET COVER		35388	A21816	60703.6240		MINOR EQUIPMENT AND FURNITURE	CENTRAL GARAGE FUND
		549.71								
121200	1/8/2016		<b>2705 UNIFORMS UNLIMITED</b>							
		1,379.80	BLACK BATONS		35389	12769-1	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		74.97	SHIRT/PATCHES AND EMBROIDERY		35390	13526-1	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		1,454.77								
121201	1/8/2016		<b>2744 VAN PAPER COMPANY</b>							
		357.22	TRASH LINERS/HAND TOWEL/TISSUE		35421	373500-00	10330.6210		OPERATING SUPPLIES	BUILDINGS
		357.22								
121202	1/8/2016		<b>2751 VERIZON WIRELESS</b>							
		91.84	NOV 21-DEC 20 PHONE CHARGES		35391	9757578273	20245.6390		POSTAGE AND TELEPHONE	AIRPORT
		33.76	POLICE 4G MOBLIE		35392	9757688626	10210.6390		POSTAGE AND TELEPHONE	POLICE PROTECTION
		130.47	ENGINEERING IPADS		35392	9757688626	10315.6390		POSTAGE AND TELEPHONE	ENGINEERING
		68.36	INSPECTIONS HOTSPOT		35392	9757688626	10420.6390		POSTAGE AND TELEPHONE	CODE ENFORCEMENT
		80.02	IPADS		35392	9757688626	50605.6390		POSTAGE AND TELEPHONE	WATER UTILITY
		35.01	NOV 16-DEC 15 PHONE CHARGES		35393	9757306558	10210.6390		POSTAGE AND TELEPHONE	POLICE PROTECTION
		439.46								
121203	1/8/2016		<b>2752 VERMEER SALES &amp; SERVICE</b>							
		390.70	POLE SAWAND SUPPLIES		35394	P02797	10320.6240		MINOR EQUIPMENT AND FURNITURE	PUBLIC WORKS
		304.90	RETURN POLE SAW		35395	P02853	10320.6240		MINOR EQUIPMENT AND FURNITURE	PUBLIC WORKS
		254.90	POLE SAWAND SUPPLIES		35396	10320.6240	10320.6240		MINOR EQUIPMENT AND FURNITURE	PUBLIC WORKS
		268.95	SCABBARD CHAINS		35397	P02977	60703.6240		MINOR EQUIPMENT AND FURNITURE	CENTRAL GARAGE FUND
		609.65								
121204	1/8/2016		<b>2767 W.D. LARSON COMPANIES LTD, INC.</b>							

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<b>121204</b>	<b>1/8/2016</b>		<b>2767 W.D. LARSON COMPANIES LTD, INC.</b>						<b>Continued...</b>	
		31.89	PARTS/MIRROR		35398	B-253630076	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>31.89</u>								
<b>121205</b>	<b>1/8/2016</b>		<b>6515 WEST, KIMBERLEE</b>							
		24.15	TO/FROM LOGIS		35399	10/19/2015	10150.6331		CONFERENCES, TRAINING, TRAVEL	FINANCE
		<u>24.15</u>								
<b>121206</b>	<b>1/8/2016</b>		<b>4656 WESTMOR INDUSTRIES LLC</b>							
		1,462.67	100 LL PUMP REPAIR		35413	1178846 RI	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		840.00	LABOR FOR REPAIR		35413	1178846 RI	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		<u>2,302.67</u>								
<b>121207</b>	<b>1/8/2016</b>		<b>6597 WESTWOOD SPORTS, INC.</b>							
		284.37	HATS		35414	09-10884-01	10210.6430		MISCELLANEOUS	POLICE PROTECTION
		<u>284.37</u>								
<b>121208</b>	<b>1/8/2016</b>		<b>2819 WILCOX, JOHN</b>							
		375.00	REPLACE ELECTRIC BAND		35404	100	10140.6375		OTHER CONTRACTED SERVICES	CITY CLERK
		<u>375.00</u>								
<b>121209</b>	<b>1/8/2016</b>		<b>2844 WSB &amp; ASSOC INC</b>							
		3,250.00	NOV2015 CODE ENFORCEMENT		35400	01261-700 23	10420.6302		PROFESSIONAL SERVICES	CODE ENFORCEMENT
		72.00	MS4 SVCS-PHS 3 NOV 2015		35401	02092-500 28	50610.6302		PROFESSIONAL SERVICES	STORM WATER UTILITY
		3,199.25	MCMORROW PLANS AND SPECS#1		35402	01261-730 1	40429.6302	201490	PROFESSIONAL SERVICES	PARK REFERENDUM PROJS
		1,095.00	MCMORROW SURVEY		35403	01261-740 1	40429.6302	201490	PROFESSIONAL SERVICES	PARK REFERENDUM PROJS
		<u>7,616.25</u>								
<b>121210</b>	<b>1/8/2016</b>		<b>2849 XCEL ENERGY</b>							
		16,515.85	WOOG ARENA GAS/ELECTRIC		35405	483959422	20243.6385		UTILITY SERVICE	DOUG WOOG ARENA
		2,359.87	PUBLICWORKS NOVEMBER		35422	483591121	10320.6385		UTILITY SERVICE	PUBLIC WORKS
		591.78	STORMWATER UTILITY FUND		35422	483591121	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
		726.94	STREETLIGHT UTILITY FUND		35422	483591121	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		<u>20,194.44</u>								
<b>121211</b>	<b>1/8/2016</b>		<b>1206 COMMISSIONER OF TRANSPORTATION</b>							
		3,129.08	AIRPORT STATE PROJECT#TH-135		35425	00000023228	20245.6602	200510	OTHER LONG TERM DEBT-PRINCIPAL	AIRPORT
		<u>3,129.08</u>								
<b>121212</b>	<b>1/8/2016</b>		<b>1341 EHLERS &amp; ASSOCIATES, INC</b>							
		280.00	EHLERS SEMINAR FEES/KING		35426	1791676-8843570	10120.6331		CONFERENCES, TRAINING, TRAVEL	CITY ADMINISTRATION

CITY OF SOUTH ST PAUL  
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1/1/2016 - 1/31/2016

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
121212	1/8/2016		<b>1341 EHLERS &amp; ASSOCIATES, INC</b>						<b>Continued...</b>	
						0				
		280.00	EHLERS SEMINAR FEES/PIETRICK		35426	1791676-8843570	10150.6331		CONFERENCES, TRAINING, TRAVEL	FINANCE
						0				
		<u>560.00</u>								
121213	1/8/2016		<b>1440 FREEDOM SERVICES INC</b>							
		385.25			35447	010716952353	10101.2179		FLEXIBLE BENEFIT PLAN	GENERAL FUND
		<u>385.25</u>								
121214	1/8/2016		<b>4560 IPMA-HR MN</b>							
		25.00	2016 ANNUAL DUES/ANDERSON		35427	1/1/2016	10125.6471		DUES & SUBSCRIPTIONS	HUMAN RESOURCES
		<u>25.00</u>								
121215	1/8/2016		<b>1818 LELS LOCAL 95</b>							
		1,300.00			35448	010716952354	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		<u>1,300.00</u>								
121216	1/8/2016		<b>1842 LOCAL 120</b>							
		1,451.00			35449	010716952355	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		<u>1,451.00</u>								
121217	1/8/2016		<b>5507 MARSH &amp; MCLENNAN AGENCY R/JF DIV</b>							
		859.72	2016 ANNUAL P&C FEE		35428	159353	10110.6361		INSURANCE	MAYOR AND COUNCIL
		2,181.13	2016 ANNUAL P&C FEE		35428	159353	10210.6361		INSURANCE	POLICE PROTECTION
		1,100.42	2016 ANNUAL P&C FEE		35428	159353	10320.6361		INSURANCE	PUBLIC WORKS
		376.00	2016 ANNUAL P&C FEE		35428	159353	10330.6361		INSURANCE	BUILDINGS
		893.31	2016 ANNUAL P&C FEE		35428	159353	10340.6361		INSURANCE	PARKS FACILITIES AND MTNCE
		405.97	2016 ANNUAL P&C FEE		35428	159353	20230.6361		INSURANCE	LIBRARY
		488.70	2016 ANNUAL P&C FEE		35428	159353	20243.6361		INSURANCE	DOUG WOOG ARENA
		2,093.57	2016 ANNUAL P&C FEE		35428	159353	20245.6361		INSURANCE	AIRPORT
		1,179.15	2016 ANNUAL P&C FEE		35428	159353	50605.6361		INSURANCE	WATER UTILITY
		283.91	2016 ANNUAL P&C FEE		35428	159353	50606.6361		INSURANCE	SEWER UTILITY
		938.12	2016 ANNUAL P&C FEE		35428	159353	60703.6361		INSURANCE	CENTRAL GARAGE FUND
		<u>10,800.00</u>								
121218	1/8/2016		<b>1969 MINNESOTA AFSCME, COUNCIL NO. 5</b>							
		350.38			35450	010716952356	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		<u>350.38</u>								
121219	1/8/2016		<b>1972 MINNESOTA AWWA</b>							













CITY OF SOUTH ST PAUL  
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1/1/2016 -- 1/31/2016

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
<b>121266</b>	<b>1/19/2016</b>		<b>1149 JOHNSON, SHIRLEY</b>						<b>Continued...</b>	
		75.33	9/21/2015-12/31/2015		35480	12/1/2015	10140.6331		CONFERENCES, TRAINING, TRAVEL	CITY CLERK
		<u>75.33</u>								
<b>121267</b>	<b>1/19/2016</b>		<b>1724 KEEPRS, INC.</b>							
		8,438.40	HANDGUNS		35537	291926	20212.6580	227605	OTHER EQUIPMENT	GRANTS/DONATIONS POLICE
		7,362.00	HANDGUNS		35538	291926-01	20212.6580	227605	OTHER EQUIPMENT	GRANTS/DONATIONS POLICE
		12,825.00-	CREDIT FOR USED GUN		35539	291926-80	20212.6580	227605	OTHER EQUIPMENT	GRANTS/DONATIONS POLICE
		<u>2,975.40</u>								
<b>121268</b>	<b>1/19/2016</b>		<b>1745 KIPLINGER'S, PERSONAL FINANCE MAGAZINE</b>							
		39.95	2 YEAR SUBSCRIPTION RENEWAL		35591	12/31/2015	20230.6230		BOOKS, MATERIALS & PERIODICALS	LIBRARY
		<u>39.95</u>								
<b>121269</b>	<b>1/19/2016</b>		<b>6514 KVILHAUG, THOMAS</b>							
		42.14	REFUND FOR SWIM PRESCHOOL		35481	12/31/2015	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION
		<u>42.14</u>								
<b>121270</b>	<b>1/19/2016</b>		<b>1811 LAWSON PRODUCTS INC.</b>							
		168.14	HOSE PROTECTORS		35588	9303738077	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>168.14</u>								
<b>121271</b>	<b>1/19/2016</b>		<b>5184 LEITNER, DARA</b>							
		17.42	MILEAGE REIMBURSEMENT		35550	12/14/2015	20230.6331		CONFERENCES, TRAINING, TRAVEL	LIBRARY
		<u>17.42</u>								
<b>121272</b>	<b>1/19/2016</b>		<b>1825 LEVANDER, GILLEN &amp; MILLER PA</b>							
		1,500.00	DECEMBER LEGAL SERVICES		35483	12/31/2015	10130.6306		PROFESSIONAL SVCS - RETAINER	CITY ATTORNEY
		6,075.60	DECEMBER LEGAL SERVICES		35483	12/31/2015	10130.6302		PROFESSIONAL SERVICES	CITY ATTORNEY
		212.50	DECEMBER LEGAL SERVICES		35483	12/31/2015	20245.6302		PROFESSIONAL SERVICES	AIRPORT
		1,847.30	DECEMBER LEGAL SERVICES		35483	12/31/2015	20280.6302		PROFESSIONAL SERVICES	ECON DEV GENERAL
		705.00	DECEMBER LEGAL SERVICES		35483	12/31/2015	40429.6302	201480	PROFESSIONAL SERVICES	PARK REFERENDUM PROJS
		<u>10,340.40</u>								
<b>121273</b>	<b>1/19/2016</b>		<b>1826 LEXISNEXIS RISK SOLUTIONS</b>							
		56.75	USAGE FEE		35482	1411215-2015123	10210.6375		OTHER CONTRACTED SERVICES	POLICE PROTECTION
						1				
		<u>56.75</u>								
<b>121274</b>	<b>1/19/2016</b>		<b>1829 LIBRARY JOURNAL</b>							
		157.99	1 YEAR SUBSCRIPTION RENEWAL		35606	1/1/2016	20230.6230		BOOKS, MATERIALS & PERIODICALS	LIBRARY

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121274	1/19/2016	157.99	1829 LIBRARY JOURNAL						Continued...	
121275	1/19/2016	210.00	1843 LOCAL GOVERNMENT INFORMATION SYSTEMS							
		52.50	NETWORK SUPPORT		35484	41157	10160.6302		PROFESSIONAL SERVICES	INFORMATION TECHNOLOGY
		262.50	NETWORK SUPPORT		35485	41126	10160.6302		PROFESSIONAL SERVICES	INFORMATION TECHNOLOGY
121276	1/19/2016	140.00	4546 MACALASTER COLLEGE							
		140.00	RODRIGUEZ/LIB REGISTRATION		35607	J4N5SQVT2DF	20230.6331		CONFERENCES, TRAINING, TRAVEL	LIBRARY
121277	1/19/2016	84.49	1911 MENARDS, INC-WEST ST PAUL							
		84.49	7 FOOT SLIM HOLIDAY TREE		35486	248	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
121278	1/19/2016	648.53	1913 MERIT ELECTRIC COMPANY							
		648.53	CABLE FOR NEW CAMERAS		35488	56502	20250.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL SQUARE
121279	1/19/2016	111.30	5582 METRO PRODUCTS INC							
		111.30	CLEANER		35487	113883	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
121280	1/19/2016	54.98	1949 MIDWEST TAPE							
		34.99	AUDIOBOOKS		35545	93537503	20230.6230		BOOKS, MATERIALS & PERIODICALS	LIBRARY
		35.98	CREDIT FOR RETURNED DVD		35546	93174774	20230.6230		BOOKS, MATERIALS & PERIODICALS	LIBRARY
		20.99	DVDS		35547	93532536	20230.6230		BOOKS, MATERIALS & PERIODICALS	LIBRARY
		22.99	DVDS		35548	93532538	20230.6230		BOOKS, MATERIALS & PERIODICALS	LIBRARY
		99.95	DVDS		35549	93544899	20230.6230		BOOKS, MATERIALS & PERIODICALS	LIBRARY
121281	1/19/2016	350.05	1989 MINNESOTA DEPARTMENT OF LABOR & INDUSTRY							
		350.05	SURCHARGE FOR DECEMBER		35489	12/31/2015	10101.2083		SURCHARGES	GENERAL FUND
121282	1/19/2016	550.00	1999 MINNESOTA GLOVE INC							
		550.00	EMPLOYEE CLOTHING		35490	31892	20210.6430	227575	MISCELLANEOUS	DONATIONS/CONTRIBUTIONS
121283	1/19/2016		2005 MINNESOTA LOCKS							

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<b>121283</b>	<b>1/19/2016</b>		<b>2005 MINNESOTA LOCKS</b>						<b>Continued...</b>	
		362.25	PAD LOCKS		35491	101071061	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		362.25	PAD LOCKS		35491	101071061	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		362.25	PAD LOCKS		35491	101071061	50606.6220		REPAIR & MAINTENANCE SUPPLIES	SEWER UTILITY
		362.25	PAD LOCKS		35491	101071061	50610.6220		REPAIR & MAINTENANCE SUPPLIES	STORM WATER UTILITY
		<u>1,449.00</u>								
<b>121284</b>	<b>1/19/2016</b>		<b>6027 MINNESOTA POLICE AND PEACE OFFICERS ASS</b>							
		96.00	ANNUAL FEE/OEFFLING		35492	16-127	10210.6471		DUES & SUBSCRIPTIONS	POLICE PROTECTION
		<u>96.00</u>								
<b>121285</b>	<b>1/19/2016</b>		<b>2023 MINNESOTA UNEMPLOYMENT INSURANCE</b>							
		230.98	WAKOTA EE		35620	010816	20243.6140		UNEMPLOYMENT COMP INS.	DOUG WOOG ARENA
		<u>230.98</u>								
<b>121286</b>	<b>1/19/2016</b>		<b>2029 MN POLICE AND PEACE OFFICERS ASSOC</b>							
		50.00	ANNUAL DUES/OEFFLING		35493	12/31/2015	10210.6471		DUES & SUBSCRIPTIONS	POLICE PROTECTION
		<u>50.00</u>								
<b>121287</b>	<b>1/19/2016</b>		<b>4304 NATIONAL LAW ENFORCEMENT SUPPLY</b>							
		65.14	KNIFE BOX		35494	126642	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		316.75	EVIDENCE SUPPLIES		35495	126695	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		<u>381.89</u>								
<b>121288</b>	<b>1/19/2016</b>		<b>2149 OFFICE OF MN IT SERVICES</b>							
		401.00	WAN USAGE DECEMBER 2015		35496	DV15120492	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		<u>401.00</u>								
<b>121289</b>	<b>1/19/2016</b>		<b>2172 OTTERNESS, DALE</b>							
		23.40	RTN PARTIAL2015 P/R VL DEDUCT		35621	1/13/2016	10101.2178		LIFE INSURANCE	GENERAL FUND
		<u>23.40</u>								
<b>121290</b>	<b>1/19/2016</b>		<b>2176 OXYGEN SERVICES COMPANY</b>							
		251.72	RECYCLE CONTAINERS		35497	08564	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>251.72</u>								
<b>121291</b>	<b>1/19/2016</b>		<b>4979 PENGUIN RANDOM HOUSE LLC</b>							
		56.25	ADULT AUDIO BOOKS		35544	1085948949	20230.6230		BOOKS, MATERIALS & PERIODICALS	LIBRARY
		<u>56.25</u>								
<b>121292</b>	<b>1/19/2016</b>		<b>2218 PETTY CASH-LIBRARY</b>							

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<b>121292</b>	<b>1/19/2016</b>		<b>2218 PETTY CASH-LIBRARY</b>						<b>Continued...</b>	
		9.98	GLUE GUNS		35543	122/31/2015	20230.6430		MISCELLANEOUS	LIBRARY
		4.36	WINTER WONDERLAND PROGRAM		35543	122/31/2015	20230.6430		MISCELLANEOUS	LIBRARY
		4.78	SNOW GLOBE PROGRAM		35543	122/31/2015	20230.6430		MISCELLANEOUS	LIBRARY
		<u>53.85</u>	HOT READ PACKET TREATS		35543	122/31/2015	20230.6430		MISCELLANEOUS	LIBRARY
		72.97								
<b>121293</b>	<b>1/19/2016</b>		<b>2262 PRO ACT</b>							
		<u>555.75</u>	CLEANING SERVICE NOVEMBER		35498	47014	20243.6371		REPAIRS & MAINT CONTRACTUAL	DOUG WOOG ARENA
		555.75								
<b>121294</b>	<b>1/19/2016</b>		<b>2285 QUICK-SERV LICENSE CENTER</b>							
		<u>639.00</u>	VEHICLE/TRAILER TAB RENEWAL		35610	1/1/2016	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		639.00								
<b>121295</b>	<b>1/19/2016</b>		<b>2286 QUILL CORP</b>							
		79.79	STAPLER		35554	1800492	10315.6201		OFFICE SUPPLIES	ENGINEERING
		79.79	STAPLER		35554	1800492	10420.6201		OFFICE SUPPLIES	CODE ENFORCEMENT
		4.99	TWINE		35554	1800492	10420.6201		OFFICE SUPPLIES	CODE ENFORCEMENT
		20.99	PAPER		35555	1862844	10315.6201		OFFICE SUPPLIES	ENGINEERING
		21.00	PAPER		35555	1862844	10410.6201		OFFICE SUPPLIES	CITY PLANNER
		<u>21.00</u>	PAPER		35555	1862844	10420.6201		OFFICE SUPPLIES	CODE ENFORCEMENT
		227.56								
<b>121296</b>	<b>1/19/2016</b>		<b>2289 R&amp;R SPECIALTIES OF WISCONSIN, INC.</b>							
		73.50	BLADE SHARPING		35499	0058645-IN	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		<u>93.00</u>	BLADE SHARPENING		35500	0058768-IN	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		166.50								
<b>121297</b>	<b>1/19/2016</b>		<b>1634 RICOH USA, INC.</b>							
		<u>227.00</u>	COPIER RENTAL 1/25-2/24/2016		35611	96055079	10210.6378		COPIER MAINTENANCE AGREEMENT	POLICE PROTECTION
		227.00								
<b>121298</b>	<b>1/19/2016</b>		<b>2344 RIVER COUNTRY COOPERATIVE</b>							
		85.18	GAS FOR TRUCK/WOOG		35501	141378 10/31/2015	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		<u>591.40</u>	DIESEL FUEL / LESS TAX		35589	141373 12/31/15	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		676.58								
<b>121299</b>	<b>1/19/2016</b>		<b>2451 SEXTON PRINTING, INC</b>							
		1,739.43	WINTER BOOKLET/PARK AND REC		35502	266405	10520.6344		REPORTER	PARKS ADMINISTRATION

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<b>121299</b>	<b>1/19/2016</b>		<b>2451 SEXTON PRINTING, INC</b>						<b>Continued...</b>	
		695.80	WINTER BOOKLET/LIBRARY		35502	266405	20230.6342		PRINTING AND BINDING	LIBRARY
		69.60	WINTER BOOKLET/WOOG ARENA		35502	266405	20243.6341		ADVERTISING	DOUG WOOG ARENA
		1,948.17	WINTER BOOKLET/CSCC		35502	266405	20250.6344		REPORTER	CENTRAL SQUARE
		1,589.74	2016 CSCC POSTCARD MAILING		35613	266408	20250.6341		ADVERTISING	CENTRAL SQUARE
		<u>6,042.74</u>								
<b>121300</b>	<b>1/19/2016</b>		<b>6609 SIMONS LANDSCAPING</b>							
		2,200.00	TREE/BRUSH REMOVAL		35503	11/27/2015	20243.6371		REPAIRS & MAINT CONTRACTUAL	DOUG WOOG ARENA
		<u>2,200.00</u>								
<b>121301</b>	<b>1/19/2016</b>		<b>2553 ST. PAUL REGIONAL WATER SERVICES</b>							
		1,569.60	OTHER CITY WATER/SEWER		35612	1/11/2016	50605.6407		OTHER CITY WATER/SEWER	WATER UTILITY
		<u>1,569.60</u>								
<b>121302</b>	<b>1/19/2016</b>		<b>4998 STILL WATER TESTING LLC</b>							
		400.00	WATER TESTING		35504	15216	50605.6302		PROFESSIONAL SERVICES	WATER UTILITY
		<u>400.00</u>								
<b>121303</b>	<b>1/19/2016</b>		<b>2585 STREICHER'S, INC.</b>							
		199.80	FLASHLIGHT UTILITY/RADIO POUCH		35505	11187941	10210.6430		MISCELLANEOUS	POLICE PROTECTION
		<u>199.80</u>								
<b>121304</b>	<b>1/19/2016</b>		<b>5623 SUSA</b>							
		125.00	DUNN MEMBERSHIP		35615	1/1/2016	10320.6331		CONFERENCES, TRAINING, TRAVEL	PUBLIC WORKS
		125.00	BROWN MEMBERSHIP		35615	1/1/2016	50605.6331		CONFERENCES, TRAINING, TRAVEL	WATER UTILITY
		<u>250.00</u>								
<b>121305</b>	<b>1/19/2016</b>		<b>6504 SUSSEL CORPORATION</b>							
		1,000.00	PERMIT#SS020357/615 6TH AV S		35614	SS020357	40410.2205		DEPOSITS	LOCAL IMPROVEMENT CONST
		<u>1,000.00</u>								
<b>121306</b>	<b>1/19/2016</b>		<b>2595 SU-Z'S EMBROIDERY INC</b>							
		550.00	EMBROIDER CAPS/WOOG ARENA		35506	31892	20210.6430	227575	MISCELLANEOUS	DONATIONS/CONTRIBUTIONS
		<u>550.00</u>								
<b>121307</b>	<b>1/19/2016</b>		<b>2665 TRANS UNION LLC</b>							
		40.00	BASIC SERVICE FEE 11/26-12/25		35507	12543121	10210.6375		OTHER CONTRACTED SERVICES	POLICE PROTECTION
		<u>40.00</u>								
<b>121308</b>	<b>1/19/2016</b>		<b>6612 TUCCITTO, SANDY</b>							

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<b>121308</b>	<b>1/19/2016</b>		<b>6612 TUCCITTO, SANDY</b>						<b>Continued...</b>	
		42.00	GYM/TINY TUMBLERS TINY TOTS		35616	1/6/2016	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION
		<u>42.00</u>								
<b>121309</b>	<b>1/19/2016</b>		<b>2692 TWIN CITY HARDWARE</b>							
		690.46	PUBLICWORKS CIP#PW-13-153		35508	763916	40402.6220		REPAIR & MAINTENANCE SUPPLIES	CAPITAL PROGRAMS FUND
		698.48	ACCESS CARDS/CIP #PW-13-153		35590	767800	40402.6220		REPAIR & MAINTENANCE SUPPLIES	CAPITAL PROGRAMS FUND
		<u>1,388.94</u>								
<b>121310</b>	<b>1/19/2016</b>		<b>2705 UNIFORMS UNLIMITED</b>							
		437.91	SHIRT/PATCHES/EMBROIDERY/PANTS		35509	13835-1	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		214.96	PANTS/GLOVES/LACES		35510	13833-1	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		99.99	BOOTS		35511	14131-1	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		<u>752.86</u>								
<b>121311</b>	<b>1/19/2016</b>		<b>2741 VALUE LINE PUBLISHING, INC.</b>							
		950.00	1 YEAR SUBSCRIPTION RENEWAL		35617	1/1/2016	20230.6230		BOOKS, MATERIALS & PERIODICALS	LIBRARY
		<u>950.00</u>								
<b>121312</b>	<b>1/19/2016</b>		<b>6611 VOSS, JASON</b>							
		35.83	MEMBERSHIP ERROR/ACH		35512	12/15/2015	20250.4541		CSCC MEMBERSHIPS	CENTRAL SQUARE
		2.55	TAX		35512	12/15/2015	20250.2081		DUE TO OTHER GOVT-SALES	CENTRAL SQUARE
		<u>38.38</u>								
<b>121313</b>	<b>1/19/2016</b>		<b>2788 WATSON COMPANY INC</b>							
		969.69	CANDY FOR RESALE		35513	859370	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		40.21	CANDY FOR RESALE		35514	859420	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		252.21	CANDY FOR RESALE		35515	859255	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		999.49	CANDY FOR RESALE		35516	859211	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		538.34	CANDY FOR RESALE		35517	858994	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		677.32	CANDY FOR RESALE		35518	859804	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		6.57-	CREDIT FOR RETURN		35519	849479	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		100.55-	CREDIT FOR RETURN		35520	859527	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		<u>3,370.14</u>								
<b>121314</b>	<b>1/19/2016</b>		<b>2849 XCEL ENERGY</b>							
		421.75	PEDESTRIAN WALKWAY LIGHT		35521	483597527	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		42.12	LIGHT IN LORRAINE PARK		35522	484056488	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		133.49	LIGHT ON TRAIL BY WOOG		35523	483640181	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		122.22	LIGHT ON 19TH AVE N/BY TUNNEL		35524	483649984	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		83.96	LIGHT WENTWORTH/ROUNDAABOUT		35525	483658923	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY





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2016014	1/11/2016		6037 HEALTHPARTNERS-DENTAL						Continued...	
2016015	1/7/2016		6537 FDGL LEASE PAYMENT							
		30.00	CC MACHINE LEASE JANUARY		35461	160107	10315.6412		CREDIT CARD/ACH/BANK FEE	ENGINEERING
		20.00	CC MACHINE LEASE JANUARY		35461	160107	10520.6412		CREDIT CARD/ACH/BANK FEE	PARKS ADMINISTRATION
		60.00	CC MACHINE LEASE JANUARY		35461	160107	20243.6412		CREDIT CARD/ACH/BANK FEE	DOUG WOOG ARENA
		10.00	CC MACHINE LEASE JANUARY		35461	160107	20250.6412		CREDIT CARD/ACH/BANK FEE	CENTRAL SQUARE
		30.00	CC MACHINE LEASE JANUARY		35461	160107	50600.6412		CREDIT CARD/ACH/BANK FEE	UTILITY ADMINISTRATION
		150.00								
		<u>907,755.83</u>	Grand Total							

Payment Instrument Totals

Checks	585,371.04
EFT Payments	<u>322,384.79</u>
Total Payments	907,755.83





**COUNCIL WORKSESSION REPORT**  
**DATE: January 19, 2016**  
**DEPARTMENT: Community Development**  
**ADMINISTRATOR: SPK**

**8-C**

**AGENDA ITEM: Community Development Block Grant**

**ACTION TO BE CONSIDERED:**

Motion to approve City Council Resolution 2016-2, Community Development Block Grant Application.

**OVERVIEW:**

Each year we submit an application to the Dakota County CDA to obtain our share of Community Development Block Grant funds (CDBG). For 2016, we are eligible to receive \$80,267. In 2015, we also received \$80,267 for the Rediscover SSP Program and the Rehab Program.

CDBG funds must be used to assist low and moderate income families or for the elimination of blighted properties. Beginning in 2005, the Dakota County CDA required that at least 50% of the funds spent in each city must be used for low/moderate income families. In other words, 50% of the activities funded must assist families with incomes below 80% of area median income (\$63,900 for a four person family). Rehab loans for low income homeowners and site acquisition for senior housing are typically funded to meet the criteria.

Staff recommends that 2016 funds be used for the following activities:

Rediscover SSP	\$40,000.00
Dakota County CDA Rehab	<u>40,267.00</u>
Loan Program in South St. Paul	
	\$80,267.00

**SOURCE OF FUNDS:**

N/A

City of South St. Paul  
Dakota County, Minnesota

**RESOLUTION NUMBER 2016-2**

**COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

WHEREAS, pursuant to the Housing and Community Development Act of 1974, as amended (herein called the "C.D. Act"), Dakota County has been designated an eligible county to receive funding; and pursuant to the Cooperative Agreement signed by the City of South St. Paul, the City is eligible to apply to the County for funding for fiscal year 2016; and

WHEREAS, pursuant to the requirements of said C.D. Act, an application for Federal assistance has been prepared which describes a program of activities to meet certain community needs; and

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of South St. Paul, Minnesota, to submit an application which consists of the following activities:

Rediscover South St. Paul Program	\$ 40,000.00
Dakota County CDA Rehab Loan Program in South St. Paul	<u>\$ 40,267.00</u>
TOTAL	\$ 80,267.00

BE IT FURTHER RESOLVED, that the City of South St. Paul be authorized to forward this application to the Dakota County Community Development Agency for review and approval.

Adopted this 19<sup>th</sup> day of January, 2016.

---

City Clerk



**City Council Agenda Report**

**Date:** January 19, 2016

**Department:** City Clerk

**Administrator:** SPK

8 - D

**Agenda Item:      Data Practices Policy**

**Action to be considered:**

Motion to adopt Resolution No. 2016-6 , adopting Data Practices Policy for Members of the Public and for Data Subjects.

**Overview:**

State Statutes requires that governmental entities adopt a policy that govern the treatment of government data and data subjects. This policy addresses access to government data for the process for handling data requests received from the general public and requests received from subjects of the data. The policy also identifies and describes steps that will be taken to ensure the security of any private or confidential data maintained by the entity.

The attached policy meets the requirements of Minnesota Statutes, Chapter 13.

**Source of Funds:**

n/a



**City Council Agenda Report**  
**Date:** January 19, 2016  
**Department:** City Clerk  
**Administrator:** \_\_\_\_\_

8 - D

**Agenda Item:      Data Practices Policy**

**Action to be considered:**

Motion to adopt Resolution No. 2016- , adopting Data Practices Policy for Members of the Public and for Data Subjects.

**Overview:**

State Statutes requires that governmental entities adopt a policy that govern the treatment of government data and data subjects. This policy addresses access to government data for the process for handling data requests received from the general public and requests received from subjects of the data. The policy also identifies and describes steps that will be taken to ensure the security of any private or confidential data maintained by the entity.

The attached policy meets the requirements of Minnesota Statutes, Chapter 13.

**Source of Funds:**

n/a

City of South St. Paul  
Dakota County, Minnesota

**RESOLUTION NO. 2016-6**

**RESOLUTION ADOPTING DATA PRACTICES FOR  
THE CITY OF SOUTH ST. PAUL**

**WHEREAS**, Section 13.025 of the Minnesota Data Practices Act requires government entities to provide written data access policies outlining the public's ability to access data; and

**WHEREAS**, Minnesota Statute 13.05 Subd. 5 requires the City to establish procedures ensuring appropriate access to not public data; and

**WHEREAS**, copies of these policies are distributed free to the public and are available at the City Clerk's Office at City Hall as well as on the City's website; and

**NOW, THEREFORE, BE IT RESOLVED**, that the South St. Paul City Council hereby adopts the City of South St. Paul's Data Practices Policy for Members of the Public and for Data Subjects.

Adopted this 19<sup>th</sup> day of January, 2016.

---

City Clerk

**Data Practices Policy for Members of the Public  
and for Data Subjects**

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

## Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that the City of South St. Paul must keep all government data in a way that makes it easy for you, the data subject or member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

## How to Make a Data Request

To look at data or request copies of data that the City of South St. Paul keeps, you must make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 5. You may make your request for data by mail, fax, or email, using the data request form.

If you choose not to use the data request form, your request should include:

- that under the Government Data Practices Act, Minnesota Statutes, Chapter 13, you are either making a request for data for yourself, and you are the subject of the data or you are making a request for data that is not about yourself, that is, you are making a request as a member of the public;
- whether you would like to look at the data, get copies of the data, or both;
- a clear description of the data you would like to inspect or have copied; and
- *(if you are the subject of the data)* identifying information that proves you are the subject of the data or you are the data subject's parent or guardian.
  - The city of South St. Paul requires proof of your identity before we can respond to your request for data in this circumstance only.

For requests made as a member of the public, the City of South St. Paul cannot require you to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with our contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to process your request.

## How We Respond to a Data Request

For requests made by subjects of the data, we will respond to your request immediately, if possible, or within 10 business days and we will do the following:

- If we have the data and the data is accessible to you, we will arrange a date, time and place for you to inspect the data, for free, or provide you with copies of the data. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in electronic format.
- If we do not have the data, we will notify you that we do not have the data.
- If we have the data but the data are not public, we will notify you that you cannot have access to the data under the Government Data Practices Act, and specify the law that states why you cannot have access to it.

For requests made by a member of the public, we will respond to your request within a reasonable amount of time as follows:

- If we have the data and the data are public, we will arrange a date, time, and place for you to inspect the data, for free, or provide you with copies of the data. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.
- If we do not have the data, we will notify you that we do not have the data.
- If we have the data, but the data are not public, we will notify you that you cannot have access to the data under the Government Data Practices Act, and specify the law that states why you cannot have access to it.

Information about copy charges is on page 4. *We also will arrange for you to pre-pay for the copies.*

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data.

## Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing

and pre-pay/pay for the cost of creating the data. Upon receiving your written request using the data request form we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

### **Copy Costs – Members of the Public**

The City of South St. Paul charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c) and section 13.04, subdivision 3.

- You must pay for the copies before we will give them to you.
- 100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy or 50¢ for a two-sided copy.
- For more than 100 pages of black and white copies and most other types of copies, the city will charge the actual cost of an employee's time to search for and retrieve the data and make the copies.
- The city will not charge for employee time to search data, retrieve data, and make copies, if the time required to do so is less than 15 minutes

### **Most Other Types of Copies – Actual cost**

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email)

### **Most Other Types of Copies – Actual cost**

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data, and make copies is \$25.00 per hour.

If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

## **Data Practices Contacts**

### **Responsible Authority**

Stephen King, City Administrator  
125 3<sup>rd</sup> Avenue North  
South St. Paul, MN 55075  
(651)554-3203

### **Data Practices Compliance Official**

Christy Wilcox, City Clerk  
125 3<sup>rd</sup> Avenue North  
South St. Paul, MN 55075  
(651)554-3204  
Email: cwilcox@sspmn.org

### **Data Practices Designee(s)**

Christy Wilcox, City Clerk  
125 3<sup>rd</sup> Avenue North  
South St. Paul, MN 55075  
(651)554-3204  
Email: cwilcox@sspmn.org



City of South St. Paul  
Data Request Form  
Minnesota Government Data Practices Act

City Clerk's Office  
125 3rd Avenue North  
South St. Paul, MN 55075  
(651)554-3204  
Fax: (651)554-3201

**CONTACT INFORMATION**

*If you are a member of the public, you do not have to provide any of the information below. However, if you want the City to provide you with copies of the data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information, the City will not begin processing your request until you contact the City. If you are requesting information as a data subject, you must fill out section A below.*

**A. Completed by Requester / Data Subject**

Requester / Data Subject Name (Last, First, MI):	Date of Request:
Address:	City, State, Zip
Phone Number:	Email Address:
Description of information requested (Please be specific):	
I am requesting access to data in the following way (check all that apply): <input type="checkbox"/> Inspect copies at City Hall <input type="checkbox"/> Email copies <input type="checkbox"/> Paper copies (to be picked up) <input type="checkbox"/> Paper copies (to be mailed) <input type="checkbox"/> Fax copies	
** You may be required to pay the actual cost of making and/or compiling copies of the information requested.	

**DATA PRIVACY ADVISORY:** This information is not legally required but used for the sole purpose of facilitating access to the data. Once the request has been completed, this form will constitute a public record. The purpose and intended use of this information to process your request, contact you if additional information is needed and, when requesting private or confidential data on individuals, to determine authority to access the data.





**CITY COUNCIL AGENDA REPORT**

**DATE: January 19, 2016**

**DEPARTMENT: Engineering**

**ADMINISTRATOR: SPK**

**8-E**

**AGENDA ITEM: Fill Permit Renewal – Frattalone’s Dawnway, LLLP**

**ACTION TO BE CONSIDERED:**

Motion to approve the renewal of the fill permit for Frattalone’s Dawnway which expired December 31, 2015.

**OVERVIEW:**

The current fill permit for the Dawnway Demolition Landfill site expired December 31, 2015. The permit was originally issued in December of 1985 to A. Kamish and Sons. Council approved the ownership change to Carl Bolander and Sons on June 5, 2000, and the ownership change to Frattalone Companies, Inc. on October 1, 2007. This renewal would cover January 1, 2016 through December 31, 2016.

**SOURCE OF FUNDS:**

N/A

# 15991

FRATTALONE'S DAWNWAY, LLLP  
3205 SPRUCE STREET  
LITTLE CANADA, MN 55117  
651-765-1138

JAN 04 2016

December 21, 2015

John Sachi  
City of South St. Paul  
125 Third Avenue North  
South St. Paul, MN 55075

Dear Mr. Sachi;

This letter serves as our written request for the City of South St. Paul to extend the existing fill permit for Frattalone's Dawnway, LLLP until December 31, 2016. Enclosed you will find a check in the amount of \$150.00 to cover the permit fee.

Please feel free to contact me directly if you have any questions or concerns.

Sincerely,



Nick Frattalone  
Limited Partner



**CITY COUNCIL AGENDA REPORT**

**DATE: January 19<sup>th</sup>, 2016**

**DEPARTMENT: Police**

**ADMINISTRATOR:                      *JPK***

**8-F**

**AGENDA ITEM: Minnesota Department of Public Safety, Office of Traffic Safety Grant Funding**

**ACTION TO BE CONSIDERED:**

Adopt Resolution 2016-005 accepting Minnesota Department of Public Safety, Office of Traffic Safety Grant Funding.

**OVERVIEW:**

The Police Department has submitted a grant proposal to the Minnesota Department of Public Safety, Office of Traffic Safety for assistance in purchasing in squad computers and related equipment. The grant has been awarded to the City of South St. Paul, funded at fifty percent of the requested amount for the purchase of up to five in squad computers and associated equipment. In anticipation of the award of this grant, the police department has deferred purchase of this equipment for vehicles placed into service in 2015 and for that intended to be in service in 2016 to maximize the opportunity provided by this grant.

The grant total awarded to the City of South St. Paul is approximately \$10,000, depending on final costs. We do not believe the cost of the equipment will exceed \$20,000 and there is a fifty percent financial match required on all equipment purchased through this grant.

This agenda item serves as documentation of the Police Department accepting these funds to purchase the in squad computers and associated equipment funded through this grant.

**SOURCE OF FUNDS:**

Grant Funds and 2016 Police Protection Program Budget

City of South St. Paul  
Dakota County, Minnesota

**Resolution No. 2016-005**

**RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT**

**WHEREAS**, the City of South St. Paul has submitted a grant proposal to the Minnesota Department of Public Safety, Office of Traffic Safety;

**WHEREAS**, the City Council has reviewed and considered accepting the Minnesota Department of Public Safety; Office of Traffic Safety grant, which partially funds the purchase of in squad computers and related equipment as part of this grant;

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

1. That the South St. Paul Police Department enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period from October 1<sup>st</sup>, 2014 through September 30<sup>th</sup>, 2016.
2. The Chief of Police is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the City of South St. Paul and to be the fiscal agent and administer the grant.
3. That the Mayor and the City Clerk are authorized to formalize this Resolution in the name of and on behalf of the City in the form hereby approved.

Adopted this 19<sup>th</sup> day of January, 2016.

---

City Clerk

## 2016 In-Squad Computers

Organization: South St Paul Police Department

A-CMPTR16-2016-SOUSTPPD-00059

### Agency Information

Law Enforcement Agency:

South St. Paul Police Department

MN ID #: 8025086

Federal Tax ID#: 416005520

Street Address:

125 3rd Avenue North

City: South St. Paul

State:

MN

Zip Code:

55075-3521

Phone: 651-554-3300

Fax: 651-554-3301

Website:

www.southstpaul.org

### Chief Law Enforcement Officer

First Name: William

Last Name: Messerich

Title: Chief

Phone: 651-554-3300

Email: bmesserich@southstpaul.org

### Agency Contact

The individual that the OTS can communicate with regarding information/questions related to this grant.

First Name: Brian

Last Name: Wicke

Title: Lieutenant

Phone: 651-554-3304

Email: bwicke@southstpaul.org

## 2016 In-Squad Computers

Organization: South St Paul Police Department

A-CMPTR16-2016-SOUSTPPD-00059

### Grant Information and Work Plan

#### Grant Information

##### Geographic Area Served:

The South St. Paul Police Department serves the City of South St. Paul which is a 1st tier suburb comprised of 6.1 geographic miles and population in excess of 20,000

##### In-Squad Computer Policy To Be Used (click link for [RFP In-Squad Computer Policy](#))

##### Number of Officers Who Spend Time Patrolling

Full-Time:

Part-Time:

##### Number of Vehicles Used For Patrolling

Currently Equipped With In-Squad Computers:

Currently Not Equipped With In-Squad Computers:

##### Buy America Act

I understand and agree to abide by the Buy America Act for purchases with these grant funds.

##### Narrative

##### Describe how the agency will train officers on the in-squad computers:

The South St. Paul Police Department has a rigorous field training program in which each officer employed receives extensive training on proper and acceptable use of departmental technologies, including in-squad computers. Each officer employed by the South St. Paul Police Department has received training and is an active user of our technologies, specifically in squad computers, depending on their assignment of the day.

In addition to the training mentioned above, all members of the South St. Paul Police Department receive on going training and testing of their knowledge in regards to polices that govern the use of departmental technologies to ensure comprehension and accountability.

## 2016 In-Squad Computers

Organization: South St Paul Police Department

A-CMPTR16-2016-SOUSTPPD-00059

### Certifications

By submitting the application, the authorized representative for the applicant organization acknowledges that the following documents have been read in their entirety and acknowledges that the documents will be incorporated into the grant agreement if funds are awarded to the organization:

- ✓ 2016 In-Squad Computers Request For Proposal
- ✓ Program Guidelines (Attachment A)
- ✓ Terms and Conditions (Attachment B)
- ✓ Federal Audit Requirements (Attachment C)
- ✓ The Approved Budget

**Signature**

**Date**

Cmdr. Brian Wicke

11/6/2015

2016 In-Squad Computers

Organization: South St Paul Police Department

Budget Summary

Budget			
Budget Category	State Reimbursement	Local Match	
Equipment			
Brother Pocketjet 6 Plus Printer	\$755.00	\$755.00	
Gamber Johnson Docking Station	\$1,798.00	\$1,798.00	
Panasonic Toughbook CF31	\$7,223.00	\$7,223.00	
<b>Total</b>	<b>\$9,776.00</b>	<b>\$9,776.00</b>	
<b>Total</b>	<b>\$9,776.00</b>	<b>\$9,776.00</b>	

## 2016 In-Squad Computers

Organization: South St Paul Police Department

A-CMPTR16-2016-SOUSTPPD-00059

### Signature Option

Please select the type of signature you will be using to sign the grant agreement:

Print, sign, scan, and upload the document into E-Grants



**CITY COUNCIL AGENDA REPORT**

**DATE: JANUARY 19, 2016**

**DEPARTMENT: City Clerk**

**ADMINISTRATOR: SPK**

**8-H**

**AGENDA ITEM: Business Licenses**

**ACTION TO BE CONSIDERED:**

Motion to adopt attached list, approving Business Licenses.

**OVERVIEW:**

Please be aware that Frazier Recovery Homes has applied for three (3) Rental Licenses to be considered by the City Council this evening. Frazier Recovery's properties are Supportive Housing with Services. These Rental Licenses will be approved with the conditions that they only allow for up to five (5) clients and they are required to have one (1) housing manager living at each property. These properties include:

1059 6<sup>th</sup> Avenue South  
830 17<sup>th</sup> Avenue North  
201 Liberty Place

Also attached for the City Council's review is a letter from Dakota County in support of Frazier Recovery. The City Code allows reasonable conditions to be placed on a license.

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 1<sup>st</sup> to May 31<sup>st</sup>. Municipal Code also requires that all licenses be approved by the City Council prior to issuance.

**SOURCE OF FUNDS:**

N/A

**CITY OF SOUTH ST. PAUL  
CITY COUNCIL REPORT**

<b>ID</b>	<b>Company</b>	<b>License #</b>	<b>License Type</b>	<b>Status</b>	<b>Issued</b>	<b>Expires</b>	<b>Address</b>	<b>Council</b>
14854	Christine Nsajja	00004376	Rental Housing	A	12/21/2015	05/31/2016	216 2nd Ave S	01/19/2016
14854	Christine Nsajja	00004378	Rental Housing	A	12/21/2015	05/31/2016	224 2nd Ave S	01/19/2016
14851	Daniel J. Stewart	00004371	Rental Housing	A	12/14/2015	05/31/2016	1059 6th Ave S	01/19/2016
14852	Red Tree Properties, LLC	00004373	Rental Housing	A	12/14/2015	05/31/2016	830 17th Ave N	01/19/2016
14857	Jeanette Miller	00004383	Rental Housing	A	12/31/2015	05/31/2016	227 Dale St W	01/19/2016
14852	Red Tree Properties, LLC	00004372	Rental Housing	A	12/14/2015	05/31/2016	201 Liberty Pl	01/19/2016
14837	Argument of The Month	00004384	Temp Intoxicating Liquor License	A	12/31/2015	02/10/2016	408 3rd St N	01/19/2016
14837	Argument of The Month	00004385	Temp Intoxicating Liquor License	A	12/31/2015	03/09/2016	408 3rd St N	01/19/2016
14837	Argument of The Month	00004386	Temp Intoxicating Liquor License	A	12/31/2015	04/13/2016	408 3rd St N	01/19/2016
14837	Argument of The Month	00004387	Temp Intoxicating Liquor License	A	12/31/2015	05/11/2016	408 3rd St N	01/19/2016
14573	Holy Trinity Parish	00004389	Temp Intoxicating Liquor License	A	01/05/2016	02/06/2016	749 6th Ave S	01/19/2016

Printed: 1/14/2016

Page: 1



www.co.dakota.mn.us

**Western Service Center**  
14955 Galaxie Avenue  
Apple Valley, MN 55124-8579  
952.891.7400 • Fax 952.891.7473

**SOCIAL SERVICES DEPARTMENT**

**Northern Service Center**  
One Mendota Rd. W., Ste 300  
West St. Paul, MN 55118-4770  
651.554.6000 • Fax 651.554.6043

January 13, 2016

South St. Paul City Council  
125 3rd Ave. N.  
South St. Paul, MN 55075

Members of the City Council,

I am writing in support of the housing and support services provided by Frazier Recovery Homes to those with disabilities and experiencing homelessness in Dakota County. In my role as Housing Manager for Dakota County, I see firsthand the critical need for safe and affordable housing for people with barriers, including mental illness, chemical dependency, and a history of homelessness. At their South St. Paul houses, Frazier provides these individuals with supports and skills that help them become self-sufficient and live successfully in the community.

Since starting their supportive housing program in Dakota County in 2013, Frazier has developed a solid reputation among program residents and social workers for quality services, knowledgeable staff. Frazier promotes a safe and sober recovery environment while their tenants transition back into the community. Services such as individual and group counseling, transportation, and employment assistance are key to the success of residents. In addition to these services, Frazier provides live-in house managers and 24-hour on-call coverage at each of their houses to provide oversight and ensure resident safety.

Frazier has been working closely with Dakota County Social Services since the inception of their program in order to meet the housing and support needs of people with disabilities and the county's homeless residents. The owner, Elizabeth Rezek, and her staff are knowledgeable about mental illness, chemical dependency, and homelessness issues, are responsive to the needs of their residents, and are sensitive to the needs and concerns of their neighbors and the community of South St. Paul.

The Frazier Recovery Homes in South St. Paul are an important component of the housing and support resources available to people with disabilities and homeless persons in Dakota County. I encourage the South St. Paul City Council to grant Frazier a conditional rental license so they can continue to provide safe and affordable housing in the community.

Sincerely,

A handwritten signature in black ink, appearing to read "Madeline Kastler", written over a horizontal line.

Madeline Kastler  
Housing Manager, Dakota County

## Frazier Recovery Homes

### Mission

*Our mission is to promote a safe and sober recovery environment for those who are transitioning back into the community. Our goal is to provide an opportunity for personal growth by addressing recovery needs. We value empowerment, trust, respect, dignity and self-actualization.*

### Treatment Philosophy

Frazier Recovery Home believes that each resident deserves to live in a peaceful environment that is conducive to their recovery. We believe that abstinence from drugs and alcohol will assist each resident with achieving their life goals. We are also aware that recovery is a process and relapse may occur. Each resident will have an individualized plan that may include a harm reduction approach to their recovery.

### Program Goals and Objectives

- To return the client to independent living
- To restore the health and psychosocial functioning of each client
- To assist the client to live without dependence on alcohol and illegal drugs
- To improve the client's overall physical and mental status
- To increase a client's productive use of self/time that may include; employment, education, volunteering and/or community service
- To promote client's overall sense of well-being and increased self esteem
- To support client in developing and utilizing appropriate coping skills
- To eliminate/reduce behaviors that cause the client to have problems maintaining sobriety and stable housing

### Program Benefits

- Assistance with developing a comprehensive, recovery based treatment plan
- Gain awareness of behaviors and attitudes that would be helpful to change in order to live according to client's personal goals and values
- Learn skills to more effectively solve problems, reduce self-defeating thoughts/behaviors and improve relationships
- Development of skills for successful community reintegration

### List of Services

- Live in house manager/recovery coach
- 24 hour on-call coverage
- Individual and group counseling
- Transport clients to appointments
- Assistance with accessing community resources
- Assistance with employment search, resumes, filling out applications for jobs/school
- Collaborate with community service providers to provide wrap around services
- Medication monitoring, if applicable

- **Provide skills groups to assist with independent living and successful community integration**
- **Develop person centered plans that address any barriers/challenges to independent living and locate resources to assist with moving forward**
- **Develop healthy relationships with neighbors, landlords and community providers**



**CITY COUNCIL AGENDA REPORT**

**DATE: January 19, 2016**

**DEPARTMENT: City Clerk**

**ADMINISTRATOR: SPK**

**8-I**

**AGENDA ITEM: Charitable Gambling Exempt Permit – Holy Trinity Parish**

**ACTION TO BE CONSIDERED:**

Adopt Resolution No. 2016-7, Concurring with the issuance of a lawful gambling exemption for Holy Trinity Parish.

**OVERVIEW:**

A request has been received from Holy Trinity Parish for the approval of a license to conduct bingo under lawful Gambling Exemption of the State Law. The date for this event is scheduled for February 5, 2016.

**SOURCE OF FUNDS:**

n/a

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Holy Trinity Parish Previous Gambling Permit Number: [REDACTED]

Minnesota Tax ID Number, if any: [REDACTED] Federal Employer ID Number (FEIN), if any: 41-0734737

Mailing Address: 749 6th Ave. So.

City: South Saint Paul State: MN Zip: 55075 County: Dakota

Name of Chief Executive Officer (CEO): Rev. John P Echert

Daytime Phone: 651-455-1302 x - 100 Email: jechert@holyltrinity.org

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

Fraternal  Religious  Veterans  Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767

**IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Holy Trinity School

Address (do not use P.O. box): 745 6th Ave. So.

City or Township: South Saint Paul Zip: 55075 County: Dakota

Date(s) of activity (for raffles, indicate the date of the drawing): February 05, 2016

Check each type of gambling activity that your organization will conduct:

Bingo\*  Paddlewheels\*  Pull-Tabs\*  Tipboards\*

Raffle (total value of raffle prizes awarded for the calendar year: \$ \_\_\_\_\_)

\* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under **LIST OF LICENSEES**, or call 651-539-1900.

**LG220 Application for Exempt Permit**

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

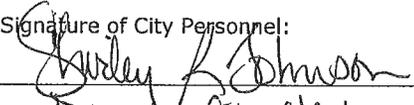
**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: City of South St Paul

Signature of City Personnel: 

Title: Deputy City Clerk Date: 1/05/2016

**The city or county must sign before submitting application to the Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**  
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

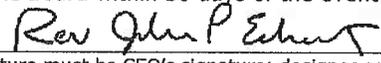
Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 01-05-16

(Signature must be CEO's signature; designee may not sign)

Print Name: Rev. John P. Echert

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

- \_\_\_\_\_ a copy of your proof of nonprofit status, and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**  
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

City of South St. Paul  
Dakota County, Minnesota

**RESOLUTION NO. 2016-7**

**RESOLUTION CONCURRING WITH THE ISSUANCE OF A  
LAWFUL GAMBLING EXEMPTION FOR  
HOLY TRINITY PARISH**

**WHEREAS**, Holy Trinity Parish has made application to the Gambling Control Board to hold a lawful gambling exempt activity on February 5, 2016; and

**WHEREAS**, the City has no objection to said activity,

**NOW, THEREFORE, BE IT RESOLVED**, that the South St. Paul City Council hereby concurs with the issuance of a Lawful Gambling Exemption Permit by the Gambling Board for the Holy Trinity Parish to be held on February 5, 2016, and hereby waives the 30 day waiting period.

Adopted this 19<sup>th</sup> day of January, 2016.

---

City Clerk



## CITY COUNCIL AGENDA REPORT

DATE: January 19, 2016

DEPARTMENT: Police

ADMINISTRATOR: SPK

8-J

### AGENDA ITEM: Purchase Automated External Defibrillators (AED) for Police Vehicles

#### **ACTION TO BE CONSIDERED:**

Pass a motion authorizing the Police Department to purchase ten (10) Automated External Defibrillators (AED) at a total cost of \$14,508.00 using Capital Improvement Plan (CIP) funding and Undesignated Donation Fund.

#### **OVERVIEW:**

An Automated External Defibrillator (AED) is a portable electronic device which automatically diagnoses life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient. An AED is able to treat the patient through defibrillation, the application of electrical therapy, which stops the arrhythmia, allowing the heart to reestablish an effective rhythm. With simple audio and visual commands, AEDs are designed to be simple to use for the layperson. The use of AEDs is taught in many first aid, certified first responder and basic life support (BLS) level cardiopulmonary resuscitation (CPR) classes. The placement of an AED in police patrol vehicles increases the success rate of saving a patient in cardiac arrest. A person's chance of survival, without being successfully treated (by defibrillation), decreases by 7% per minute in the first 3 minutes and decreases by 10% per minute as time advances beyond 3 minutes.

The City of South St. Paul currently has AEDs located in City Hall, the Library, the Municipal Service Center, Central Square, Wakota Arena, the Airport, Northview Pool, McClain Pool, the Nan McKay building and the John Carrol Building. This purchase will complete a two-year Capital Improvement Plan (CIP).

Last year, the Police Department and South Metro Fire Department, with the assistance of the Health East Medical Director, worked with vendors to select the AEDs for the City of South St. Paul. Part of the consideration was compatibility with the current AEDs in use by HealthEast Ambulance and South Metro Fire. (Currently, South Metro Fire uses Phillips AED units and HealthEast Ambulance uses Zoll on their Basic Life Support (BLS) ambulances.)

Representatives from the Police Department and South Metro Fire met with vendors from Zoll and Phillips and were given demonstrations of both units, discussed available features, initial costs and ongoing maintenance costs. Additionally, demonstrations of both units were arranged with City staff and police officers. Based on feedback from users, compatibility with current AEDs, cost comparison and ongoing maintenance costs, the Phillips AED was selected for the City of South St. Paul. The 2016 budget amount for this project was \$15,000 using CIP funds, grant funding and donations. The costs associated with the AEDs are available using state contracts, so bidding is not required. On-going maintenance costs will be included in the Police

Protection Budget and South Metro Fire Department will be assisting the City with the inspection of the AEDs and training City staff.

**SOURCE OF FUNDS:**

2016 Capital Improvement Plan (CIP) Funds and Undesignated Donation Funds



# PHILIPS

Philips Healthcare  
3000 Minuteman Road, MS0400  
Andover, MA 01810-1099

Email PO to: [Healthcare.Orders@philips.com](mailto:Healthcare.Orders@philips.com)

or  
Fax PO to: 1-800-947-3299

or  
Mail PO to:  
Philips Healthcare  
Order Processing, MS0400  
Andover, MA 01810-1099

800-934-7372

<b>QUOTE DATE</b> 01/07/2016	<b>QUOTE NUMBER</b> 2300573890	<b>PAGE</b> 1 / 6
<b>LAST UPDATED</b> 01/07/2016	<b>TIME</b> 16:17:39	
<b>EXPIRATION DATE</b> 03/07/2016	<b>INCOTERMS</b> FOB DESTINATION	
<b>PAYMENT TERMS</b> Net 45 Days Subject to Credit Approval		
<b>FORMAL QUOTE</b>		
<b>CUSTOMER:</b> Attention: William Messerich, Chief of Police South St Paul Police Department 125 3rd Ave N SOUTH ST PAUL MN 55075-2093 UNITED STATES Customer Number : 94514602		

### SALES REPRESENTATIVE

Doug Graham Ph: 614-315-5194

Fax:

### QUOTE CONTACT

Jayne Donovan

**Federal EIN: 13-3429115**

ITEM	PRODUCT	DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT AMOUNT (USD)	TOTAL AMOUNT (USD)
<b>SPECIAL COMMENTS</b> Philips FRx Quote						
Please be aware that this quotation is one part of a series of quotations, which constitutes a larger overall project and purchase. To understand and analyze this proposal in its entirety, other quotations must be considered.						
10	861304 861304	HeartStart FRx Defibrillator	10	PCE	1,952.00	19,520.00
		R01 FRx Ready-Pack	10		175.00	1,750.00
		Agreement Discount			-35.00 %	-7,444.50
		Net price				13,825.50
		Agreement: MH537				
20	989803139311 989803139311	Infant/Child Key, FRx Defibrillator	10	PCE	105.00	1,050.00
		Agreement Discount			-35.00 %	-367.50
		Net price				682.50
		Agreement: MH537				



# PHILIPS

Philips Healthcare  
3000 Minuteman Road,MS0400  
Andover, MA 01810-1099

<b>QUOTE DATE</b> 01/07/2016		<b>QUOTE NUMBER</b> 2300573890	<b>PAGE</b> 2 / 6
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<b>EXPIRATION DATE</b> 03/07/2016		<b>INCOTERMS</b> FOB DESTINATION	
<b>FORMAL QUOTE</b>			<b>REPRINT</b>

ITEM	PRODUCT	DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT AMOUNT (USD)	TOTAL AMOUNT (USD)
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<b>Total Quotation List Price</b>	22,320.00
<b>Less All Applicable Discounts</b>	-7,812.00
<b>Total Quotation Net Price</b>	<b>14,508.00</b>

Philips Healthcare is pleased to inform you that financing of its products and services is available to qualified applicants. To obtain more information contact Philips Medical Capital @ 866-513-4PMC.

\*  
Contract information for:Oklahoma Naspo States Contract

\*  
Prices quoted are subject to and reflect applicable discounts per the terms and conditions of the following contract:  
Contract #MH537      Expiration:Mar. 31, 2016

\*  
This quotation is issued pursuant to, and any PO for the items herein will be accepted subject to the Terms of Contract#MH537.

\*  
If no contract is identified in the previous sentence or the products and/or services are not covered by this contract, this quotation is issued pursuant to, and any PO for the items herein will be accepted subject to the Philips Terms and Conditions of Sale posted at [http://www.healthcare.philips.com/main/terms\\_conditions/](http://www.healthcare.philips.com/main/terms_conditions/) and the terms herein.

\*  
MD Buyline -- Please be aware that MD Buyline utilizes Philips current list prices as the basis of calculation for discount comparisons. If you are a customer utilizing a GPO contract with fixed pricing, it is likely that the list price on this quotation is based on an older published price list, and may be considerably less than the current list pricing that MD Buyline uses in its analysis. As such, the MD Buyline discount recommendation may be higher than the Philips offering for your particular purchase. If you have a question, please ask your Sales Representative for clarification. Should you have concerns or want additional information relative to how discount comparisons are calculated at MD Buyline, please call your analyst at MD Buyline.

\*  
All work is scheduled within normal working hours; Monday through Friday, 8 a.m. to 5 p.m. excluding Philips holidays.  
All pricing is based on travel zones 1-3. For travel zones beyond 1-3, consult your Philips sales rep for alternate pricing.  
It is the customers responsibility to provide Philips with the access necessary to complete the quoted work in a



# PHILIPS

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3000 Minuteman Road, MS0400  
Andover, MA 01810-1099

<b>QUOTE DATE</b> 01/07/2016	<b>QUOTE NUMBER</b> 2300573890	<b>PAGE</b> 3 / 6
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<b>FORMAL QUOTE</b>		
<b>REPRINT</b>		

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continuous start to finish manner.  
 Excessive delays and multiple visits will result in additional charges.  
 All prices are based upon 'adequate access' to work areas that are free from obstruction.  
 If it is determined, during the implementation that asbestos removal is required; Philips will suspend performance until the Customer remediates the asbestos.  
 Philips will work with the customers staff to reduce the downtime during the system transition.

\*  
\*

Products are for USA end-use only. Taxes, if applicable, are not included unless noted but will be added to the invoice. The Purchase Order must reference the Quote Number and your Purchase Agreement. Please indicate your requested delivery date and your preference, if any, to accept and pay for partial shipments. If this quote includes Value-Added Services, they may be invoiced separately. Additional sold training must be completed within twelve months of delivery/installation. System cabling, if included, is specified at the standard grade unless noted otherwise.

\*

This quote specifically excludes Licensing & Permit Fees, Prevailing Wage Compensation and Union Labor.

\*

**IMPORTANT NOTICE:** Health care providers are reminded that if the transactions herein include or involve a loan or a discount (including a rebate or other price reduction), they must fully and accurately report such loan or discount on cost reports or other applicable reports or claims for payment submitted under any federal or state health care program, including but not limited to Medicare and Medicaid, such as may be required by state or federal law, including but not limited to 42 CFR 1001.952(h).

If you do not issue formal purchase orders indicate by initialing here \_\_\_\_\_.

\*  
\*  
\*

Tax Status: Taxable \_\_\_\_\_ Tax Exempt \_\_\_\_\_

\*

If Exempt, please indicate the Exemption Certification Number: \_\_\_\_\_, and attach a copy of the certificate.

\*  
\*  
\*

Delivery/Installation Address:



# PHILIPS

Philips Healthcare  
3000 Minuteman Road, MS0400  
Andover, MA 01810-1099

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Invoice Address:

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Invoice Confirmation Accounts payable

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Contact Phone#:

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Order Confirmation Email or FAX#

\*

Purchaser approval as quoted:

\*

\*

Title:

\*

PO Number:

\*

\*

\*If no PO is issued, the formal quote number will be used as the PO number.

\*

\*

Date:

\_\_\_\_\_



# PHILIPS

Philips Healthcare  
3000 Minuteman Road,MS0400  
Andover, MA 01810-1099

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\*  
\*\*\*  
If you are paying by Credit Card please complete the following information:  
credit card type: visa/mastercard/american express (circle one)  
card#:  
exp date:  
\*\*\*  
\*  
This quotation is signed and accepted by an authorized representative in acknowledgement of the system configuration, terms and conditions stated herein.  
\*  
\*  
nder the American Reinvestment and Recovery Act ("ARRA"), it is the customer's responsibility to inform Philips if the contract contains any ARRA funding. Please check the following box if any part of this contract is funded through ARRA:  
\*  
 This contract is funded in whole or in part through ARRA."



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Andover, MA 01810-1099

<b>QUOTE DATE</b> 01/07/2016	<b>QUOTE NUMBER</b> 2300573890	<b>PAGE</b> 6 / 6
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<b>FORMAL QUOTE</b>		<b>REPRINT</b>

This quotation is issued pursuant to, and any PO for the items herein will be accepted subject to the Terms of any current Contract with the customer. If there is no contract in place, this quotation is issued pursuant to, and any PO for the items herein will be accepted subjected to Philips Terms and Conditions of sale posted at [http://www.healthcare.philips.com/main/terms\\_conditions/](http://www.healthcare.philips.com/main/terms_conditions/) and the terms herein.

This quotation contains confidential and proprietary information of Philips Healthcare and is intended for use only by the customer whose name appears on this quotation. It may not be disclosed to third parties without prior written consent of Philips Healthcare



**City Council Agenda Report**  
 Date: January 19, 2015  
 Department: Administration  
 Administrator: SPK

8 - K

**Agenda Item: Approve Submission of 2015 Pay Equity Report**

**Action to be considered:**

Approve submission of 2015 Pay Equity Report to the Minnesota Department of Management and Budget.

**Overview:**

The City of South St. Paul was notified of its requirement to submit a pay equity implementation report for calendar year 2015 to Minnesota Management and Budget as required by the Local Government Pay Equity Act, M.S. 471.991-471.999 and Minnesota Rules, Chapter 3920. The attached report must be approved by City Council and submitted to the State by January 31, 2016.

The Pay Equity Report utilizes job points established for each position. The City uses the DCA, Inc. Stanton Group Position Evaluation System to establish job points for each job class that employs individuals who work at least an average of 14 hours per week and 67 days per year (100 days in the case of students).

The State will review the attached report to determine if the City of South St. Paul has met the required compliance tests. The State reviews three testing areas: Statistical Analysis Test, Salary Range Test, and Exceptional Service Pay Test. The minimum passing requirements and the City's results are listed below:

	<u>State Minimum Requirement</u>	<u>City of SSP Results</u>
Statistical Analysis Test:	Underpayment ratio of 80% or more	204.63
Salary Range Test:	Result of 0%, or 80% or more	102.72
Exceptional Service Pay Test:	Result of 0%, or 80% or more	0.00

**Source of Funds:**

N/A

## Compliance Report

Jurisdiction: South St. Paul  
125 - 3rd Avenue North

Report Year: 2016  
Case: 1 - 2015 Data (Private (Jur Only))

South St. Paul MN 55075

Contact: Shelly Anderson

Phone: (651) 554-3203

E-Mail: sanderson@sspmn.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

### I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	27	17	2	46
# Employees	61	37	9	107
Avg. Max Monthly Pay per employee	5,779.51	4,312.62		5,185.17

### II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 204.63 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	14	13
b. # Below Predicted Pay	13	4
c. TOTAL	27	17
d. % Below Predicted Pay (b divided by c = d)	48.15	23.53

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 96	Value of T = -1.861
------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = \$5

b. Avg. diff. in pay from predicted pay for female jobs = \$136

III. SALARY RANGE TEST = 102.72 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 4.95

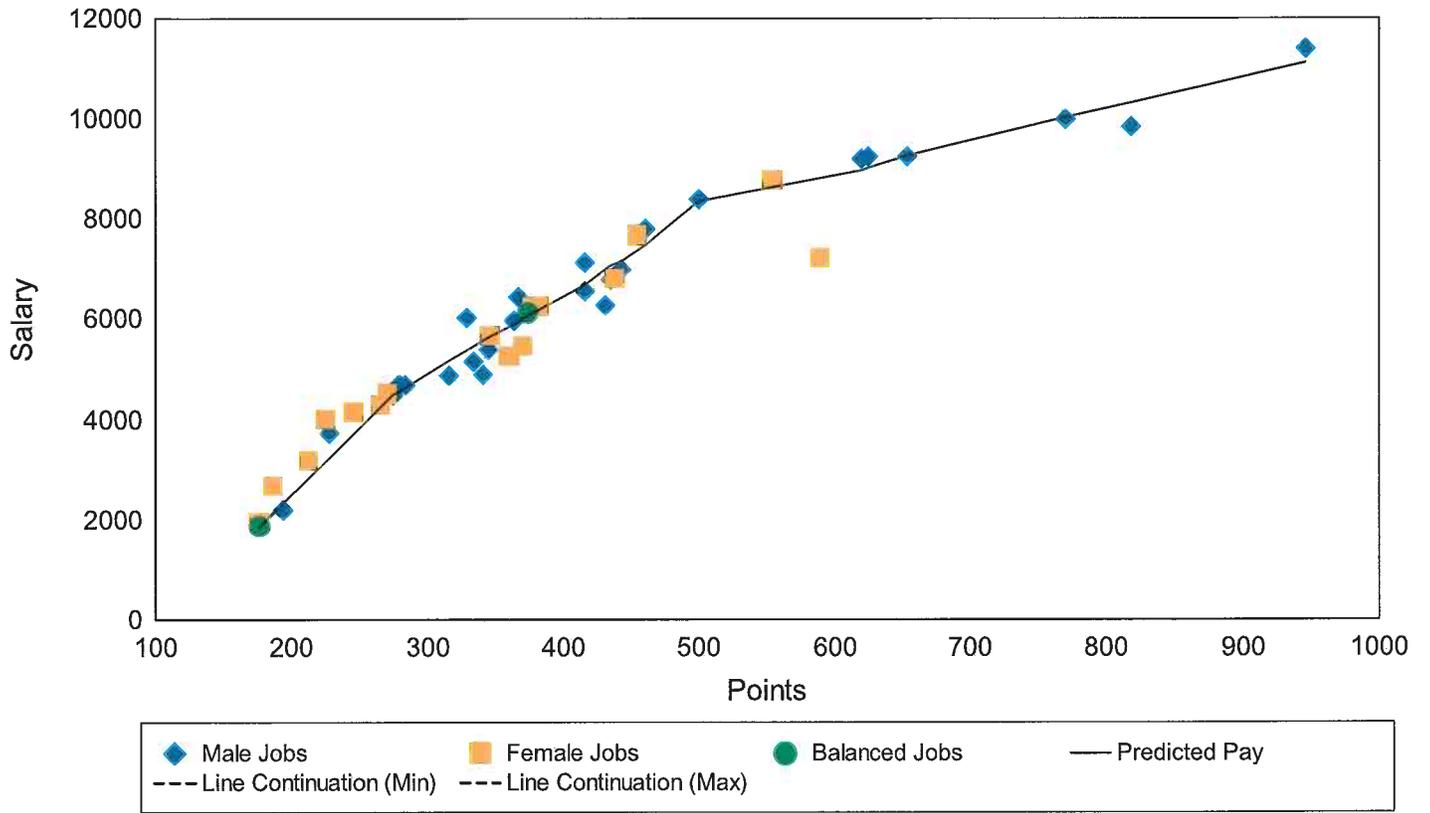
B. Avg. # of years to max salary for female jobs = 4.82

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP 7.41 \*

B. % of female classes receiving ESP 0.00

\*(If 20% or less, test result will be 0.00)





**Agenda Item: Approve Facility Maintenance and Operation Job Description and Authorize Posting of Job Announcement**

**Action to be considered:**

Approve Doug Woog Arena Facility Maintenance and Operation job description and authorize staff to begin the recruitment process to fill the position.

**Overview:**

The Doug Woog Arena is currently staffed with two full-time employees and several seasonal/variable hour employees. During the peak season, the arena generally operates for 16 hours daily, seven days per week. In order to meet customer demand and continue to maintain the facility in good operating condition, City Council approved the addition of a full-time Facility Maintenance and Operation position during the 2016 budget process.

The Woog Arena Facility Maintenance and Operations position will provide year round maintenance services, primarily on an evening shift during the hockey season and day shift during the off season. This position will be able to replace a few seasonal positions, chiefly the Ice Technician seasonal position. Job duties will include maintenance of the ice surface, building and equipment maintenance and assisting in the operations of running Woog Arena. The job description is attached.

Staff recommends approval of the job description and authorization to post a job announcement for Woog Arena Facility Maintenance and Operations. The recommended wage range is \$19.13 to \$23.91 per hour. By reference to the existing collective bargaining agreements with the City it seems at the present time that this position would fall within Teamsters contract. However, final resolution of which union this position will fall within will require further inquiry and negotiations.

**Source of Funds:**

2016 Doug Woog Arena Budget

# CITY OF SOUTH ST. PAUL

## POSITION DESCRIPTION

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**POSITION TITLE:** Facility Maintenance and Operations  
**DEPARTMENT:** Parks & Recreation  
**ACCOUNTABLE TO:** Doug Woog Arena Assistant Manager  
**CREATED:** January 2016

---

### **SUMMARY OF POSITION:**

The Facility Maintenance position requires the ability to perform building and ice making equipment maintenance and repairs, maintain a safe and quality ice surface, general cleaning/custodial services, conduct yourself professionally through actions and appearance, and interact with customers and the public in a courteous and helpful manner. The Facility Maintenance position will involve working an “in-season” schedule that will require working evenings and weekends and an “off-season” schedule that will generally be daytime hours.

The Facility Maintenance worker may be assigned to duties at City facilities throughout the year that requires a work schedule that differs from the normal work schedule.

Assumes duties and responsibilities as assigned or as are apparent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Facility Maintenance Worker will take direction from the Doug Woog Arena Assistant Manager and will have assigned duties in a variety of facility maintenance operations.

Performs all tasks, functions, and duties normally attributed to facility maintenance and operations, including but not limited to:

- Operate and repair ice resurfer, edger, and various other types of hand operated equipment in order to maintain the ice sheets in safe, usable condition at all times.
- Monitor the Building Management System and make adjustments as necessary including minor repairs to the refrigeration system.
- Perform preventative maintenance and minor repairs to building systems and fixtures including, but not limited to, HVAC, plumbing, doors, flooring, ceiling, bleachers, locker rooms, Dasher Board, and other building systems as directed.
- Perform and/or provide leadership direction for facility maintenance and cleaning to ensure the arena and surrounding grounds are maintained in respectable condition including, but not limited to, general facility cleaning, mopping/waxing of floors, removal of trash, minor building repairs, painting, grounds maintenance, removal of snow/ice from sidewalks/parking lot, etc.
- Operation of arena related equipment including the Zamboni, lawn mower, snow blower and other facility maintenance equipment.

Performs other duties associated with the facility operation, including but not limited to:

- Assist with crowd control daily and during large spectator events.

- Provide customer services for the general public including answering questions, responding to concerns, skate rental/skate sharpening, and general information.
- Follow established safety practices and procedures as set up by the City of South St. Paul and Doug Woog Arena management.
- Perform and accept other duties and responsibilities related to the position as assigned by the Doug Woog Arena management staff.

In addition, the Facility Maintenance Worker will adhere to and implement all safety rules, regulations and practices including wearing appropriate safety equipment as necessary to protect the employee, the operation, and the public.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of occupational hazard and safety precautions.
- Knowledge of materials, equipment, construction methods and maintenance activities.
- Ability to work weekends and evenings and respond willingly to varied work assignments and flexible working hours.
- Ability to perform ice arena maintenance operations without close supervision.
- Ability to work cooperatively and establish good relations with co-workers and the public at large.
- Ability to perform moderately strenuous manual labor for extended periods of time.
- Ability to operate, repair, and maintain equipment and machinery in a safe and efficient manner.
- Ability to ensure that preventative maintenance schedules are directed and followed consistently, and when possible, problem areas anticipated and repairs made prior to peak ice use periods of time.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively verbally and in writing.
- Ability to work in stressful situations.
- Ability to read gauges in the boiler, compressor, heat pump and generator rooms.
- Ability to perform strenuous physical labor, including lifting ability up to 100 pounds, in a variety of weather conditions.

**MINIMUM REQUIREMENTS:**

- High School Diploma or equivalent
- Valid Driver's License
- One (1) year Ice Arena Maintenance experience including ice resurfacers experience
- Ability to work a flexible schedule, including nights and weekends, when required.
- Ability to pass a background investigation.

**ADDITIONAL DESIRED EDUCATION/SKILLS:**

- Three (3) years Ice Arena Maintenance or related maintenance experience
- Mechanical aptitude in areas of HVAC, plumbing and refrigeration
- Computer software skills

**WORK ENVIRONMENT:**

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

Work will be performed in both inside and outside conditions. Inside work will be performed in a temperature controlled environment and may require prolonged periods of sitting, standing, data processing, composing written materials, and communication in person, telephone or through e-mail. Work will also require performance in an outdoor environment, in a wide range of weather

conditions. The work will involve the operation of various maintenance equipment and a motor vehicle to travel to job sites or to attend meetings, training sessions, or other work-related events. Attendance will be occasionally required at daytime, evening and other off-hour meetings or events.

**PHYSICAL DEMANDS:**

- On a continuous basis must be able to be on your feet and walk long distances and climb stairs.
- On a continuous basis must be able to grasp levers to run ice resurfacer, operate cleaning equipment and general custodial maintenance.
- On a frequent basis must be able to lift up to 20 pounds from floor to waist and ability to carry over 250 feet.
- On a frequent basis must be able to push/pull 100 pounds required to move bleachers for cleaning.
- On a frequent basis must be able to bend/stoop, squat, kneel and crawl around confined areas to perform custodial duties.
- On an occasional basis must be able to climb ladders and use lift ladder to change light bulbs approximately 25 feet from floor to ceiling.
- On an occasional basis must be able to lift over 100 pounds from floor to waist and waist to shoulder and ability to carry over 250 feet.
- On an occasional basis must have finger dexterity to operate keyboard for computers.



## City Council Agenda Report

Date: January 19, 2016

Department: Human Resources

Administrator: SPK

8-M

### **Agenda Item: Approve 2016-2018 Bargaining Unit Agreement between the City of South St. Paul and the Supervisory Association**

#### **Action to be considered:**

Motion to approve the 2016-2018 Supervisory Association bargaining unit contract and authorize execution of contract terms effective January 1, 2016.

#### **Overview:**

The Supervisory bargaining labor unit is the designated exclusive bargaining representative for employees in the Supervisory Association. The existing contract expired on December 31, 2015. City Administrator Stephen King and Human Resource Director Shelly Anderson have been negotiating with representatives of the bargaining unit.

Tentative terms have been reached for a new contract with the Supervisory bargaining unit. The City Council reviewed the terms of the 2016-2018 contract during a closed session discussion at the Council Worksession meeting of January 11, 2016. The 2016-2018 economic contract terms include the following:

- A 2.25% COLA increase for 2016
- A 2.25% COLA increase for 2017, and if any other City of South St. Paul bargaining group is awarded a higher percentage than 2.25%, for 2017, the 2017 COLA shall be adjusted to the higher rate
- A 2% COLA increase for 2018, and if any other City of South St. Paul bargaining group is awarded a higher percentage than 2%, for 2018, the 2018 COLA shall be adjusted to the higher rate
- An increase to Employer contribution to Health Insurance Premiums coverage for all plans except the \$10 Copay Plan, effective January 1, 2016
- A change in the vacation accrual schedule
- Three year contract (Jan. 1, 2016 – Dec. 31, 2018)

The Supervisory Association bargaining unit approved the terms and conditions of the 2016-2018 contract.

#### **Source of Funds:**

General Fund Budgets and Contingency



**Agenda Item:      Approve 2016 Salary Adjustments for Non-Union Staff Members**

**Action to be considered:**

Motion to approve salary scale adjustments for non-union staff members.

**Overview:**

The Assistant City Administrator/HR Director, Network Systems Administrator, and the Executive Assistant positions are **not** covered by collective bargaining agreements because they constitute “confidential employees” with the meaning of Minnesota Statutes governing public sector collective bargaining. The compensation and benefits for these individuals, while not subject to collective bargaining, have historically been set with some reference to the practices incorporated in the Supervisory Association agreement.

The pay ranges for positions within the Supervisory bargaining unit are traditionally set by reference to internal and external marketplace analyses. The process includes looking at the pay ranges for similar positions in comparison cities. The comparison cities include a blending of the Dakota County cities and metropolitan area cities with similar size, demographics and other characteristics (e.g., age; inner ring suburb) shared by South St. Paul. Dakota County cities are used in this external marketplace comparison because of the large number of collaborative programs and interactions that involve supervisory employees, on a peer basis, with employees from other Dakota County cities without differentiation by size of the Employer city. The market averages are used to set the top step of the salary scale and all other steps are calculated derivatives of that top step. The focus is on establishing consistency with a market place average and not the highest end/step in the marketplace

The City recently reached a labor agreement with the Supervisory Association that provides for a 2.25% annual adjustment of the top step in each position salary scale, with derivative adjustments of the other subsidiary steps in the pay scales. Staff therefore recommends a 2016 adjustment of 2.25% for these positions. Other benefits for these positions would continue to be pegged to the Supervisory Association agreement’s terms. The increase would be made retroactively effective to January 1, 2016.

**Source of Funds:**

The 2016 Budget anticipated these compensation adjustments.



**CITY COUNCIL AGENDA REPORT**

**DATE: January 19, 2016**

**DEPARTMENT: Public Works**

**ADMINISTRATOR: SPK**

**8-P**

**AGENDA ITEM: Purchase of a single axle plow truck from Nuss Truck & Equipment with plowing equipment and accessories from Towmaster, Inc.**

**ACTION TO BE CONSIDERED:**

Motion to approve the purchase of a single axle cab and chassis truck from Nuss Truck & Equipment with plowing equipment and accessories from Towmaster, Inc. in the amount of \$209,999.

**OVERVIEW:**

The 2016 Central Garage fund has \$210,000 for the replacement of our current 1997 single axle dump truck. The existing single-axle dump truck with plow equipment and accessories (Unit 331) is used by the Street Department throughout the year in conjunction with street sweeping, asphalt patching and miscellaneous hauling activities. It is relied upon for snow removal from heavier traffic routes in the City. Its wear is consistent with a 19-year-old vehicle used for commercial use.

The retiring single-axle truck will be sold at a public auction sometime after the City takes delivery of the new truck.

Staff recommends consideration of the purchase of a 2016 Single Axle Dump/Plow Truck from the State of Minnesota Contract #77950 and #100790 in the amount of \$209,999 which includes tax for the cab and chassis.

**SOURCE OF FUNDS:**

2016 Central Garage Fund (Bonding per Finance Department)

**VENDOR NAME** NUSS TRUCK & EQUIPMENT

**MAKE AND MODEL** 2016 MACK GU712 AF SINGLE

This section for use when ordering

WB	187"	<b>Grand Total \$ 103,989.00</b>
CA	96"	
AF	62"	
Rear Ratio	4.8	
Cab Color	WHITE	
Wheel Color	WHITE	
Notes	CITY OF SO ST PAUL	

Spec #	Description	Qty	Price	Subtotal
1.0	<b>Price for base unit:</b>	1	\$ 78,222.00	\$ 78,222.00
<b>2.0</b>	<b>FRAME OPTIONS</b>			
2.1	Front frame extension	1	\$ 848.00	\$ 848.00
2.2	Custom hole punching in frame		\$ 150.00	\$ -
2.3	Deduct for no front bumper		\$ (10.00)	\$ -
2.4	Frame fastener option (bolt or huck spun)	1	STD	
2.5	Frame, R.B.M., S.M., PSI, CA			\$ -
2.6	2,120,000 17.7 120,000 87 - 112 CA		\$ (70.00)	\$ -
2.7	2,120,000 17.7 120,000 113 - 133 CA		STD	
2.8	2,120,000 17.7 120,000 134 - 152 CA		\$ 102.00	\$ -
2.9	2,120,000 17.7 120,000 153 - 199 CA		\$ 216.00	\$ -
2.10	2,120,000 17.7 120,000 200 - 236 CA		\$ 314.00	\$ -
2.11	2,470,000 20.6 120,000 87 - 112 CA		\$ 154.00	\$ -
2.12	2,470,000 20.6 120,000 113 - 133 CA		\$ 240.00	\$ -
2.13	2,470,000 20.6 120,000 134 - 152 CA		\$ 337.00	\$ -
2.14	2,470,000 20.6 120,000 153 - 199 CA		\$ 436.00	\$ -
2.15	2,470,000 20.6 120,000 200 - 236 CA		\$ 534.00	\$ -
2.16	2,820,000 23.5 120,000 87 - 112 CA	1	\$ 473.00	\$ 473.00
2.17	2,820,000 23.5 120,000 113 - 133 CA		\$ 558.00	\$ -
2.18	2,820,000 23.5 120,000 134 - 152 CA		\$ 655.00	\$ -
2.19	2,820,000 23.5 120,000 153 - 199 CA		\$ 754.00	\$ -
2.20	2,820,000 23.5 120,000 200 - 236 CA		\$ 852.00	\$ -
2.21	3,160,000 26.3 120,000 87 - 112 CA		\$ 650.00	\$ -
2.22	3,160,000 26.3 120,000 113 - 133 CA		\$ 737.00	\$ -
2.23	3,160,000 26.3 120,000 134 - 152 CA		\$ 833.00	\$ -
2.24	3,160,000 26.3 120,000 153 - 199 CA		\$ 932.00	\$ -
2.25	3,160,000 26.3 120,000 200 - 236 CA		\$ 1,030.00	\$ -
	<b>DOUBLE FRAME - PARTIAL IC REINFORCEMENT</b>			
2.26	3,230,000 26.9 120,000 87 - 112 CA		\$ 411.00	\$ -
2.27	3,230,000 26.9 120,000 113 - 133 CA		\$ 497.00	\$ -
2.28	3,230,000 26.9 120,000 134 - 152 CA		\$ 595.00	\$ -
2.29	3,230,000 26.9 120,000 153 - 199 CA		\$ 693.00	\$ -

Spec #	Description	Qty	Price	Subtotal
2.30	3,230,000 26.9 120,000 200 - 236 CA		\$ 791.00	\$ -
2.31	3,580,000 29.8 120,000 87 - 112 CA		\$ 631.00	\$ -
2.32	3,580,000 29.8 120,000 113 - 133 CA		\$ 717.00	\$ -
2.33	3,580,000 29.8 120,000 134 - 152 CA		\$ 814.00	\$ -
2.34	3,580,000 29.8 120,000 153 - 199 CA		\$ 913.00	\$ -
2.35	3,580,000 29.8 120,000 200 - 236 CA		\$ 1,011.00	\$ -
2.36	3,920,000 32.7 120,000 87 - 112 CA		\$ 949.00	\$ -
2.37	3,920,000 32.7 120,000 113 - 133 CA		\$ 1,035.00	\$ -
2.38	3,920,000 32.7 120,000 134 - 152 CA		\$ 1,132.00	\$ -
2.39	3,920,000 32.7 120,000 153 - 199 CA		\$ 1,232.00	\$ -
2.40	3,920,000 32.7 120,000 200 - 236 CA		\$ 1,329.00	\$ -
2.41	4,260,000 35.5 120,000 87 - 112 CA		\$ 1,127.00	\$ -
2.42	4,260,000 35.5 120,000 113 - 133 CA		\$ 1,213.00	\$ -
2.43	4,260,000 35.5 120,000 134 - 152 CA		\$ 1,310.00	\$ -
2.44	4,260,000 35.5 120,000 154 - 199 CA		\$ 1,409.00	\$ -
2.45	4,260,000 35.5 120,000 200 - 236 CA		\$ 1,506.00	\$ -
	<b>DOUBLE FRAME - FULL IC REINFORCEMENT</b>			
2.46	3,230,000 26.9 120,000 87 - 112 CA		\$ 662.00	\$ -
2.47	3,230,000 26.9 120,000 113 - 133 CA		\$ 748.00	\$ -
2.48	3,230,000 26.9 120,000 134 - 152 CA		\$ 845.00	\$ -
2.49	3,230,000 26.9 120,000 153 - 199 CA		\$ 944.00	\$ -
2.50	3,230,000 26.9 120,000 200 - 236 CA		\$ 1,042.00	\$ -
2.51	3,580,000 29.8 120,000 87 - 112 CA		\$ 883.00	\$ -
2.52	3,580,000 29.8 120,000 113 - 133 CA		\$ 968.00	\$ -
2.53	3,580,000 29.8 120,000 134 - 152 CA		\$ 1,065.00	\$ -
2.54	3,580,000 29.8 120,000 153 - 199 CA		\$ 1,164.00	\$ -
2.55	3,580,000 29.8 120,000 200 - 236 CA		\$ 1,262.00	\$ -
2.56	4,260,000 35.5 120,000 87 - 112 CA		\$ 1,299.00	\$ -
2.57	4,260,000 35.5 120,000 113 - 133 CA		\$ 1,446.00	\$ -
2.58	4,260,000 35.5 120,000 134 - 152 CA		\$ 1,606.00	\$ -
2.59	4,260,000 35.5 120,000 153 - 199 CA		\$ 1,205.00	\$ -
2.60	4,260,000 35.5 120,000 200 - 236 CA		\$ 2,009.00	\$ -
	<b>TRIPLE FRAME - FULL IC REINFORCEMENT</b>			
2.61	5,688,000 47.4 120,000 87 - 112 CA		\$ 3,815.00	\$ -
2.62	5,688,000 47.4 120,000 113 - 133 CA		\$ 3,900.00	\$ -
2.63	5,688,000 47.4 120,000 134 - 152 CA		\$ 3,896.00	\$ -
2.64	5,688,000 47.4 120,000 153 - 199 CA		\$ 4,096.00	\$ -
2.65	5,688,000 47.4 120,000 200 - 236 CA		\$ 4,194.00	\$ -
2.66	Flush bright finish channel steel		\$ 109.00	\$ -
2.67	Extended stylized-silver-bright finish steel w/stone guard		\$ 1,439.00	\$ -
2.68	Extended stylized-silver-painted steel w/stone guard		\$ 1,141.00	\$ -
2.69	Extended - swept back steel with stone guard - includes center tow pin		\$ 774.00	\$ -
2.70	Extended - swept back steel, bright finish with stone guard - includes center tow pin		\$ 1,095.00	\$ -
2.71	Mill finish, flush mounted, unpainted aluminum		\$ 66.00	\$ -
2.72	Stainless steel clad aluminum flush mounted		\$ 324.00	\$ -

Spec #	Description	Qty	Price	Subtotal
2.73	Extended swept back channel steel with bright finish w/painted		\$ 596.00	\$ -
2.74	Extended swept back steel channel w/bright finish		\$ 248.00	\$ -
2.75	Extended swept back painted steel		STD	
2.76	Plate type radiator guard		\$ 101.00	\$ -
2.77	Bright finish plate type radiator guard		\$ 248.00	\$ -
2.78	Tectyl 185 GW pigmented compound between frame rails		\$ 110.00	\$ -

**3.0 FRONT AXLE/SUSPENSION/BRAKE/OPTION**

3.1	Set forward front axle option	1	STD	
3.2	14,600 front axle & matching suspension - Mack FXL14.6		\$ 742.00	\$ -
3.3	16,000 front axle and matching suspension - Mack FXL18		\$ 1,347.00	\$ -
3.4	18,000 front axle and matching suspension - Mack FXL18		\$ 1,446.00	\$ -
3.5	20,000 front axle and matching suspension - Mack FXL20	1	\$ 2,471.00	\$ 2,471.00
3.6	23,000 front axle and matching suspension - Mack FXL23		\$ 2,712.00	\$ -
3.7	Heavy duty front axle shocks	1	STD	
3.8	Front brake dust shields	1	\$ 17.00	\$ 17.00
3.9	Dual front auxiliary steering gear		\$ 857.00	\$ -
3.10	RH spring build up for wing plow application		\$ 25.00	\$ -
3.11	LH spring build up for wing plow application		\$ 25.00	\$ -
3.12	All wheel drive front axle		\$ 43,000.00	\$ -
3.13	Twin Steer Front Axle		\$ 10,251.00	\$ -
3.14	Aluminum front hubs		\$ 51.00	\$ -
3.15	Centerfuse outboard mounted brake drums		\$ 209.00	\$ -
3.16	Multileaf front spring ILO taperleaf (2 leaf spring)		\$ 34.00	\$ -
3.17	HD multileaf front spring ILO taperleaf (2 leaf spring)		\$ 63.00	\$ -
3.18	HD taperleaf (3 leaf spring) ILO of taperleaf (2 leaf spring)	1	\$ 63.00	\$ 63.00
3.19	Air Disc Brakes requires Meritor rear brakes		\$ 1,486.00	\$ -
3.20	Meritor front slack adjustors - Need same slack on rear axle	1	\$ 1.00	\$ 1.00
3.21	Haldex front slack adjustors - Need same slack adjustor on rear axle		STD	
3.22	Meritor front brakes - Need to match same brakes with rear axle		\$ 126.00	\$ -

**4.0 4.0 SINGLE REAR AXLE/SUSPENSION/BRAKE/OPTIONS**

4.1	21,000# rear axle and matching suspension		\$ (353.00)	\$ -
4.2	21,000# driver differential locking rear axle and matching suspension		\$ 113.00	\$ -
4.3	23,000# rear axle and matching suspension		\$ (388.00)	\$ -
4.4	23,000# driver differential locking rear axle and matching suspension		\$ 78.00	\$ -
4.5	26,000 # rear axle and matching suspension		\$ 2,686.00	\$ -
4.6	26,000 # driver differential locking rear axle and matching suspension		\$ 3,152.00	\$ -
4.7	Meritor RS23160 rear axle and 26,000-31,000# rear suspension, driver diff. lock.		\$ 2,990.00	\$ -
4.8	23,000# air suspension in lieu of springs		\$ 755.00	\$ -
4.9	½ round universal joints		STD	
4.10	Spicer 1810 HD drive line with half round universal joints		\$ 75.00	\$ -
4.11	Rear brake dust shield	1	\$ 17.00	\$ 17.00
4.12	Meritor 18 MXL drive line with half round universal joints		\$ 40.00	\$ -
4.13	Mack RA23R 23,000 lbs rear axle & suspension	1	STD	
4.14	30,000 lbs rear springs for Mack RA23R rear axle	1	\$ 400.00	\$ 400.00

Spec #	Description	Qty	Price	Subtotal
4.15	Meritor RS-30-185 30,000 lbs driver differential locking rear axle & matching suspension		\$ 3,999.00	\$ -
4.16	Dana-Spicier S30-190 30,000 lbs driver differential locking rear axle & matching suspension		\$ 2,463.00	\$ -
4.17	Mack interwheel power divider	1	\$ 1,316.00	\$ 1,316.00
4.18	Mack driver control differential lock		\$ 466.00	\$ -
4.19	Helper springs	1	\$ 127.00	\$ 127.00
4.20	Aluminum rear hubs		\$ 18.00	\$ -
4.21	Centerfuse outboard brake drums		\$ 99.00	\$ -
4.22	Meritor rear slack adjustors	1	\$ 1.00	\$ 1.00
4.23	Haldex rear slack adjustors		STD	
4.24	Dana-spicier SPL170XL extended lube series		\$ 98.00	\$ -
4.25	Dana-spicier SPL250XL extended lube series		\$ 120.00	\$ -
4.26	Dana-spicier SPL250HDXL extended lube series		\$ 200.00	\$ -
4.27	Haldex "Life Seal"		\$ 1.00	\$ -
4.28	MGM MDL TR-T (Tamper Resistant Brake Chamber) reclock inlet ports for optimum ground clearance	1	\$ 43.00	\$ 43.00
4.29	Haldex Gold Seal		\$ 4.00	\$ -
4.30	Meritor rear cam brakes 16.5" x 85/8" - notavailable with dust shields		\$ 143.00	\$ -
4.31	Meritor rear brakes		\$ 56.00	\$ -
4.32	Trac Tech - No spin differential		\$ 1,055.00	\$ -
4.33	13,500 lbs Hendrickson steerable composilite HLU-2 pusher axle - includes tires and rims		\$ 9,791.00	\$ -
4.34	10,000 lbs Hendrickson steerable composilite HLU-2 pusher axle - includes tires and rims		\$ 9,791.00	\$ -
4.35	20,000 lbs Watson-Chalin steerable SL-2089 Thu Track Series pusher axle - includes tire and rims		\$ 12,381.00	\$ -
4.36	13,200 lbs Watson-Chalin steerable SL-1187 Thu Track Series pusher axle - includes tire and rims		\$ 10,173.00	\$ -
4.37	20,000 lbs Watson-Chalin non-steerable AL-2200 Atlas Series pusher axle - includes tire and rims		\$ 9,198.00	\$ -
4.38	20,000 lbs Hendrickson non - steerable composilite HLM pusher axle - includes tires and rims		\$ 9,091.00	\$ -
4.39	13,200 lbs Hendrickson steerable HLU2Z pusher axle - includes tires and rims		\$ 9,791.00	\$ -
4.40	20,000 lbs Hendrickson Paralift HLP20 steerable pusher axle - includes tires and rims		\$ 11,192.00	\$ -
4.41	13,500 lbs Hendrickson steerable composilite HLU-2 tag axle - includes tires and rims		\$ 9,791.00	\$ -
4.42	10,000 lbs Hendrickson steerable composilite HLU-2 tag axle - includes tires and rims		\$ 9,791.00	\$ -
4.43	20,000 lbs Watson-Chalin steerable SL-2089 Thu Track Series tag axle - includes tire and rims		\$ 12,381.00	\$ -
4.44	13,200 lbs Watson-Chalin steerable SL-1187 Thu Track Series tag axle - includes tire and rims		\$ 10,173.00	\$ -
4.45	20,000 lbs Watson-Chalin non-steerable AL-2200 Atlas Series tag axle - includes tire and rims		\$ 9,198.00	\$ -
4.46	20,000 lbs Hendrickson non - steerable composilite HLM tag axle - includes tires and rims		\$ 9,091.00	\$ -
4.47	13,200 lbs Hendrickson steerable HLU2Z tag axle - includes tires and rims		\$ 9,791.00	\$ -
4.48	20,000 lbs Hendrickson Paralift HLP20 steerable tag axle - includes tires and rims		\$ 11,192.00	\$ -

Spec #	Description	Qty	Price	Subtotal
<b>5.0</b>	<b>INTENTIONALLY LEFT BLANK:</b>			
<b>6.0</b>	<b>TIRES/RIMS OPTIONS:</b>			
6.1	Nylon wafers or wheel guards on all wheels (6 ea)		\$ 43.00	\$ -
6.2	Heavier 7500 lb 22.5 x 8.25 Steel rims in lieu of standard 7300# rims (10 ea)		STD	
6.3	Heavier 7500 lb 22.5 x 8.25 Steel rims in lieu of standard 7300# rims (8 ea) in rear only		STD	
6.4	11R 22.5 H front tires		\$ 106.00	\$ -
6.5	12R 22.5 H front tires		\$ 228.00	\$ -
6.6	9000 lb 22.5 9" front steel rims, 315/80R 22.5 J front tires		\$ 461.00	\$ -
6.7	10,000 lb 22.5 9" front steel rims, 315/80R 22.5 J front tires	1	\$ 493.00	\$ 493.00
6.8	10,500 lb 22.5 x 12.25 front steel rims, 385/65R 22.5 J front tires		\$ 769.00	\$ -
6.9	10,500 lb 22.5 x 12.25 front steel rims, 425/65R 22.5 J front tires		\$ 823.00	\$ -
6.10	11R 22.5 H rear tires		\$ 246.00	\$ -
6.11	7,300 lb 24.5" x 8.25" steel front rims		\$ 88.00	\$ -
6.12	7300 lb 24.5" x 8.25" rear steel rims		\$ 138.00	\$ -
6.13	8,000 lb 24.5" x 8.25" steel front rims		\$ 103.00	\$ -
6.14	8,000 lb 24.5" x 8.25" steel rear rims		\$ 186.00	\$ -
6.15	11R 24.5 G front tires		\$ 46.00	\$ -
6.16	11R 24.5 H front tires		\$ 56.00	\$ -
6.17	11R 24.5 G rear tires		\$ 286.00	\$ -
6.18	11R 24.5 H rear tires		\$ 1,892.00	\$ -
6.19	Steel spare rim, size 22.5 x 8.25		\$ 175.00	\$ -
6.20	Steel spare rim, size 24.5 x 8.25		\$ 185.00	\$ -
6.21	Steel spare rim, size 22.5 x 9.0		\$ 370.00	\$ -
6.22	Steel spare rim, size 22.5 x 12.25		\$ 470.00	\$ -
6.23	12R22.5 H front tires		\$ 639.00	\$ -
6.24	12R 22.5 H rear tires		\$ 1,016.00	\$ -
6.25	Wheel lugwrench - includes handle		\$ 47.00	\$ -
6.26	Aluminum front wheel - 22.5 x 8.25		\$ 123.00	\$ -
6.27	Aluminum front wheel - 24.5 x 8.25		\$ 144.00	\$ -
6.28	Aluminum front wheel - 22.5 x 9.0	1	\$ 373.00	\$ 373.00
6.29	Aluminum front wheel - 22.5 x 12.25		\$ 422.00	\$ -
6.30	Polished aluminum front wheel		\$ 47.00	\$ -
6.31	Dura-bright bright finish front wheels		\$ 197.00	\$ -
6.32	Aluminum rear wheels - 22.5 x 8.25	1	\$ 257.00	\$ 257.00
6.33	Aluminum rear wheels - 24.5 x 8.25		\$ 300.00	\$ -
6.34	Polished aluminum rear wheel two outboard of dual wheels		\$ 64.00	\$ -
6.35	Polished aluminum rear wheel all four (4) wheels		\$ 127.00	\$ -
6.36	Dura-bright bright finish on all four (4) rear wheels		\$ 642.00	\$ -
6.37	Dura-bright bright finish on all two (2) outboard rear wheels		\$ 321.00	\$ -

**7.0 BRAKE SYSTEM OPTIONS:**

7.1	Wabco System Saver 1200 E heated air dryer	1	STD	
7.2	Manual cable drain valves on air tanks		\$ 23.00	\$ -
7.3	Auto drain valves on air tanks		\$ 30.00	\$ -
7.4	MGM type TR-T rear brake chambers		\$ 51.00	\$ -
7.5	S.S. pins on slack adjuster yoke (2 ea per yoke) For all air brake chambers	1	\$ 123.00	\$ 123.00
7.6	Inverted rear brake chamber mounting in lieu of regular mounting		\$ 10.00	\$ -

Spec #	Description	Qty	Price	Subtotal
7.7	Relocate air dryer		\$ 200.00	\$ -
7.8	Bendix AD9 heated air dryer		\$ 114.00	\$ -
7.9	Bendix AD-IP heated air dryer		\$ 158.00	\$ -
7.10	Meritor/Wabco system twin heated air dryer		\$ 519.00	\$ -
7.11	Auto heated drain valve	1	\$ 40.00	\$ 40.00
7.12	Aluminum air reservoirs		\$ 185.00	\$ -
7.13	Polished aluminum air reservoirs		\$ 242.00	\$ -
7.14	Increase air capacity for installation of extra axles		\$ 267.00	\$ -
7.14	Meritor/Wabco ABS system w/o automatic traction control		\$ 133.00	\$ -
7.15	Bendix ABS system with traction control		\$ 281.00	\$ -
7.16	Meritor/Wabco ABS system w/auto traction control		\$ 364.00	\$ -
7.17	Lanyard control on supply wet tank		\$ 17.00	\$ -

**8.0 ENGINE/EXHAUST AND FUEL TANKS OPTIONS:**  
**(List Make & Model, H.P., torque of engine and exhaust and fuel tank options)**

8.1	Mack MP7-345A, 345 HP @ 1500 - 1700 RPM, Max Torque @ 1100 - 1300 RPM	1	\$ 389.00	\$ 389.00
8.2	Mack MP7-345C, 345 HP @ 1500 - 1700 RPM, Max Torque @ 1100 - 130 RPM		\$ 415.00	\$ -
8.3	Mack MP7-365C, 365 HP @ 1500 - 1700 RPM, Max Torque @ 1100 - 1200 RPM		\$ 783.00	\$ -
8.4	Mack MP7-395C, 395 HP @ 1500 - 1700 RPM, Max Torque @ 1100 - 1200 RPM		\$ 1,188.00	\$ -
8.5	Mack MP7-325M, 325 HP @ 1500 - 1900 RPM, Max Torque @ 1100 - 1300 RPM		STD	
8.6	Mack MP7-365M, 365 HP @ 1500 - 1900 RPM, Max Torque @ 1100 - 1300 RPM		\$ 734.00	\$ -
8.7	Mack MP7-405M, 405 HP @ 1500 - 1900 RPM, Max Torque @ 1100 - 1300 RPM		\$ 1,284.00	\$ -
8.8	Mack MP8-415C, 415 HP @ 1500 - 1700 RPM, Max Torque @ 1100 - 1300 RPM		\$ 2,566.00	\$ -
8.9	Mack MP8-445C, 445 HP @ 1500 - 1760 RPM, Max Torque @ 1100 - 1300 RPM		\$ 3,110.00	\$ -
8.10	Mack MP8-505C, 505 HP @ 1500 - 1700 RPM, Max Torque @ 1100 - 1500 RPM		\$ 4,229.00	\$ -
8.11	Mack MP8-425M, 425 HP @ 1500 - 1900 RPM, Max Torque @ 1100 - 1300 RPM		\$ 2,744.00	\$ -
8.12	Mack MP8-455M, 455 HP @ 1500 - 1900 RPM, Max Torque @ 1100 - 1300 RPM		\$ 3,231.00	\$ -
8.13	Mack MP8-505M, 505 HP @ 1500 - 1900 RPM, Max Torque @ 1100 - 1500 RPM		\$ 4,370.00	\$ -
8.14	Clear Back of Cab - DPF & SCR Frame Mounted , RH Side under Cab	1	\$ 663.00	\$ 663.00
8.15	No Muffler, Single (R/S) Vertical Exhaust Cab Mounted, Lower Venturi Diffuser, Turned End		\$ 241.00	\$ -
8.16	No Muffler, Single (R/S) Vertical Exhaust Cab Mounted, Lower Venturi Diffuser, Plain End		\$ 241.00	\$ -
8.17	Single (R/S) Vertical Straight Exhaust Stack Plain End		\$ (22.00)	\$ -
8.18	Single (R/S) Vertical Straight Exhaust Stack Turned Out	1	STD	
8.19	Single (R/S) Vertical Straight Exhaust Stack Plain End Perf Stack Deffuser		\$ 31.00	
8.20	Single (R/S) Vertical Straight Exhaust Stack Plain End Side Outlet Deffuser		\$ 121.00	\$ -
8.21	Single (R/S) Vertical Straight Exhaust Stack Plain Top Outlet Deffuser		\$ 121.00	\$ -

Spec #	Description	Qty	Price	Subtotal
8.22	Dual Vertical Straight Exhaust Stack Plain End - N/A with Allison Transmission		\$ 1,025.00	\$ -
8.23	Dual Vertical Straight Exhaust Stack Turned Out End - N/A with Allison Transmission		\$ 1,050.00	\$ -
8.24	Dual Vertical Straight Exhaust Stack Plain Side Outlet Deffuser - N/A with Allison Transmission		\$ 1,449.00	\$ -
8.25	Dual Vertical Straight Exhaust Stack Plain Top Outlet Deffuser - N/A with Allison Transmission		\$ 1,449.00	\$ -
8.26	Single, Bright finish heat shield & stack	1	\$ 63.00	\$ 63.00
8.27	Dual, Bright finish heat shield & stack		\$ 125.00	\$ -
8.28	Single, Bright finish heat shield, stack & elbow		\$ 156.00	\$ -
8.29	Dual, Bright finish heat shield, stack & elbow		\$ 331.00	\$ -
8.30	Single, Bright finish stack only		\$ 48.00	\$ -
8.31	Dual, Bright finish stack only		\$ 95.00	\$ -
8.32	Single, Bright finish lower elbow & stack		\$ 142.00	\$ -
8.33	Dual, Bright finish lower elbow & stack		\$ 283.00	\$ -
8.34	Single, Bright finish heat shield only		\$ 15.00	\$ -
8.35	Dual, Bright finish heat shield only		\$ 30.00	\$ -
8.36	Bright finish stainless steel heat shield for frame mounted Mack Cap DPF		\$ 164.00	\$ -
8.37	50 Gallon LH steel 22" Dia fuel tank		STD	
8.38	66 Gallon LH steel 22" Dia fuel tank		\$ 26.00	\$ -
8.39	88 Gallon LH steel 22" Dia fuel tank		\$ 299.00	\$ -
8.40	116 Gallon LH steel 22" Dia fuel tank		\$ 355.00	\$ -
8.41	50 Gallon LH aluminum 22" Dia fuel tank		\$ 65.00	\$ -
8.42	66 Gallon LH aluminum 22" Dia fuel tank		\$ 88.00	\$ -
8.43	88 Gallon LH aluminum 22" Dia fuel tank		\$ 363.00	\$ -
8.44	116 Gallon LH aluminum 22" Dia fuel tank		\$ 423.00	\$ -
8.45	50 Gallon LH Steel D-Shape		\$ 1.00	\$ -
8.46	66 Gallon LH Steel D-Shape		\$ 55.00	\$ -
8.47	88 Gallon LH Steel D-Shape		\$ 239.00	\$ -
8.48	116 Gallon LH Steel D-Shape		\$ 430.00	\$ -
8.49	50 Gallon LH Aluminum D-Shape		\$ 65.00	\$ -
8.50	66 Gallon LH Aluminum D-Shape		\$ 109.00	\$ -
8.51	88 Gallon LH Aluminum D-Shape		\$ 308.00	\$ -
8.52	116 Gallon LH Aluminum D-Shape		\$ 494.00	\$ -
8.53	66 Gallon LH Steel D-Shape with Integral DEF Tank		\$ 85.00	\$ -
8.54	88 Gallon LH Steel D-Shape with Integral DEF Tank		\$ 346.00	\$ -
8.55	111 Gallon LH Steel D-Shape with Integral DEF Tank		\$ 454.00	\$ -
8.56	66 Gallon LH Aluminum D-Shape with Integral DEF Tank	1	\$ 141.00	\$ 141.00
8.57	72 Gallon LH Aluminum D-Shape 26" Dia. with Integral DEF Tank		\$ 306.00	\$ -
8.58	88 Gallon LH Aluminum D-Shape with Integral DEF Tank		\$ 373.00	\$ -
8.59	93 Gallon LH Aluminum D-Shape 26" Dia. with Integral DEF Tank		\$ 434.00	\$ -
8.60	111 Gallon LH Aluminum D-Shape with Integral DEF Tank		\$ 505.00	\$ -
8.61	50 Gallon RH steel 22" Dia fuel tank		\$ 484.00	\$ -
8.62	66 Gallon RH steel 22" Dia fuel tank		\$ 509.00	\$ -
8.63	88 Gallon RH steel 22" Dia fuel tank		\$ 783.00	\$ -
8.64	116 Gallon RH steel 22" Dia fuel tank		\$ 838.00	\$ -
8.65	50 Gallon RH aluminum 22" Dia fuel tank		\$ 548.00	\$ -
8.66	66 Gallon RH aluminum 22" Dia fuel tank		\$ 571.00	\$ -
8.67	88 Gallon RH aluminum 22" Dia fuel tank		\$ 845.00	\$ -
8.68	116 Gallon RH aluminum 22" Dia fuel tank		\$ 913.00	\$ -
8.69	50 Gallon RH Steel D-Shape		\$ 484.00	\$ -
8.70	66 Gallon RH Steel D-Shape		\$ 544.00	\$ -

Spec #	Description	Qty	Price	Subtotal
8.71	88 Gallon RH Steel D-Shape		\$ 722.00	\$ -
8.72	116 Gallon RH Steel D-Shape		\$ 914.00	\$ -
8.73	50 Gallon RH Aluminum D-Shape		\$ 548.00	\$ -
8.74	66 Gallon RH Aluminum D-Shape		\$ 594.00	\$ -
8.75	88 Gallon RH Aluminum D-Shape		\$ 791.00	\$ -
8.76	116 Gallon RH Aluminum D-Shape		\$ 977.00	\$ -
8.77	Single polished aluminum fuel tank		\$ 189.00	\$ -
8.78	Dual polished aluminum fuel tank		\$ 378.00	\$ -
8.79	Isolate RH fuel tank from fuel system for hyd oil		\$ 29.00	\$ -
8.80	Isolate LH fuel tank from fuel system for hyd oil		\$ 29.00	\$ -
8.81	Dual draw & return fuel system		\$ 79.00	\$ -
8.82	Filter neck screen for fuel tank		\$ 68.00	\$ -
8.83	Bright finish DEF tank cover - Requires with bright finish tanks		\$ 28.00	\$ -
8.84	Bright Finish Fuel Tank Straps - Single Tank	1	\$ 31.00	\$ 31.00
8.85	Bright Finish Fuel Tank Straps - Dual Tank		\$ 61.00	\$ -
8.86	Flocs oil change sstsem w/disconnecting fittings		\$ 110.00	\$ -

**9.0 ENGINE RELATED OPTIONS:**

9.1	Delco 35 SI Brushless Alternator, 135 AMP		\$ 98.00	\$ -
9.2	Delco 24 SI Alternator, 130 AMP	1	STD	
9.3	Delco 24 SI Alternator, 145 AMP		\$ 17.00	\$ -
9.4	Leece-Neville Alternator, 145 AMP		\$ 68.00	\$ -
9.5	Donaldson Single Stage Air cleaner per spec 12.1	1	\$ 267.00	\$ 267.00
9.6	Non-heated fuel/water separator, Racor 1000 FH		\$ 336.00	\$ -
9.7	Coolant spin on filter/conditioner	1	\$ 46.00	\$ 46.00
9.8	Front engine powered take off adapter and radiator cut out		\$ 99.00	\$ -
9.9	Air applied fan drive, _Horton DM Advantage 2 speed (Brand)		\$ 74.00	\$ -
9.10	Radiator hose package (Silicone) per Spec 12.2 - N/A with Allison transmission		\$ 158.00	\$ -
9.11	Radiator hose package (Silicone) per Spec 12.2 - with Allison transmission	1	\$ 231.00	\$ 231.00
9.12	Silicone hoses, spring clamps on radiator & heater, 1/4 turn ball valve heater hose - N/A with BOC windshield washer		\$ 204.00	\$ -
9.13	Curved exhaust pipe end	1	STD	
9.14	Engine block heater	1	\$ 63.00	\$ 63.00
9.15	In line fuel heater - Artic Fox in Line Fuel Heater		\$ 391.00	\$ -
9.16	Radiator bug screen	1	STD	
9.17	Engine brake system		\$ 604.00	\$ -
9.18	Extended life anti-freeze	1	\$ 19.00	\$ 19.00
9.19	Starter motor options - Delco 39MT-MXT	1	STD	
9.20	Mitsubishi electric 105P planetary gear reduction		\$ 45.00	\$ -
9.21	Leece-Neville Alternator, 200 AMP		\$ 500.00	\$ -
9.22	Leece-Neville Alternator, 160 AMP Brushless		\$ 102.00	\$ -
9.23	Delco 36SI Alternator, 165A Amp Brushless		\$ 171.00	\$ -
9.24	Leece-Neville Alternator, 140 Amp		\$ 48.00	\$ -
9.25	Leece-Neville Alternator, 160 AMP Brush		\$ 99.00	\$ -
9.26	Meritor/Wabco 636 (37.4 CFM) air compressor		\$ 753.00	\$ -
9.27	Winterfront over radiator mtg bug screen		\$ 120.00	\$ -
9.28	Winter front cover only		\$ 77.00	\$ -
9.29	Corrosion resistant oil pan - Recommended for snow plow trucks	1	\$ 121.00	\$ 121.00
9.30	Davco 382 heated fuel-water separator		\$ 372.00	\$ -
9.31	Racor fuel filter 1000 FH, 12V electrical heater with Mack integral fuel-water separator		\$ 360.00	\$ -

Spec #	Description	Qty	Price	Subtotal
9.32	120V, 1500W block heater with 150W oil pan heater wired to same receptical		\$ 132.00	\$ -
9.33	Electric preheater	1	\$ 51.00	\$ 51.00
9.34	Tether device -furnish cap retainer for oil fill, radiator overflow tank, battery box & tool box when furnish		\$ 22.00	\$ -
9.35	Rear engine PTO (Repto)		\$ 1,748.00	\$ -
9.36	Transmission rear mounted PTO		\$ 337.00	\$ -
9.37	Furnish transmission thru shaft for local installation of RMPTO for Fuller transmission (lower left)		\$ 27.00	\$ -
9.38	Provision for local installation of rear mounted PTO (lower center) includes dash mounted indicator light		\$ 153.00	\$ -
9.39	Air operated PTO control - includes in cab control (RMPTO only)		\$ 114.00	\$ -
9.40	PTO switch and light with wiring and piping		\$ 150.00	\$ -

**10.0 TRANSMISSION OPTIONS:**

(After the first six listed options, list manual and automatic transmission options. List make and model, # of speeds, type of shifting and whether or not transmission includes PTO gear(s) or not). Example:Allison 3000 HS, 5 speed, push button, no PTO.

10.1	2 plate 1½" ceramic clutch option for manual transmission		STD	
10.2	External grease fitting for throw out bearing		\$ 7.00	\$ -
10.3	Adjustment free option for 2 plate clutches		\$ 120.00	\$ -
10.4	Synthetic (TranSynd) lubrication for Automatic Transmission	1	\$ 289.00	\$ 289.00
10.5	Synthetic lubrication for manual transmission		STD	
10.6	Allison 3000-RDS 6 spd push button, PTO	1	\$ 6,461.00	\$ 6,461.00
10.7	Allison 4500-RDS 6 spd push button, PTO		\$ 13,661.00	\$ -
10.8	Allison 4500-RDS-R 6 spd, with retarder, push button, PTO		\$ 17,346.00	\$ -
10.9	Allison 4000-RDS 5/6 spd, push button, PTO		\$ 14,164.00	\$ -
10.10	Mack TMD12O automated 12 spd transmission		\$ 3,844.00	\$ -
10.11	Mack T309, 9 speed manual transmission, PTO		\$ 560.00	\$ -
10.12	Mack T309LR, 9 speed manual transmission, PTO		\$ 711.00	\$ -
10.13	Fuller RTX-14609B, 9 speed manual trans, PTO		\$ 405.00	\$ -
10.14	Mack T310, 10 speed manual transmission, PTO		STD	
10.15	Mack T310M, 10 speed manual transmission, PTO		\$ 1,646.00	\$ -
10.16	Mack T310ME, 10 speed manual trans, PTO		\$ 1,821.00	\$ -
10.17	Mack T310MLR, 10 speed manual trans, PTO		\$ 1,882.00	\$ -
10.18	Fuller FRO-14210C, 10 speed manual trans, PTO		\$ 271.00	\$ -
10.19	Fuller RTO-14908LL, 10 speed manual trans, PTO		\$ 722.00	\$ -
10.20	Fuller FRO-12210C, 10 speed manual trans, PTO		\$ (252.00)	\$ -
10.21	Fuller FRO-13210C, 10 speed manual trans, PTO		\$ 35.00	\$ -
10.22	Fuller FRO-15210C, 10 speed manual trans, PTO		\$ 689.00	\$ -
10.23	Fuller FRO-16210C, 10 speed manual trans, PTO		\$ 1,141.00	\$ -
10.24	Fuller RTO-16908LL, 10 speed manual trans, PTO		\$ 1,427.00	\$ -
10.25	Fuller FRO-18210C, 10 speed manual trans, PTO		\$ 2,307.00	\$ -
10.26	Fuller RTO-14908ALL, 11 spd manual trans, PTO		\$ 1,178.00	\$ -
10.27	Fuller RTO-16908ALL, 11 spd manual trans, PTO		\$ 1,851.00	\$ -
10.28	Mack T313LR, 13 speed manual transmission, PTO		\$ 1,752.00	\$ -
10.29	Mack T313, 13 speed manual transmission, PTO		\$ 1,710.00	\$ -
10.30	Fuller RTLO-14913A, 13 spd manual trans, PTO		\$ 1,509.00	\$ -
10.31	Fuller RTLO-16913A, 13 spd manual trans, PTO		\$ 2,239.00	\$ -
10.32	Fuller RTLO-18913A, 13 spd manual trans, PTO		\$ 2,942.00	\$ -
10.33	Fuller RTO-16915, 15 spd manual trans, PTO		\$ 2,012.00	\$ -
10.34	Mack T318LR, 18 speed manual transmission, PTO		\$ 1,910.00	\$ -
10.35	Mack T318, 18 speed manual transmission, PTO		\$ 1,941.00	\$ -

Spec #	Description	Qty	Price	Subtotal
10.36	Fuller RTLO-16918B, 18 spd manual trans, PTO		\$ 2,824.00	\$ -
10.37	Fuller RTLO-18918B, 18 spd manual trans, PTO		\$ 3,456.00	\$ -
10.38	Air assist clutch		\$ 192.00	\$ -
10.39	Open grated clutch pedal		\$ 4.00	\$ -
10.40	Transmission oil cooler	1	\$ 300.00	\$ 300.00
10.41	Driveshaft guard for center bearing		\$ 26.00	\$ -
10.42	Transmission dust proofing		\$ 14.00	\$ -
10.43	T-Handle shift lever for Allison - Floor mounted		\$ 196.00	\$ -
10.44	Allison shift to neutral when park brake engaged	1	STD	
10.45	3rd or 4th gear hold for Allison transmission	1	\$ 300.00	\$ 300.00
10.46	Stainless steel transmission coolant pipes	1	\$ 175.00	\$ 175.00
10.47	Allison fill tune and dip stick under hood		\$ 133.00	\$ -
10.48	GP1-23 Parker gear pump - requires M-Drive transmission and RMPO		\$ 409.00	\$ -
10.49	GP1-41 Parker gear pump - requires M-Drive transmission and RMPO		\$ 417.00	\$ -
10.50	GP1-60 Parker gear pump - requires M-Drive transmission and RMPO		\$ 528.00	\$ -
10.51	GP1-80 Parker gear pump - requires M-Drive transmission and RMPO		\$ 566.00	\$ -
10.52	F1-61R Parker gear pump - requires M-Drive transmission and RMPO		\$ 613.00	\$ -
10.53	F1-81R Parker gear pump - requires M-Drive transmission and RMPO		\$ 683.00	\$ -
10.54	F1-101R Parker gear pump - requires M-Drive transmission and RMPO		\$ 825.00	\$ -
<b>11.0</b>	<b>ELECTRICAL OPTIONS:</b>			
11.1	Automatic reset circuit breakers - Some	1	\$ 69.00	\$ 69.00
11.2	Battery disconnect off negative side in cab control	1	\$ 93.00	\$ 93.00
11.3	Remote jump start terminals		\$ 107.00	\$ -
11.4	OEM daytime running lights		\$ 23.00	\$ -
11.5	3000 CCA batteries in lieu of 1950CCA	1	\$ 64.00	\$ 64.00
11.6	3 each 650/1950 CCA batteries in lieu of 2 each batteries		STD	
11.7	Switch for snowplow lights mounted on instrumental panel. Includes wiring terminated near headlights, for customer mounted auxiliary snowplow lights.	1	\$ 75.00	\$ 75.00
11.8	Vehicle speed sensor with speed signal at fuse panel for sander ground speed control system.	1	\$ 10.00	\$ 10.00
11.9	Dash mounted indicator body/hoist up body builder lamp		\$ 64.00	\$ -
11.10	RH/LH led work light on both side of truck		\$ 109.00	\$ -
11.11	Polished aluminum battery box cover		\$ 50.00	\$ -
11.12	Molded plastic with splash guard		\$ 28.00	\$ -
11.13	Battery shock pad		\$ 4.00	\$ -
11.14	Body Link w/cab floor pass thru hole/rubber boot		\$ 1.00	\$ -
11.15	Body Link w/o cab floor pass thru hole/rubber boot	1	STD	
11.16	2 Extra dash mounted illuminated toggle switches		\$ 15.00	\$ -
11.17	One extra dash mounted rocker switch thru battery for local installed items		\$ 10.00	\$ -
11.18	One extra dash mounted rocker switch thru ignition for local installed items		\$ 19.00	\$ -
11.19	Six extra switches 2-15A ignition, 1-20A ignition, 1-10A ignition, 1-5A battery, & 1-20A battery		\$ 102.00	\$ -
11.20	Eight switches - front strobe, rear strobes, wing light, wing strobe, sander light, tail gate lock, and vibrator	1	\$ 278.00	\$ 278.00

Spec #	Description	Qty	Price	Subtotal
11.21	Back up alarm with intermittent feature (Ambient noise sensitive)		\$ 84.00	\$ -
11.22	Ecco back-up alarm 575 constant sound level		\$ 72.00	\$ -
11.23	Ecco back-up alarm SA917 ambient noise sensitive	1	\$ 94.00	\$ 94.00
11.24	Pollak 41-722 constant audible (mounted on rear crossmember)		\$ 77.00	\$ -
11.25	Fog lights		\$ 89.00	\$ -
11.26	Fog lights provisions - includes dash control & wiring for local installation of fog lights		\$ 12.00	\$ -
11.27	Rear brake lights circuit activated when spring brakes are applied and key in run position - no tail lights		\$ 50.00	\$ -
11.28	Omit rear tail lights		\$ (40.00)	\$ -
11.29	Incandescent tail light module		\$ 88.00	\$ -
11.30	LED type tail lights	1	\$ 191.00	\$ 191.00
11.31	Trailer hook-up light		\$ 35.00	\$ -
11.32	Three Mack 800 CCA AGM Long Life Batteries		\$ 253.00	\$ -
11.33	Chassis & power harness with heavy duty casing	1	\$ 148.00	\$ 148.00
11.34	Dash mounted switch for strobe light		\$ 30.00	\$ -

**12.0 CAB EXTERIOR OPTIONS:**

12.1	Dual electric horns		\$ 4.00	\$ -
12.2	Air horns, dual, round, with snow shields		\$ 91.00	\$ -
12.3	Dual rectangular air horns		\$ 69.00	\$ -
12.4	Fender mirrors per Spec 12.4	1	\$ 178.00	\$ 178.00
12.5	Heated mirrors per Spec 12.5 - _____Bulldog _____West Coast Areo		\$ 105.00	\$ -
12.6	Remote control for R.H. mirror & heated - _____Bulldog _____West Coast _____Areo		\$ 364.00	\$ -
12.7	Remote control for dual mirrors & heated - _____Bulldog _____West Coast _____Areo	1	\$ 456.00	\$ 456.00
12.8	Dupont Highway orange paint or equal		\$ 34.00	\$ -
12.9	Premium paint color option		\$ 145.00	\$ -
12.10	Imron paint option		STD	
12.11	Imron and clear coat paint option	1	\$ 137.00	\$ 137.00
12.12	Top of hood painted flat black	1	\$ 584.00	\$ 584.00
12.13	Cab Air Ride Suspension	1	STD	
12.14	Tilting hood per Spec 12.8		STD	
12.15	Butterfly option on hood	1	\$ 432.00	\$ 432.00
12.16	Cab visor, external, painted to match cab color	1	\$ 139.00	\$ 139.00
12.17	Front fender extensions	1	\$ 101.00	\$ 101.00
12.18	Front fender mud flaps	1	STD	
12.19	Arctic winter wiper blades	1	\$ 18.00	\$ 18.00
12.20	Optional windshield washer tank	1	\$ 25.00	\$ 25.00
12.21	Per truck charge for all trucks, key identical		\$ 19.00	\$ -
12.22	RH observation prism window in door		\$ 69.00	\$ -
12.23	Front tow hooks	1	STD	
12.24	Rear tow hooks		\$ 21.00	\$ -
12.25	Heated electric wiper blades		\$ 114.00	\$ -
12.26	Heated windshield	1	\$ 425.00	\$ 425.00
12.27	One piece windshield	1	\$ 80.00	\$ 80.00
12.28	Tinted windshield and sides w/50% transmittance gray, tinted rear window		\$ 17.00	\$ -
12.29	Bright finish hood intake	1	\$ 15.00	\$ 15.00
12.30	Bright finish bars with surround grille		\$ 148.00	\$ -
12.31	Bright finish bars with surround grille with front frame extension	1	\$ 231.00	\$ 231.00
12.32	Bright finish grille		\$ 31.00	\$ -
12.33	Bullet type chrome marker & clearance lights		\$ 73.00	\$ -

Spec #	Description	Qty	Price	Subtotal
12.34	Led type marker & clearance lights	1	\$ 73.00	\$ 73.00
12.35	RH tool box mounted on frame rail		\$ 213.00	\$ -
12.36	Bug deflector mounted on hood - N/A with butterfly hood		\$ 72.00	\$ -
12.37	Heated convex mirrors	1	\$ 32.00	\$ 32.00
12.38	Electronic keyless entry		\$ 125.00	\$ -
12.39	Bright finish RH fender mirror		\$ 65.00	\$ -
12.40	Stainless steel exterior sun visor		\$ 238.00	\$ -
12.41	Bright Finish hood latches		\$ 86.00	\$ -
12.42	10" round bright finish heated fender mirrors		\$ 225.00	\$ -
12.43	Rect convex mirror above RH driver door window		\$ 22.00	\$ -
12.44	Hadley/Kam 4-way mirrors with chrome steel - RH/LH both motorized & heated		\$ 242.00	\$ -

**13.0 CAB INTERIOR OPTIONS:**

13.1	<b>Medium grade interior trim package</b>			\$ -
13.1A	Sandstone Color with woodgrain instrument panel		\$ 330.00	\$ -
13.1 B	Sandstone Color with brushed metallic instrument panel		\$ 330.00	\$ -
13.1C	Slate Gray Color with woodgrain instrument panel		\$ 330.00	\$ -
13.1D	Slate Gray Color with brushed metallic instrument panel	1	\$ 330.00	\$ 330.00
13.2	<b>Premium grade interior trim package</b>			\$ -
13.2A	Sandstone Color with woodgrain instrument panel		\$ 1,094.00	\$ -
13.2B	Sandstone Color with brushed metallic instrument panel		\$ 1,094.00	\$ -
13.2C	Slate Gray Color with woodgrain instrument panel		\$ 1,094.00	\$ -
13.2D	Slate Gray Color with brushed metallic instrument panel		\$ 1,094.00	\$ -
13.3	Round universal gauge package	1	STD	
13.4	Power window, passenger side		\$ 202.00	\$ -
13.5	Power window/both driver and passenger window	1	\$ 312.00	\$ 312.00
13.6	AM/FM premium stereo CD w/weatherband, MP3, hand free interface bluetooth	1	STD	
13.7	O.E.M factory installed, air conditioning	1	STD	
13.8	Dash mounted air cleaner air restriction gauge	1	STD	
13.9	AM/FM premium stereo CD w/weatherband, MP3, hand free interface bluetooth, XM Satellite		\$ 151.00	\$ -
13.10	AM/FM premium stereo CD w/weatherband, MP3, hand free interface bluetooth, Sirius Satellite		\$ 151.00	\$ -
13.11	Transmission temp gauges	1	STD	
13.12	Windshield defroster fan w/switch dash mounted		\$ 84.00	\$ -
13.13	Transmission oil sensor (check & fill) Allison only	1	STD	
13.14	CB hot jacks dash mounted		\$ 12.00	\$ -
13.15	Tilt & telescope steering wheel	1	STD	
13.16	Self canceling turn signals	1	\$ 26.00	\$ 26.00
13.17	Bostrom Talladega 915 Hi-Back air driver seat		\$ 25.00	\$ -
13.18	Bostrom Talladega 915 wide ride Hi-Back air driver		\$ 175.00	\$ -
13.19	Air-Sears Atlas 70 hi-back with black fabriform cushions		\$ 360.00	\$ -
13.20	National 2000 hi-back air driver seat - single chamber air lumbar, 2 position front cushion adjustable	1	\$ 100.00	\$ 100.00
13.21	National 2000 hi-back air driver seat - three chamber air lumbar, 2 position front cushion adjustable front cushion with adjustable rear cushion		\$ 191.00	\$ -
13.22	Mack fixed rider seat mid-back with integral storage compartment		\$ 79.00	\$ -
13.23	Mack fixed rider seat hi-back with integral storage compartment		\$ 102.00	\$ -
13.24	Extended non suspension rider seat		\$ 97.00	\$ -
13.25	Mack fixed hi-back rider seat		\$ 43.00	\$ -
13.26	Bostrom Talladega 900R mid-back non suspension rider seat		\$ 52.00	\$ -
13.27	Bostrom Talladega 915 mid back air rider seat		\$ 192.00	\$ -

Spec #	Description	Qty	Price	Subtotal
13.28	Bostrom Talladega 915 hi-back air rider seat		\$ 238.00	\$ -
13.29	National 2000 mid-back air rider seat		\$ 206.00	\$ -
13.30	National 2000 hi-back air rider seat		\$ 240.00	\$ -
13.31	Omit rider seat		\$ (50.00)	\$ -
13.32	Inboard mounted driver arm rest	1	STD	
13.33	Inboard mounted rider arm rest - Air Ride Seat Only		STD	
13.34	Cloth with vinyl driver & rider seat	1	STD	
13.35	Driver seat dust cover	1	STD	
13.36	Passenger seat dust cover - Not Available with fix passenger seat		STD	
13.37	All ultra leather drive and ride set		\$ 92.00	\$ -
13.38	Orange driver & rider seat belt		\$ 13.00	\$ -
13.39	Roof vent ventilation		\$ 154.00	\$ -
13.40	Push button type starter		\$ 13.00	\$ -
13.41	Diagonal grab handle on inside of driver door	1	\$ 29.00	\$ 29.00
13.42	Co-pilot driver display (enhanced 4.5" diagonal graphic LCD display w/4-button stalk control - includes guarddog routine maintenance monitoring	1	STD	
13.43	Roadwatch ambient air temp gauge for outside and road temps - requires aero-dynamic mirrors		\$ 624.00	\$ -
13.44	Roadwatch ambient air temp gauge for outside and road temps without display - includes cable to D panel with 6" extra wire		\$ 930.00	\$ -
13.45	Roadwatch ambient air temp gauge for outside and road temps with display on dash panel		\$ 1,040.00	\$ -
13.46	5lb fire extinguisher between LH seat base and door with valve aimed rearward	1	\$ 64.00	\$ 64.00
13.47	Reflector kit parallel to inside of rider base seat	1	\$ 22.00	\$ 22.00
13.48	Air conditioning blend air HVAC w/pads		\$ 127.00	\$ -
13.49	Cab cleanout - includes in cab pneumatic line		\$ 44.00	\$ -
13.50	In dash large storage pocket - not available with dash mounted shifter for Allison		\$ 37.00	\$ -
13.51	40 Channel CB Radio		\$ 197.00	\$ -
13.52	48" Radio antenna right side mirror mounted		\$ 4.00	\$ -
13.53	48" CB antenna left side mirror mounted		\$ 37.00	\$ -
13.54	CB radio mounting in console & external speakers		\$ 103.00	\$ -
13.55	Auto shutoff for radio when truck is in reverse		\$ 46.00	\$ -
13.56	Exhaust pyrometer & transmission oil temperature gauges		STD	
13.57	Exhaust pyrometer, transmission oil temperature, manifold pressure and air application gauges	1	\$ 73.00	\$ 73.00
13.58	Exhaust pyrometer, transmission oil temperature, manifold pressure and air application gauges, Air Suspension		\$ 96.00	\$ -
13.59	Rear Axle temperature gauge		\$ 88.00	\$ -
13.60	Light & buzzer for seat belt		\$ 33.00	\$ -
13.61	Red floor lighting w/switch plus (4) door lamps w/switches		\$ 99.00	\$ -
13.62	Interior storage console mounted on floor between seats w/12 volt power outlet		\$ 297.00	\$ -
13.63	Bodybuilder interior console mounted to floor between seats		\$ 201.00	\$ -

**14.0 MN/DOT OPTIONS:**

14.1	Additional warranty coverage per spec 12.9			\$ -
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**For Prebuild and Pilot Meetings See RFB special terms and conditions**

14.1	Additional warranty coverage per spec 12.9			\$ -
14.1A	Engine Plan 1 60 months 250,000 miles		\$ 1,200.00	\$ -
14.1B	Engine Plan 1 72 months 250,000 miles		\$ 2,200.00	\$ -
14.1C	Engine Plan 1 84 months 250,000 miles		\$ 2,520.00	\$ -

Spec #	Description	Qty	Price	Subtotal
14.1D	Engine Plan 1 60 months 250,000 miles - HP over 460 horses		\$ 2,000.00	\$ -
14.1E	Engine Plan 1 72 months 250,000 miles - HP over 460 horses		\$ 3,300.00	\$ -
14.1F	Engine Plan 1 84 months 250,000 miles - HP over 460 horses		\$ 3,800.00	\$ -
14.1G	Engine Plan 2 60 months 250,000 miles	1	\$ 1,900.00	\$ 1,900.00
14.1H	Engine Plan 2 72 months 250,000 miles		\$ 3,800.00	\$ -
14.1I	Engine Plan 2 84 months 250,000 miles		\$ 4,300.00	\$ -
14.1J	Engine Plan 2 60 months 250,000 miles - HP over 460 horses		\$ 2,950.00	\$ -
14.1K	Engine Plan 2 72 months 250,000 miles - HP over 460 horses		\$ 5,675.00	\$ -
14.1L	Engine Plan 2 84 months 250,000 miles - HP over 460 horses		\$ 6,450.00	\$ -
14.1M	Engine after-treatment systems (EATS) 60 months 250,000 miles	1	\$ 675.00	\$ 675.00
14.2	Prebuild specification meeting (per person) to be held in St. Paul/Minneapolis area.		\$ 1.00	\$ -
14.3	Pilot inspection meeting (per person).		\$ 900.00	\$ -
				\$ -
<b>15.0</b>	<b>TRAILER TOW OPTIONS:</b>			
15.1	Trailer tow package extended to rear of frame		\$ 347.00	\$ -
15.2	Trailer package extend to rear of frame per Spec 12.12		\$ 335.00	\$ -
15.3	Single 7 pins Std SAE type, end of frame	1	\$ 115.00	\$ 115.00
<b>16.0</b>	<b>MANUALS / INTEREST FEE:</b>			
16.1	Percent interest per month (non-compounding) on unpaid cab & chassis balance. Applies only to CPV Members. (Payable after trade-in is delivered to vendor). Percentage/per month. <b>See special Terms and conditions re interest to State agencies</b>		\$ 1.50	\$ -
16.2	Manuals in print form, parts repair and service, per set		\$ 900.00	\$ -
16.3	Manuals in CD form, parts repair and service, per set		\$ 500.00	\$ -
16.4	Premium Tech Tool		\$ 3,000.00	\$ -
<b>17.0</b>	<b>Delivery Charges:</b>			
17.1	Price per loaded mile List starting point			
17.2	Roseville, MN 55113		\$ 2.00	\$ -
<b>18.0</b>	<b>Maintenance /Body Shop Repair Rate</b>			
18.1	Rate for initial Inspection/Diagnostics		\$ 130.00	\$ -
18.2	Rate for Mechanical Work		\$ 130.00	\$ -
18.3	Rate for Body Work		\$ 130.00	\$ -
<b>19.0</b>	<b>Quantity Discounts:</b> Enter the number of units that must be purchased and the corresponding discount offered to the purchaser. More than one quantity discount may be entered.			
19.1				\$ -
19.2				\$ -
<b>20.0</b>	<b>Next Model Year Upcharges</b> Enter the following Production Model Year here >>>>>>>>			
20.1	Percentage Upcharge for the following Model Year Base Unit	1	\$ 1,500	\$ 1,500.00
20.2	Percentage Upcharge for the following Model Year Options		\$ 0	\$ -
			Total Cost:	\$ 103,989.00



**Towmaster, Inc.**  
 61381 US Hwy. 12, Litchfield, MN  
 Phone: 800-462-4517 / 320-693-7900



**Truck Equipment - Cutting Edges - Asphalt Repair Equipment**

FX: 320-693-7921

**State Contract #100790**

Parts FX: 320-593-5703

<b>Bill To:</b>	<b>Cust#:</b> 3279	<b>Phone:</b>	<b>Ship To:</b>	<b>Phone:</b>
SOUTH ST. PAUL, CITY OF		651-554-3225	SOUTH ST. PAUL, CITY OF	651-554-3225
125 - 3RD AVE NORTH		<b>FAX:</b>	400 EAST RICHMOND	<b>FAX:</b>
SOUTH ST. PAUL, MN 55075		651-554-3226	SOUTH ST. PAUL, MN 55075	651-554-3226

**Contact:** PAT DUNN 651-247-4131

PO#	QUOTE No.	Terms	Created Date	Latest Rev Date	Appx. Ship Date
	13544-TME	NET 30 DAYS	01/04/2016	1/12/2016	2/10/2016
Trk VIN	MO #	CO #	195330	Salesman	Tim Erickson
<b>Freight Instructions:</b>		<b>Build Instructions:</b>		<b>Other Credit:</b>	
F.O.B. LITCHFIELD, MN		REV II		<b>Other Charge:</b>	

**ATTENTION: PAT DUNN 100790**

Qty	Part No.	Description	Discount Rate:	0.00%	Price Each	Net Amt
1	9900118	Body 10'6" EDGE-RS/SCIS-46-36-36 - - 46" 7 ga Stainless Front, 36" 7 ga Stainless radius sides (No Pockets), 36" 7 ga Stainless Tailgate w/Hardox-450 Face, 1/4" Hardox-450 Floor, 8" I-Beam Longsills, Air-trip ready linkage, Underside Black			12,431.00	12,431.00
1	9901701	Installation of Dump Body to hoist			1,750.00	1,750.00
1	9900145	Body acc'y TMTE Air trip kit, w/solenoid valve,			259.00	259.00
1	9901702	Installation of air operated tailgate latch kit			268.00	268.00
1	9900147	Body acc Box Vibrator - Cougar model DC3200			674.00	674.00
1	9901703	Installation of Box Vibrator			302.00	302.00
1	9900156	Cabshield, 1/2 type Stationary Free-Standing style,w/plain STAINLESS STEEL canopy, Hot-Dipped Galvanized tubing construction support stand, (2) shovel holders, & reservoir mounts, Installed.			2,214.00	2,214.00
1	9900207	Ladder Flip-A-Way Access ladder (STAINLESS STEEL) ea, Installed			453.00	453.00
1	9900211	Body acc'y Dual "split" sander manifolds in rear corner posts			311.00	311.00
1	9900214	Body acc'y Tailgate LEVER TOP PIN release (Single Axle bodies only)			387.00	387.00
1	9904246	Light Warning TMTE1SS-3 PKG: (2) STAINLESS STEEL 23H 3-light LED Micro-Edge, (2) 5M-400 Super-LED, (2) Side TIR3 LED, (2) 400 Max B-T-T LED, & (2) 400 LED BU Lights, in Stainless M Housings, (1) TIR3 LED Wing light, and (2) 4" LED work lights Installed -- NOTE: RF Blue & LR Blue in lieu of Amber Standard. Flash pattern to be set to WIG-WAG (ie: RF/LR & LR/RR)			4,149.00	4,149.00
1	9900244	Light Mirror mt HOH plow light pkg INSTALLED			667.00	667.00
1	9900266	Fender set Minimizer MIN2260, for Single Axle, black Poly, Installed			745.00	745.00
1	9900970	Tire Chains ON-SPOT for 1 Axle Installed			2,126.00	2,126.00
1	9901028	Camera System, Voyager model AOM713WP-VCMS10B-CEC50, w/color LCD screen, Night vision Camera, & Cables, INSTALLED			646.00	646.00



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**Truck Equipment - Cutting Edges - Asphalt Repair Equipment**

1	9901691	RoadWatch RWSS Sensor only INSTALLED	467.00	467.00
1	9902930	RoadWatch Force America Interface CABLE ONLY for 6100, installed	199.00	199.00
1	9900299	Pre-Wet Towmaster/Varitech LDS-TMR-110-EGF Body Side Mt Sys for Elliptical body. (2) 55 gal tanks, mtg hdwe, plumbing, Elec Gravity Feed valve	1,652.00	1,652.00
1	9902483	Installation of TMR pre-wet system (New Towmaster Body)	818.00	818.00
1	9901834	Hoist OSP/Towmaster 720DH, Double Acting, W/Solid block rear hinge point, & OSHA approved saftey props	2,092.00	2,092.00
1	9901712	Installation of SCISSORS TYPE double acting hoist	1,790.00	1,790.00
1	9902983	Wing Falls RHTDL10A/FM-HYDPB Primed LESS CUTTING EDGES	9,193.00	9,193.00
2	9902871	VBL 3/4" x 6" - 3' w/25° Tungsten Carbide Insert, Std Punch, Flat Blade	186.00	372.00
1	9902872	VBL 3/4" x 6" - 4' w/25° Tungsten Carbide Insert, Std Punch, Flat Blade	248.00	248.00
1	9902814	VBL V45-HFR-12 RH Vallite Hard Faced Curb Runner, 12" ctrs -- Wing application	237.00	237.00
1	9900433	Installation Falls TDL/FM Wing - w/Bulkhead Couplers	3,271.00	3,271.00
1	9900479	Wing Falls Gloss Black - Paint Moldboard	278.00	278.00
1	9900555	Plow Hitch Falls 44XB2/STD/STD/SA/SPR-RET/HITCH	2,743.00	2,743.00
1	9900545	Plow Hitch (Falls) Installation of Multi-Coupler -- SEE NOTE ON COUPLER LINE ITEM	0.00	0.00
1	9900589	Installation Falls Plow Hitch - 40 Series 3Line/STDBLKHD	1,595.00	1,595.00
1	9900625	Plow Push Unit Falls 24/44 Series Std	800.00	800.00
1	9900637	Plow Falls High Visibility Marker Set	87.00	87.00
1	9900639	Plow Falls Rubber Belt Deflector Kit - Installed	306.00	306.00
1	9900641	Plow Falls Parking Stand - Screw Adj Style	273.00	273.00
1	9903057	Plow Falls PR1243/SPR-TRP/NOSHU/PRI-E1/10GA LESS CUTTING EDGES	5,802.00	5,802.00
3	9902872	VBL 3/4" x 6" - 4' w/25° Tungsten Carbide Insert, Std Punch, Flat Blade -- Front Plow Application	248.00	744.00
1	9902814	VBL V45-HFR-12 RH Vallite Hard Faced Curb Runner, 12" ctrs	237.00	237.00
1	9902815	VBL V45-HFL-12 LH Vallite Hard Faced Curb Runner, 12" ctrs	237.00	237.00
1	9900681	Plow Falls Gloss Black Paint, Rev Plow, w/installation	369.00	369.00
1	9902495	Hitch Electronic Brake controller w/wiring to rear socket, installed in cab of truck	413.00	413.00
1	9900775	Hitch TMTE Medium Duty Hitch Plate assembly	194.00	194.00
1	9902494	Hitch 7 contact RV socket installed	143.00	143.00
1	9900776	Hitch PH-20 Pintle Hook installed	162.00	162.00



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1	9901172	Hitch Installation of med duty hitch (Weld On)	174.00	174.00
1	9900791	Sander Falls 1ASD-6CDSS-6P-1D-1S-LM, Salt Special 6", Stainless Steel Unit, LH Discharge, Single Poly Spinner Ass'y, complete sander (includes extra salt shield)	4,463.00	4,463.00
1	9901720	Sander Install & dual manifold RH & LH rear with driplless	1,093.00	1,093.00
1	9900823	Sander TMTE Exterior (removable) sander/tailgate spill plates, Stainless Steel	356.00	356.00
1	9900850	Valve System, Force Add-A-Fold MCV-ISO Valve 8 Functions , INSTALLED -- Box Hoist, Plow Lift, Plow Angle, Wing Toe, Wing Heel, Wing Push-Bar, Auger, & Spinner	9,264.00	9,264.00
1	9900904	Valve 2-port 1/2" Multi-Hose coupler system installed -- For plow angle function. Installed on top of plow hitch, street (driver's) side	662.00	662.00
1	9902497	Control System Force ULTRA-4-6100 Commander control, Installed	11,850.00	11,850.00
1	9900874	Filter Force IN-TANK mounted filter installed	446.00	446.00
1	9900882	Reservoir TMTE Cabshield mt (stainless steel) w/intank filter provision, installed	2,182.00	2,182.00
1	9900875	Filter Force High pressure filter & indicator installed -- Installed at front pump	680.00	680.00
1	9900889	Pump Force FASD45L LS (6 ci) W / Elect shut down installed	4,052.00	4,052.00
1	9900871	Switch TMTE BODY UP Installed (electric controls only)	182.00	182.00
1	9900884	Sensor Force Low oil indicator system, SLIM-LINE AND CABSHIELD MOUNTED w/light mounted in cab, installed	207.00	207.00
1	9901013	Super Tough cover hose in lieu of TOUGH COVER hose SGL application	520.00	520.00
1	9900927	Air Bag Canadian Load-Share kit, manual adj., Mack	1,016.00	1,016.00
1	WARRANTY	TOWMASTER EXCLUSIVE WARRANTY: 5 yr Steel/Stainless Steel Body Structure; 5 yr Whelen LED Light Systems; 3 yr Palfinger Hoists; 2 yr Hyd, Snow Equip, Tele Hoists, and all other items	0.00	0.00

**NOTE: If changes are made to an order after a P.O. has been issued, a FEE may be assessed and a revised or new P.O. MUST BE submitted to reflect changes.**

Visit us online at [www.towmastertruck.com](http://www.towmastertruck.com)

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Price:	\$99,251.00
Discount:	\$0.00
Other Credit (see above):	\$0.00
<b>Net Cost:</b>	<b>\$99,251.00</b>
Sales Tax:	\$0.00
Other Charge (see	\$0.00
Freight	\$0.00
<b>Total:</b>	<b>\$99,251.00</b>



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## Equipment Specifications

Ref: Quote #13544-TME  
South St. Paul

**MODEL: 106EDGE-RS**

### **DIMENSIONS:**

10'6" long x 96" wide O.D.

### **FRONT PANEL:**

46" high, 7ga Stainless Steel const, reinforced top rail with inclined mount & rubber flap seal.

### **SIDES: (Struck)**

36" high, 7ga Stainless Steel panels, 18" radius corners, fully boxed top rails, w/inv angles full length, Board pockets front and rear DELETED, full depth 7 ga Stainless Steel rear corner posts, dual 2-line sander manifold(s) @ RH & LH REAR corner posts, TMTE "FLIP-A-Way" Stainless Steel access ladder - LH FRONT, with interior step & upper grab handle.

### **TAILGATE:**

36" high, 3/16" HARDOX-450 Interior main panel, 10 ga Stainless Steel outer reinforcements, 3 panel design, 1-1/4" dia bottom pins, 1" thick upper hinges, 1-1/4" dia pins AND Lever top-pin release system, 3/8" alloy spreader chains, steel latches, airtrip ready linkage.

### **FLOOR:**

1/4" HARDOX-450 steel.

### **UNDERSTRUCTURE:**

W8" x 13.0#/ft struct (I-BEAM) longsills, w/8" rear bolster.

### **LIGHTS/WIRE: (D-Housings)**

FMVSS 108 compliant, rubber mounted LED clearance lights, LED Cluster of 3, w/Factory sealed wire harness, Ground strap, Stainless Steel STROBE/ STOP-TAIL-TURN /BACKUP light provisions in corner posts (see D.O.T. Warning Light System below).

### **PREP/PAINT:**

Exterior Acid Washed and left in Stainless Mill Finish. Underside & Carbon Steel parts blasted, Seam-Sealed, Urethane primed and painted w/Gloss black Polyurethane.

### **TAILGATE TRIP:**

3-1/2" x 10" air cylinder, Solenoid air valve, w/piping and fittings, & installed

### **VIBRATOR:**

Cougar model: DC-3200 12 volt D.C., Installed on Front center underside of body, w/Switch mounted in cab (See CAB LAYOUT Drawing)

### **MUD FLAPS:**

Rear of rear tires, attached to mounts. (SEE ALSO FENDERS)

### **CABSHIELD: (Stationary)**

1/2 type, 24" Stainless Steel cabshield, Stationary "Free-Standing" style, Hot-Dipped Galvanized frame, w/2vert shovel holders, Adj tubing strobe brkts, reservoir mounting brkts, & Full Center window, Installed. Canopy Acid Washed, and left in Mill Finish. (SEE ALSO STROBE SYSTEM)

**61381 US Hwy 12 • Litchfield, MN 55355**

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**D.O.T. WARNING LIGHT SYS: (w/Wing TIR)**

**TMTE-1SS-3A/B** (custom built by Whelen) warning light system, consisting of: (2) Stainless Steel 23H 3-light LED Micro-Edges (**BLUE RH, AMBER LH**), (2) 5M-400 Linear Super-LEDs (**BLUE LH, AMBER RH**), (2) Side TIR3 LEDs, 400 Max B-T-T LEDs, & (2) 400 L.E.D. Backup Lights, in Stainless Steel Housings. System also includes (1) LED Wing Plow light, and (2) 4" dia LED work lights (sander & wing). Installed complete with cables, & switches in cab. Auto interrupt system of rear flashers included and initiated by turn or brake light activation. **NOTE: SET FLASH PATTERN TO WIG-WAG**

**SNOWPLOW LIGHTS:**

Combo HOH (High Output Halogen) headlights w/turn signals, Mirror mounted on Std Alum brackets, w/OEM Selector switch dash mounted.

**BACKUP ALARM:**

To exist on chassis (OEM)

**FENDERS:**

MINIMIZER model: M2260 black poly Full Radius fender set, w/bolt-on frame brackets, Installed

**TIRE CHAINS:**

OnSpot automatic tire chains system provided and installed on rear drive axle, complete with activation switch mounted in dash of truck.

**CAMERA SYSTEM:**

Voyager model AOM713WP-VCMS10B-CEC50 camera system (max 3 inputs), including 7" LCD color screen (in cab), infrared "night vision" camera, & all cables, Installed complete for ??? (TBD) viewing.

**TEMP SENSOR SYS:**

RoadWatch model RWSS surface & air temp sensor, installed on LH door mirror w/interface cable connected to control display.

**PRE-WET SYSTEM:**

Varitech/Towmaster model LDS-TMR110EGF-ON/OFF gravity feed pre-wet system, complete with mounting brackets, & piping Fitted to body Sides, and Installed with all wiring & plumbing lines. Manual ON-OFF over-ride switch mounted in cab. **NOTE: Discharge to be in center back panel of sander hopper - - 3 ports.**

**HOIST:**

Palfinger/Towmaster Model: 720DH Overhang: (see truck layout form), Dump angle: 50°, Double acting, W/solid block rear hinge point & OSHA approved safety prop. Body "up" light & switch provided and installed.

**SNOW WING:**

Falls Model TDL-10A All Hydraulic Patrol Style snow wing, Front mounted, complete with all std features, **VBL ¾" x 6" Carbide Cutting Edges, VBL V45-HFR-12 Wrap-Around Curb Shoe**, Nitro-Cush Hyd Pushbar, all mtg hdwe & Bulkhead plbg, installed complete, and Moldboard painted Falls std "Gloss Black" paint color.

**PLOW HITCH:**

Falls Model 44XB2 Pin & Loop heavy duty hitch system, complete with all std features, all mtg hdwe, Bulkhead plbg, S.A. lift cylinder, w/Spring Return. Installed and painted gloss black. **Stucchi 2-port Multi-coupler mechanism included for quick hookup, installed on STREET (driver's) SIDE of front plow hitch by FALLS.**

**61381 US Hwy 12 • Litchfield, MN 55355**  
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**SNOWPLOW:**

Falls Model PR1243 Power Reversible Straight Moldboard snowplow, complete with all std equip, **VBL ¾" x 6" Carbide Cutting Edges, VBL V45-HFR-12 & V45-HFL-12 Wrap-around Curb Shoes**, Spring Trip Tilt Bars, Rubber Snow Flap, High vis End Markers, Screw-Adj Parking Stand & plow push unit for Falls X4 (Pin & Loop) hitch system. Painted Falls std "Gloss Black" paint color. Shipped loose in dump body.

**REAR HITCH:**

12" x 5/8" Formed, Steel pull plate w/bracing to truck frame, Safety chain D-rings, PH-20 Pintle hook, with Addition of 7 RV female electrical socket to rear plate. Electronic brake controller provided in cab and wired to rear electrical socket.

**SANDER: (Salt Special)**

Falls Model #1ASD-6CDSS-6P-1D-1S-LM Salt Special Stainless Steel under-gate sander, 6" dia, 6" pitch 3" inner tube auger, with External-Removable, Stainless Steel side spill plates, LH poly spinner ass'y, Extra "anti-Salt" plate, plbg, Dripless couplers, & mtg hardware, Installed. NOTE: Plumbing connections at RH & LH Cornerpost Manifolds.

**VALVE:**

Make: Force America Model: Add-A-Fold MCV-ISO, 8 function, LS/Electronic type. Providing control for: Box Hoist, Plow Lift, Plow Angle, Wing Toe, Wing Heel, Wing Push-Bar, Auger, & Spinner, Including Relief on Hoist, Float on Plow, Wing-Loc valve on wing heel (by Falls)] & external **Stainless Steel** valve Enclosure on **Stainless Steel** mounting brkts.

**SANDER VALVE/CONTROL: (Integrated)**

Force America model SSC-6100 w/auger reverse, ground-based closed loop electronic control Internally mounted in main control console.

**CONTROLS: (Electronic)**

Force ULTRA-4 type remote electronic controls, Adjustable Arm-mounted off of the driver's seat. (Note: Control will move up and down with air seat)

**RESERVOIR & FILTRATION: (Cabshield)**

30 gal Stainless Steel, cabshield mounted w/sight-level gauge, filler-breather, magnetic drain plug, 100 mesh suction screen, gate type shut off valve, & quick drain valve with remote hose. 12 volt DC Low oil indicator system included. Return line type, IN-TANK mounted - hydraulic oil filter w/replaceable element, & 12 volt condition indicator installed, Filled with DEXRON III hydraulic oil.

**FILTRATION: (pump)**

High Pressure (pump outlet) filter assembly provided and installed

**PUMP:**

Front frame mounted, Engine crank-shaft driven, LS type. Make: Force America Model: FASD45L, 6.0 c.i., Including a 12 VDC H.P. valve on pressure outlet, wired to low oil sensor in reservoir.

**PLUMBING:**

2" suction line, 1" main pressure line, 1-1/4" return line, balance to match component port sizing requirements. All swivel fittings are 37° JIC or dry-seal type. Super Tough-Cover Hoses.

**AIR-BAG SYSTEM:**

Canadian Load-Share model HS air-bag/helper spring system, with all mounting hardware, installed above RH front spring, with manually adj air pressure regulation & pressure gauge in cab.

**61381 US Hwy 12 • Litchfield, MN 55355**

**Toll Free: 800.462.4517**

**Ph: 320.693.7900 • Fax: 320.693.7921**

**www.towmaster.com**



*"Where Craftsmanship, Service, & Expertise Equals Value For You!"*

**WARRANTY:**

- **24 Months** (from In-Service/Invoice Date), on all components, equipment, and services sold by and installed by **TOWMASTER**. This includes: Hydraulic System, Telescopic Hoist, Controls, & Snow Fighting Equipment.
- Whelen All L.E.D. light systems carry a **5 year warranty** (with the exception for breakage or water damage due to breakage).
- Towmaster's Dump Body carries a **5 year structural warranty** (excludes paint).
- Palfinger Scissor Hoists carry a **3 year warranty**.

Specifications Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



**City Council Agenda Report**

Date: January 19, 2016

Department: Community Affairs

Administrator: SPK

8Q

**Agenda Item: Acceptance of Gifts to the City of South St. Paul for the Every Child Should Receive a New Book this Holiday Season Campaign.**

**Action to be considered:**

Motion to accept donations and books for the 2015 Every Child Should Receive a New Book this Holiday Season Campaign in the amount of \$3,916.90.

**Overview:**

The South St. Paul Public Library, the South St. Paul Mayor's Youth Task Force and Neighbors, Inc. partnered and created a community campaign to provide a new book to be given to every child within the Love Your Neighbor Program at Neighbors Inc. in December.

Over 1,200 books were purchased, wrapped, and given to the Love Your Neighbor recipients. A Community Campaign was conducted to raise funds to purchase the books. These books were read to me to chapter books (ages 0-16), in English, Spanish and English/Spanish. In addition, SSP Public library bookmark were added to each book. Once wrapped, these books were given to Neighbors, Inc. to distribute and every child in the program did receive a new book. This campaign was very well received and will become an annual campaign.

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

**Source of Funds:**

Proceeds have been directed to the Donation and Contribution Account established for the Every Child Should Receive a New Book This Holiday Season Campaign.

City of South St. Paul  
Dakota County, Minnesota

**RESOLUTION NO. 2016-10**  
**RESOLUTION ACCEPTING FUNDS**  
**FOR THE EVERY CHILD SHOULD RECEIVE A NEW BOOK CAMPAIGN**

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

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

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

<u>Donor/Grantor</u>	<u>Donation</u>	<u>Purpose(s)</u>
Rebecca Anderson	\$10	Book Drive
Anonymous (5)	\$95	Book Drive
Brenda & Scott Apfelbacher	\$30	Book Drive
Nancy & Steve Apfelbacher	\$100	Book Drive
Mayor Beth Baumann	5 books	Book Drive
Mary Charles	\$100	Book Drive
Amy Commers	\$50	Book Drive
Employees of the City of South St. Paul	\$250	Book Drive
Karen Griffin	\$25	Book Drive
SSP HRA Staff	\$50	Book Drive
Margaret M. Jensen	\$10	Book Drive
Pat Jones	\$25	Book Drive
Kaposia Education Center	\$1201.90	Book Drive
Steve King	\$100	Book Drive
Tom & Ann Klein	\$100	Book Drive
Carol Krieger	\$20	Book Drive
Level Up Games	\$100	Book Drive
SSP Lions Club	\$1200	Book Drive
Mauer Chevrolet	\$100	Book Drive

<u>Donor/Grantor</u>	<u>Donation</u>	<u>Purpose(s) cont.</u>
River Heights Chamber Ambassadors	\$125	Book Drive
Teresa K. Root	\$25	Book Drive
John Ross	\$100	Book Drive
Ruler's Edge	\$25	Book Drive
Melony Shaffer	\$5	Book Drive
Rae Trisko	\$25	Book Drive
Carol & Richard Vasatka	\$25	Book Drive
Edrie A. Zweber	\$20	Book Drive

Adopted this 19<sup>th</sup> day of January 2016

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City Clerk



**City Council Agenda Report**  
Date: January 19, 2016  
Department: Human Resources  
Administrator: SPK

8-R

**Agenda Item: Approve 2016-2018 Bargaining Unit Agreement between the City of South St. Paul and AFSCME Local 2535**

**Action to be considered:**

Motion to approve the 2016-2018 AFSCME Local 2535 bargaining unit contract and authorize execution of contract terms effective January 1, 2016.

**Overview:**

The AFSCME bargaining labor unit is the designated exclusive bargaining representative for employees working in clerical, technical and professional positions and who are not represented by another bargaining unit in the City. The existing contract expired on December 31, 2015. City Administrator Stephen King and Human Resource Director Shelly Anderson have been negotiating with representatives of the bargaining unit.

Tentative terms have been reached for a new contract with the AFSCME bargaining unit. The City Council reviewed the terms of the 2016-2018 contract during a closed session discussion at the Council Worksession meeting of January 11, 2016. The 2016-2018 economic contract terms include the following:

- A 2.25% COLA increase for 2016
- A 2.5% COLA increase for 2017, and if any other City of South St. Paul bargaining group is awarded a higher percentage than 2.5%, for 2017, the 2017 COLA shall be adjusted to the higher rate
- A 2% COLA increase for 2018, and if any other City of South St. Paul bargaining group is awarded a higher percentage than 2%, for 2018, the 2018 COLA shall be adjusted to the higher rate
- Wage Market Adjustments in 2016 and 2017 for the following positions: Building Official, Community Affairs Liaison and Code Enforcement Officer
- A one-time lump sum market adjustment payment of \$750 for the following positions: Budget/Management Specialist and Office Specialist III
- An increase to Employer contribution to Health Insurance Premiums coverage for all plans except the \$10 Copay Plan, effective January 1, 2016
- Personal Leave not used during the calendar year will be paid out at yearend
- Increase to Service Recognition Award to \$200 per year for each year of continuous employment
- Increase to the Educational Reimbursement benefit
- Three year contract (Jan. 1, 2016 – Dec. 31, 2018)

The AFSCME bargaining unit approved the terms and conditions of the 2016-2018 contract.

**Source of Funds:**

General Fund Budgets and Contingency



**City Council Agenda Report**  
Date: January 19, 2016  
Department: IT  
Administrator: SPK

8-S

**Agenda Item: Purchase of a Server Virtualization System**

**Action to be considered:**

Authorize the purchase hardware, software and related equipment to create a virtual server environment.

**Overview:**

This project aims to identify and provide for more efficient and affordable purchase and implementation of server hardware through the use of a virtual server environment.

Virtual Servers are multiple server operating systems which are installed on a single physical server. Special software creates these "Virtual Servers" (i.e. software simulated hardware) thereby enabling their placement on the same physical server.

By creating a virtual environment, resources can be quickly and easily shared and adjusted as needed. Virtualization enables IT to quickly and cheaply create new servers should the need arise. A virtual server environment will allow the city to have a backup site ready to go should something happen at the primary datacenter, minimizing downtime and providing IT continuity during a disaster. A virtualized environment will require fewer physical servers, but the servers will be more powerful.

The project has several variables that could impact the total cost, however the project should come in at or below the \$130,000 budgeted

**Source of Funds:**

Equipment Replacement Fund



**City Council Agenda Report**

Date: January 19, 2016

Department: IT

Administrator: JPK

8-T

**Agenda Item: Purchase of a Replacement IP Telephone System**

**Action to be considered:**

Authorize the scheduled purchase of a replacement IP Telephone System using the LOGIS service as discussed at the January 11, 2016 work session.

**Overview:**

The goal of this project is to upgrade our existing telephone system to a more modern IP based telephone system. An IP telephone system uses computer networks to place phone calls rather than conventional telephone networks.

There are many benefits to having an IP based system including; better call quality, easier phone management, integrated call recording (for police), potential use of software based phones.

The LOGIS consortium offers IP telephony as a service. City staff is proposing using the LOGIS option. LOGIS offers 24/7 support, they are able to receive a greater discount on Cisco equipment and the LOGIS staff have years of experience supporting the Cisco products in a wide array of city environments.

The annual operating costs of approximately \$20,000 covering software licensing, labor and scheduled hardware replacement will be accounted for in the IT budget.

There are a number of potential variables with this project including hardware, software, licensing, wiring and installation that will impact the total cost of the project, however staff anticipates the project will be at or below the \$120,000 budgeted.

**Source of Funds:**

Capital Improvement Program



**City Council Agenda Report**

Date: January 19, 2016

Department: IT

Administrator: SPK

8-U

**Agenda Item: Purchase of Scheduled Replacement Computers and IT Equipment**

**Action to be considered:**

Authorize the scheduled purchase of replacement computers and related equipment.

**Overview:**

As a general practice, IT tries to replace the computer inventory in the individual departments en masse and on a rotating basis. In keeping with the equipment replacement schedule, the computers at the airport and service center are due for replacement this year (2016). We will be replacing 10 computers, 6 printers, 6 equipment racks, 2 tablets and 2 UPS units at a total cost of \$36,000.

**Source of Funds:**

Equipment Replacement Fund



**City Council Agenda Report**

**Date:** January 19, 2016

**Department:** City Clerk/Engineering

**Administrator:** SPK

8-V

**Agenda Item:      Revised Time-of-Sale and Rental Guidelines**

**Action to be considered:**

Pass a motion to approve the revised Time-of-Sale Housing Evaluator's Ethic and Standards and the revised Rental Housing Evaluator Guidelines dated January 19, 2016.

**Overview:**

The City has adopted a formatted set of standards for the Time-of-Sale program and Rental Housing Guidelines. Staff has discovered a few minor changes that should be part of the standards. These changes are:

**Rental Guidelines and Time-Of-Sale Guidelines**

- Update all references to the City Engineer's Office and change to Building Inspections Department.
- Add reference to when it is necessary to cover/conceal exposed plastic foam insulation. This is a hazardous condition.
- Better define flexible connectors on gas piping systems and distances allowed from appliances.
- Minor syntax and grammar corrections.

**Source of Funds:**

N/A



**City Council Agenda Report**  
**Date:** January 19, 2016  
**Department:** Parks & Recreation  
**Administrator:** SPK

8-W

**Subject:** **Acceptance of Gifts and Grants – Parks and Recreation/Doug Woog Arena of 1 television and 1 picnic table**

**Action to be considered:**

Motion to adopt Resolution No. 2016-11 accepting Grants and Gifts from Greg Neiderkorn and Dan Neiderkorn of a flat panel television and picnic table.

**Overview:**

The City Council is required by State Law to vote to accept any gift or grant to the City of South St. Paul. The gift of a television and picnic table has been offered to Doug Woog Arena. The television and table were donated in memory of their late father. The table and television are in the new warm viewing area and will serve as a place for the kids that visit the rink to have a place to color or watch television while at the arena.

**Source of Funds:**

N/A

City of South St. Paul  
Dakota County, Minnesota

**RESOLUTION NO. 2016-11**

**RESOLUTION ACCEPTING GRANTS AND GIFTS**

**WHEREAS**, the City Council is required by Minnesota State Law to vote to accept any donation to the City; and

**WHEREAS**, the City Council has determined that the gift listed below is of benefit to the citizens of South St. Paul; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of South St. Paul, Minnesota, that the donation listed below is accepted for the purpose desired by the donor set forth opposite the gift.

<u>Donor/Grantor</u>	<u>Donation</u>
Greg and Dan Neiderkorn	1 50" television and 1 picnic table

Adopted this 19th day of January, 2016.

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City Clerk



**City Council Agenda Report**

**Date:** January 19, 2016  
**Department:** Parks & Recreation  
**Administrator:** SPK

8 -X

**Subject:** **Acceptance of Gifts and Grants – Parks and Recreation/Doug Woog Arena of 2 42 inch televisions and 1 50 inch television**

**Action to be considered:**

Motion to adopt Resolution No. 2016-12 accepting Grants and Gifts from George White/Secure All Plus.

**Overview:**

The City Council is required by State Law to vote to accept any gift or grant to the City of South St. Paul. The gift of 3 televisions has been offered to Doug Woog Arena. The televisions were donated to replace the old lobby televisions.

**Source of Funds:**

N/A

City of South St. Paul  
Dakota County, Minnesota

**RESOLUTION NO. 2016-12**

**RESOLUTION ACCEPTING GRANTS AND GIFTS**

**WHEREAS**, the City Council is required by Minnesota State Law to vote to accept any donation to the City; and

**WHEREAS**, the City Council has determined that the gift listed below is of benefit to the citizens of South St. Paul; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of South St. Paul, Minnesota, that the donation listed below is accepted for the purpose desired by the donor set forth opposite the gift.

Donor/Grantor

Donation

George White/  
Secure All Plus

2 - 42 inch televisions 1 - 50 inch television

Adopted this 19th day of January, 2016.

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City Clerk



**CITY COUNCIL AGENDA REPORT**

**DATE: January 19, 2016**

**DEPARTMENT: ENGINEERING DEPT.**

**ADMINISTRATOR: SPK**

**10-A**

**AGENDA ITEM: Approve Plans & Specifications and Call for Bids for 2016-010 - Sanitary Sewer Relining**

**ACTION TO BE CONSIDERED:**

Adopt Resolution 2016-8 APPROVING THE PLANS AND SPECIFICATIONS FOR 2016-010 SANITARY SEWER RELINING AND ORDERING ADVERTISEMENT FOR BIDS.

**OVERVIEW:**

This work is budgeted in the sanitary sewer fund and CIP for \$200,000 in 2016. This work was planned in 2014 & 2015, but due to staffing issues was unable to be bid. The plans for Sanitary Sewer Relining are completed and awaiting City Council approval. In order to complete the project this construction season, it is necessary to approve the plans and specifications as soon as possible. This is actually a cleaning, televising and relining program the City will be doing on an annual basis. The Engineering staff worked with the Public Works Dept. on determining the lines to be done in this contract.

The bid opening date for the project would be February 25, 2016. The bids would be brought before the City Council at the March 7, 2016 meeting.

**SOURCE OF FUNDS:**

Sanitary Sewer Fund & CIP

City of South St. Paul  
Dakota County, Minnesota

**RESOLUTION NO. 2016-8**

**RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS  
FOR 2016-010 SANITARY SEWER RELINING AND  
ORDERING ADVERTISEMENT FOR BIDS**

**WHEREAS**, the City Engineer has prepared plans and specifications for sanitary sewer relining, restoration and appurtenances and has presented such plans and specifications to the City Council for approval.

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

1. Such plans and specifications, a copy of which is attached hereto and made a part thereof by reference, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and posted on Quest CDN, an advertisement for bids for the making of such improvements under such approved plans and specifications. The advertisement shall be published for 14 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 10:00 A.M. on February 25, 2016, at which time the bids will be publicly opened in the Upstairs Conference Room at City Hall by the City Clerk and City Engineer, will then be tabulated and will be considered by the Council at 7:15 p.m. on March 7, 2016 in the Council Chambers at City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Clerk for 5% of the amount of such bid.

Adopted this 19<sup>th</sup> day of January, 2016.

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City Clerk



**CITY COUNCIL AGENDA REPORT**

**DATE: January 19, 2016**

**DEPARTMENT: ENGINEERING DEPT.**

**ADMINISTRATOR: \_\_\_\_\_** *SPK*

**10-B**

**AGENDA ITEM:**        **Approve Plans & Specifications and Call for Bids – 2015-013**  
**BridgePoint Court**

**ACTION TO BE CONSIDERED:**

Adopt Resolution 2016-9 APPROVING THE PLANS AND SPECIFICATIONS FOR 2015-013 BRIDGEPOINT COURT AND ORDERING ADVERTISEMENT FOR BIDS.

**OVERVIEW:**

On May 18, 2015 the City Council ordered the improvement for BridgePoint Court. Bids were taken in 2015, but prices were higher than anticipated. The City chose to wait and try bidding again in 2016 in order to obtain lower pricing.

The plans have been updated and are awaiting City Council approval. The bid opening date for the project will be Thursday, February 25, 2016. The bids would be brought before the City Council at the March 7, 2016 meeting.

**SOURCE OF FUNDS:**

Outlined in the individual feasibility report for the project.

City of South St. Paul  
Dakota County, Minnesota

**RESOLUTION NO. 2016-9**

**RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS  
FOR PROJECT 2015-013 BRIDGEPOINT COURT  
AND ORDERING ADVERTISEMENT FOR BIDS**

**WHEREAS**, the City's consultant, Kimley-Horn & Associates under the direction of the City Engineer, has prepared plans and specifications for Project 2015-013 BridgePoint Court for site and roadway grading, soil correction and remediation, gravel base, storm sewer, sanitary sewer, watermain, traffic control, concrete curb and gutter, bituminous surfacing, restoration and appurtenances and has presented such plans and specifications to the City Council for approval.

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

1. Such plans and specifications, a copy of which is attached hereto and made a part thereof by reference are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and the Construction Bulletin an advertisement for bids for the making of such improvements under such approved plans and specifications. The advertisement shall be published for 14 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 2:00 p.m. on February 25, 2016, at which time the bids will be publicly opened in the Council Chambers at South St. Paul City Hall by the City Clerk and Engineer, will then be tabulated and will be considered by the Council at 7:15 p.m. on March 7, 2016 in the Council Chambers at South St. Paul City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Clerk for 5% of the amount of such bid.

Adopted this 19<sup>th</sup> day of January, 2016.

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City Clerk



**CITY COUNCIL AGENDA REPORT**  
**DATE: JANUARY 19, 2016**  
**DEPARTMENT: Community Development / Planning**  
**ADMINISTRATOR: SPK**

**10-C**

**AGENDA ITEM: Site Plan Review – 455 Hardman Avenue South (Bonfe)**

**ACTION TO BE CONSIDERED:**

Consider the proposed site plan for a 40,000 square foot office-light industrial building on the vacant property at 455 Hardman Avenue south

**OVERVIEW:**

The applicant is requesting approval of a Site Plan for a 40,596 s.f. office-light industrial building on a vacant site located just southeast of the intersection of Armour Avenue and Hardman Avenue. The site is also located within the 494 Corridor overlay area which called for higher quality exterior finish and restricted exterior storage. The principal occupant would be the Bonfe heating/plumbing/electrical company which would occupy about 60% of the building. The remaining space would be leased but it also provides space for future expansion of Bonfe within the building. The lease space could be divided into two bays each with one dock door and one drive in door, both would utilize the northern building entry vestibule. The building has 18-foot clear ceilings which also reflect the use of the building for office and moderate light industrial uses rather than modern warehouse space which typically require much greater ceiling clear heights.

The zoning regulations call for landscaping equivalent to at least 2% of the cost of the building and the landscaping must include a number of overstory trees determined by the perimeter of the property divided by 70. Based on that calculation there should be 10 additional overstory trees. However, the City Code does allow the landscaping cost to be decreased from that 2% number for new buildings valued at over \$1 Million, which the proposed building would qualify under that provision.

**PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission reviewed the case at their January 6, 2016 meeting and at the conclusion of the discussion the Commissioners voted to recommend approval of the site plan (7-0).

**STAFF RECOMMENDATION:**

Staff recommends approval of the site plan as per Resolution 2016-14.

**60-DAY REVIEW DEADLINE:** January 31, 2016

**SOURCE OF FUNDS:** N/A

City of South St. Paul  
Dakota County, Minnesota

**RESOLUTION NO. 2016-14**

**A RESOLUTION APPROVING A SITE PLAN FOR AN OFFICE-LIGHT INDUSTRIAL BUILDING AT 455 HARDMAN AVENUE SOUTH**

**WHEREAS**, the City received an application from R.J. Ryan Construction on behalf of Riverside Holdings Company, LLC for a Site Plan of a 40,000 square foot office-light industrial building on the property located at 455 Hardman Avenue South (36-48843-01-080), and legally described as follows:

Lot 8, Block 1, MISSISSIPPI LANDING 4<sup>TH</sup> ADDITION

**WHEREAS**, the Planning Commission took action to recommend approval of the Site Plan (7-0) at their January 6, 2016 meeting; and

**WHEREAS**, the City Council has considered the application at its regular City Council meeting on January 19, 2016, reviewed the recommendation of the Planning Commission and evaluated all other evidence presented for consideration; and

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

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

1. Facts. The facts found by the Planning Commission as stated in the Planner's report regarding this matter are hereby adopted and included herein by reference
2. Determination. The City Council determines that the proposed Site Plan will not be detrimental to the health, safety, or general welfare of the community, nor will it cause serious traffic congestion or hazards, nor will it seriously depreciate surrounding property values, and it is in harmony with the general purpose and intent of the Zoning Code.
3. Site Plan. The Site Plan for the property at 455 Hardman Avenue South, South St. Paul, Dakota County, Minnesota, is hereby granted with the following requirements:
  - A. **Compliance with Plan Submittals**. The site shall be utilized in substantial conformance, in the reasonable opinion of the City Council, with the application, narratives, and with the following plans on file with the Engineering Department:
    1. **Narrative (Lampert Architects - Berthiaume)** **dated 12/02/15**
    2. **Civil Plans (Plowe Engineering)** **dated 12/01/15**
    3. **Architectural and Landscape Plans (Lampert Architects)** **dated 11/19/15**

- B. **Building/Signage Permits Required.** Building and signage permits are required for the proposed improvements. All building plans and specifications are subject to the review and approval of the City Building Official. Signage plans and specifications are subject to the review and approval of the City Planner.
- C. **Revised Civil Plans.** The applicant shall submit revised civil plans subject to the review and approval of the City Engineer.
- D. **Stormwater Maintenance Plan.** The applicant shall submit an executed Stormwater Maintenance Plan subject to the review and approval of the City Engineer.
- E. **Revised Landscaping Plans.** The applicant shall submit revised landscaping plans subject to the review and approval of the City Planner. Additional over-story trees will be needed to comply with City Code.
- F. **Compliance with Laws and Approvals.** The property must remain compliant with all federal, state, and local laws and ordinances and all prior City approvals.

Adopted this 19<sup>th</sup> day of January, 2016.

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City Clerk

Planning Commission Meeting Date:  <b>Wednesday, January 6, 2016</b>	 <b>City of South St. Paul Planning Commission Report</b>	PC Agenda Item:  <b>3.A</b>
<b>Project Name:</b>	Bonfe Site Plan	
<b>Site Address:</b>	455 Hardman Ave. S.	<b>PID:</b> 364884301080
<b>Applicant:</b>	R.J. Ryan Construction	
<b>Request:</b>	Consider the request for a site plan to accommodate a 40,000 s.f. office/warehouse building.	
<b>Proceeding:</b>	Planning Commission Recommendation	
<b>Tentative City Council Meeting Date:</b>	January 19, 2016	
<b>Deadline:</b>	<b>January 31, 2016*</b> <small>*The City must act on this request by this 60-day review period deadline unless the city provides the applicant with written reasons for why additional time, up to a maximum of 120 days, is required. The City may extend the review period beyond the 120 days but only with the applicant's consent.</small>	
<b>Exhibits:</b>	A. Location Map B. Materials submitted by R.J. Ryan, Plans	

Surrounding Area			
Direction	Future Land Use Plan	Zoning	Existing Land Use
North	Light Industrial	I: Industrial	Industrial
South	Light Industrial	I: Industrial	Industrial
East	Light Industrial	I: Industrial	Trail / RR / River
West	Light Industrial	I: Industrial	Vacant
Subject Property Site Data			
<b>Future Land Use Plan</b>	Light Industrial		
<b>Existing Land Use</b>	Vacant		
<b>Zoning</b>	I: Industrial		
<b>Property Size</b>	4.64 acres (202,118 s.f)		
<b>Topography</b>	Relatively flat		

## **EVALUATION OF THE REQUEST**

The applicant is requesting approval of a Site Plan for a 40,596 s.f. office warehouse building on a vacant site located just southeast of the intersection of Armour Avenue and Hardman Avenue. The site is also located within the 494 Corridor overlay area which called for higher quality exterior finish and restricted exterior storage. The principal occupant would be the Bonfe heating/plumbing/electrical company which would occupy about 60% of the building. The remaining space would be leased and also provides space for future expansion of Bonfe within the building. The lease space each has one dock door and one drive in door and both would utilize the northern building entry for the front door. The building has 18-foot clear ceilings which also reflect the use of the building for office and light industrial uses rather than modern warehouse space which typically require much greater clear heights.

### **ZONING SUMMARY:**

<b>Bulk Requirements</b>	<b>Required</b>	<b>Proposed</b>
Lot area	1 Acre (43,560 s.f.)	4.64 Acres (202,118 s.f.)
Lot Coverage - Max	20 % min / 40% max	20 %
Building Height	N/A	N/A
<b>Setbacks:</b>		
Front yard (any street frontage)	30 ft.	128 – 257 ft.
Side yard (interior)	20 ft.	20-45 ft.
Rear yard	20	293 ft.
<b>Site Design</b>	<b>Required</b>	<b>Proposed</b>
<b>Parking Standards:</b>		
Parking stalls (1/2,000 s.f. or 1 per 2 employees on max shift) – Industrial 1/300 s.f. - Office	Examples: 100% Industrial / Whse. – 20 spaces 100% Office finish – 135 spaces 75% Office / 25% Ind. – 106 spaces	117
Accessible parking stalls	5	6
<b>Landscape Standards:</b>		
Landscape lot area	15%	Appx. 38% (77,499 s.f.)
<b>Other Critical Zoning Items</b>		
Floodplain		No
Shoreland		No
MNRRRA	N/A – in MNRAA area, but same as original PUD	
Utility easements		No

### **A. SITE PLAN REVIEW**

1. Lot Size/Floor Area: Consistent with City Code. The Floor Area Ratio for the building would be 0.2.

2. Right-of-Way Dedication / Easements: There is a 50 foot drainage and utility easement along the back of the property. Storm water easements and storm water improvements are subject to the review and approval of the City Engineer.
3. Setbacks: The building would meet or exceed all of the minimum setbacks (see chart above)
4. Parking: The proposed plans show that there would be a total of about 117 parking spaces provided reflecting a the higher level of office space in the building and providing adequate parking to accommodate future expansion of the company within the building. The additional parking stalls would also help to accommodate Bonfe's training space as they have their technician groups come in for training at the site as well. Six of the stalls would be required to be accessible parking spaces to meet ADA requirements.
5. Architecture/Exterior Materials: The exterior materials would utilize primarily a precast concrete panels with some different textures for the panels but with the same color throughout the building. The plans also show a good amount of transparent glass including windows which make up about 17% of the wall area on the north and south sides of the building to give the building the look of a higher office finish facility. The front face of the building has the most variety and architectural interest and includes entries in smooth precast that project out from the face of the building. The materials for the front face of the building are 45% smooth precast, 37% textured precast and 18% glass. These materials are Class II and Class I respectively and would comply with the Architectural requirements for at least two different Class I or II materials, at least 60% Class I or II materials, and 75% Class I or II for walls visible from public roadways. The back side of the building is approximately 74% textured precast and includes an area that is 44 feet wide with no variation to the material, texture, or wall or roofline variation.
6. Grading and Drainage: The site uses an infiltration basin on the west side of the property (Hardman) and a ponding area on the eastern edge of the facility to catch stormwater from the site.
7. NPDES Storm Water Permits and Maintenance Plan: An NPDES Storm Water Permit and Storm Water Facilities Maintenance Plan are required, and any required on-site treatment system shall be in place, before the issuance of a final certificate of occupancy. All interior storm sewer lines and ponding shall be privately owned and maintained subject to a City Engineer approved maintenance plan.

8. Utilities: The applicant will need to work with the City Engineering Department to establish the proper location for utility connections and other related utility items.
9. Signage: The plan shows a monument sign at the SW corner of the site. Signage is also contemplated for the wall of the building in a banded area above the two entry points. Sign plans will need to be reviewed by the City Planner.
10. Lighting: Lighting plans were submitted show primarily building mounted lighting around the building. It will be necessary to review the photometric levels at the time building permits are applied for. Per City regulation lighting sources shall be downcast and/or shielded from direct view and should not exceed 1.0 foot candles at the centerlines of adjacent streets.
11. Landscaping: The landscaping plans show a mixture of deciduous trees such as Swamp White Oak, Imperial Honey locust, and Autumn Blaze Maple, as well as conifers such as Black Hills Spruce. The code requires the number of overstory trees to be the perimeter of the site divided by 70 which would require about 29 trees so about 10 additional trees will be required. Two ornamental crab trees were also included in the plan but these do not meet the overstory tree requirements. The plans also include additional plants, shrubs, and some flowering trees that also contribute to the site landscaping.

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

A. **Approval**. If the Planning Commission finds the application to be acceptable, the following action should be recommended for approval:

- 1) **Compliance with Plan Submittals**. The site shall be utilized in substantial conformance, in the reasonable opinion of the City Council, with the application, narratives, and with the following plans on file with the Engineering Department:
  - a) **Narrative (Lampert Architects - Berthiaume)** **dated 12/02/15**
  - b) **Civil Plans (Plowe Engineering)** **dated 12/01/15**
  - c) **Architectural and Landscape Plans (Lampert Architects)** **dated 11/19/15**
- 2) **Building/Signage Permits Required**. Building and signage permits are required for the proposed improvements. All building plans and specifications are subject to the review and approval of the City Building Official. Signage plans and specifications are subject to the review and approval of the City Planner.
- 3) **Revised Civil Plans**. The applicant shall submit revised civil plans subject to the review and approval of the City Engineer.

- 4) **Stormwater Maintenance Plan.** The applicant shall submit an executed Stormwater Maintenance Plan subject to the review and approval of the City Engineer.
- 5) **Revised Landscaping Plans.** The applicant shall submit revised landscaping plans subject to the review and approval of the City Planner. Additional over-story trees will be needed to comply with City Code.
- 6) **Compliance with Laws and Approvals.** The property must remain compliant with all federal, state, and local laws and ordinances and all prior City approvals.

B. **Denial.** If the Planning Commission does not favor the proposed application or portions thereof, the above requested should be recommended for denial. If the Planning Commission recommends denial, then findings of the basis for denial should be given.

### **RECOMMENDATION**

Staff recommends **approval** of the Site Plan subject to the conditions above.

Respectfully Submitted,

*Peter Hellegers*

Peter Hellegers, City Planner

455 Hardman Ave. S.

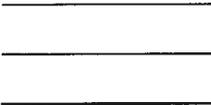
A



*Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.*

Map Scale  
1 inch = 200 feet  
12/31/2015

A  
N



December 2, 2015

Peter Hellegers  
City Planner  
City of South St. Paul  
125 3<sup>rd</sup> Avenue North  
South St. Paul, MN 55075

RE: Riverside Holdings Company, LLC

Dear Peter:

This letter format will serve as our narrative for the site plan review application for the project titled Riverside Holdings Company, LLC (Bonfe Plumbing and Heating). The project design team requests a site plan review of a proposed 40,000 s.f. office/industrial building at the intersection of Hardman Avenue and Armour Avenue. 24,000 s.f. of the new building will be occupied immediately by Bonfe for its corporate headquarters. The remaining 16,000 s.f. will be leasable until Bonfe deems it necessary to expand its operation into this space. The building has an 18 foot clear inside height to accommodate mild industrial uses. Primary exterior materials include integral color precast concrete, glass, and prefinished metal accents.

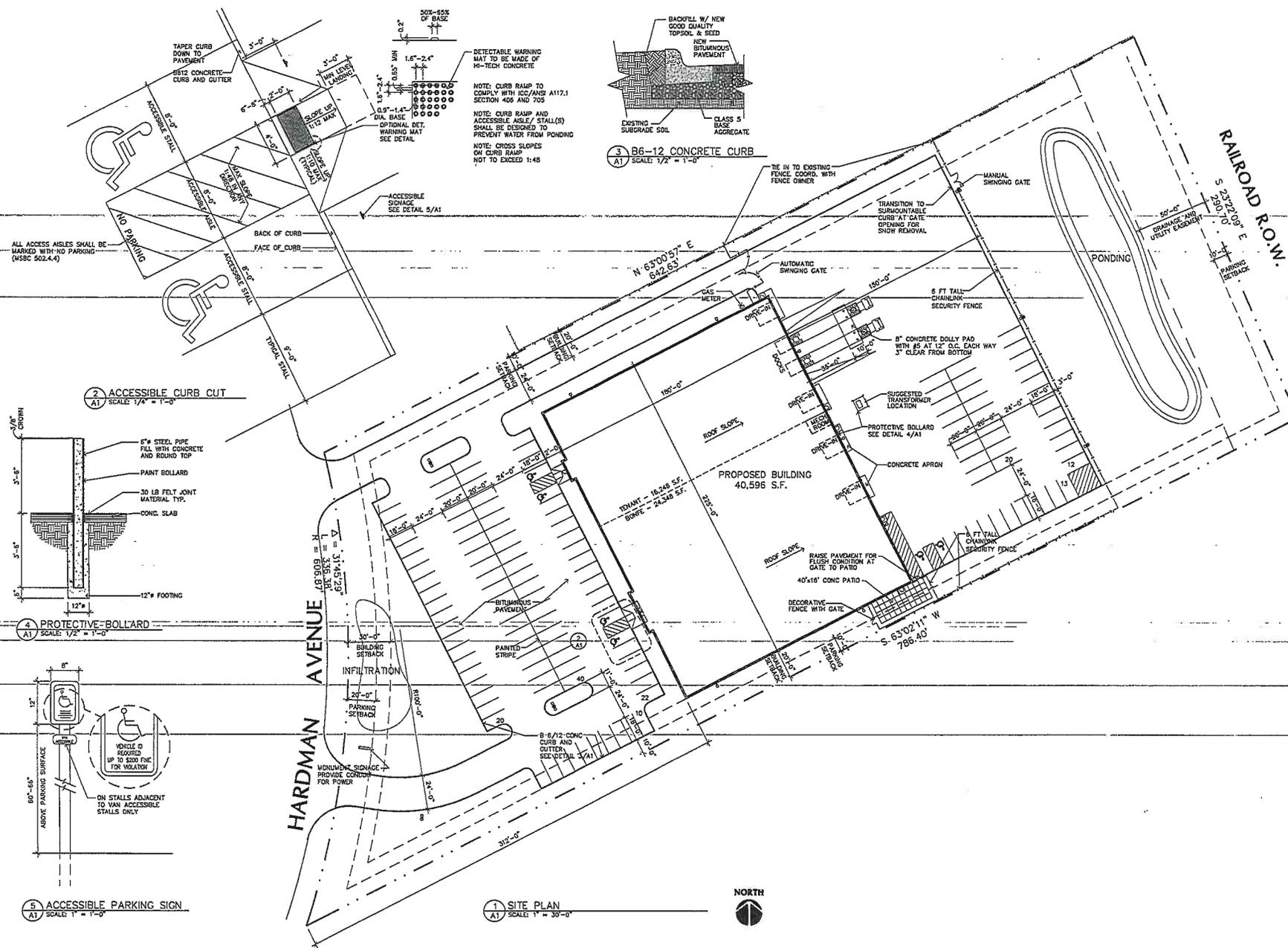
Bonfe is a residential service company specializing in servicing plumbing, heating, air conditioning, electrical, and appliances in existing homes. Bonfe serves the 7-county metro area. The building will house the administrative operations of the business and provide meeting space and training facilities for its service technicians. Approximately 30 full-time staff will occupy the building normally while approximately 50 service technicians are employed in the field. Bonfe hopes to grow its staff from 80 to 125 within the next three years. The building will be open from 6:30 a.m. to 10:00 p.m. 7 days per week. Customers will rarely visit this site as field technicians meet with them in their homes.

Please feel free to contact the design team if you have any questions regarding this narrative

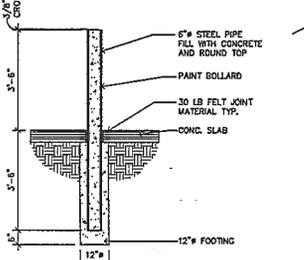
Sincerely,

James Berthiaume – Project Designer  
Lampert Architects

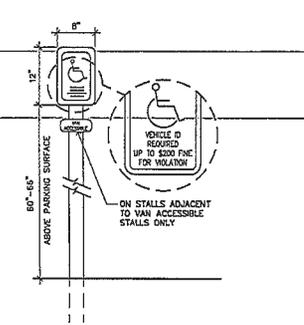
Filename: RIVERSE\BIDNET-A1



**2 ACCESSIBLE CURB CUT**  
 A1 SCALE: 1/4" = 1'-0"



**4 PROTECTIVE BOLLARD**  
 A1 SCALE: 1/2" = 1'-0"



**5 ACCESSIBLE PARKING SIGN**  
 A1 SCALE: 1" = 1'-0"

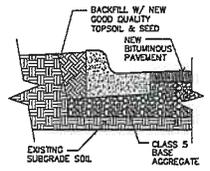


DETECTABLE WARNING MAT TO BE MADE OF HI-TECH CONCRETE

NOTE: CURB RAMP TO COMPLY WITH ICC/ANSI A117.1 SECTION 408 AND 703

NOTE: CURB RAMP AND ACCESSIBLE AISLE/ STALL(S) SHALL BE DESIGNED TO PREVENT WATER FROM PONDING

NOTE: CROSS SLOPES ON CURB RAMP NOT TO EXCEED 1:48



**3 B6-12 CONCRETE CURB**  
 A1 SCALE: 1/2" = 1'-0"

**1 SITE PLAN**  
 A1 SCALE: 1" = 30'-0"



**LAMPERT ARCHITECTS**

420 Summit Avenue  
 St. Paul, MN 55102  
 Phone: 763.765.1211 Fax: 763.757.2849  
 lampert@lmpart-arch.com

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

**PRELIMINARY FOR CONSTRUCTION**

**RJR Ryan**  
 Construction, Inc.  
 Commercial Design and Construction  
 1100 Macalester Parkway Road  
 St. Paul, MN 55108  
 Tel: 651-641-0200  
 Fax: 651-641-0200

**RIVERSIDE HOLDINGS COMPANY, LLC**  
 South St. Paul, Minnesota

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 DEC 02 2015

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 Leonard Lampert Architects, P.A.  
 Project Designer: JAMES B  
 Drawn By: JRB  
 Checked By: LL

Revisions	
10/22/15	PRELIMINARY
11/19/15	ISSUE FOR BIDS

**SITE PLAN**  
 Sheet Number

**A1**



**LAMPERT ARCHITECTS**  
 420 Summit Avenue  
 St. Paul, MN 55102  
 Phone 763.763.1211 Fax 763.767.1249  
 lamper@lamper-arch.com

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

**PRELIMINARY FOR CONSTRUCTION**

**RJR Ryan**  
 Construction, Inc.  
 Commercial Design and Construction  
 1170 Lakeside Heights Road St. Paul, MN 55108  
 Phone: 763.763.7633 Fax: 763.763.7634

**RIVERSIDE HOLDINGS COMPANY, LLC**  
 South St. Paul, Minnesota

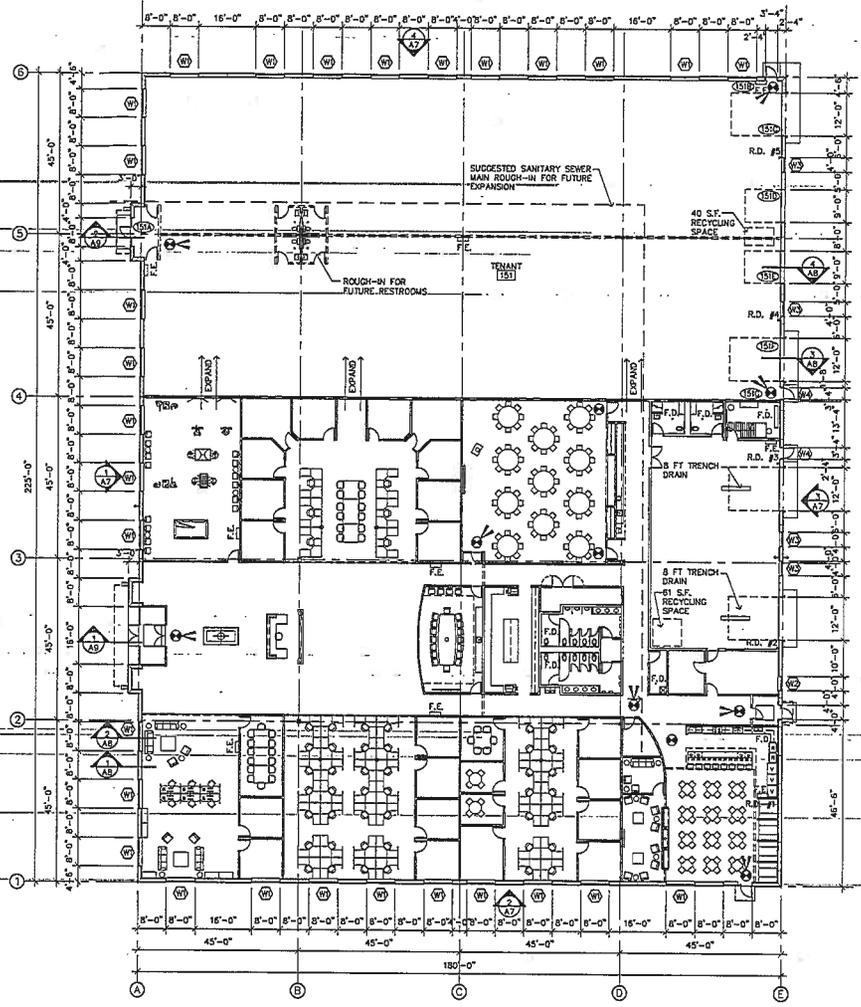
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 Project Designer: JAMES B  
 Drawn By: JRB  
 Checked By: LL

Revisions  
 10/29/15 PRELIMINARY  
 11/19/15 ISSUE FOR EDS

**FLOOR PLAN ROOF PLAN**  
 Sheet Number

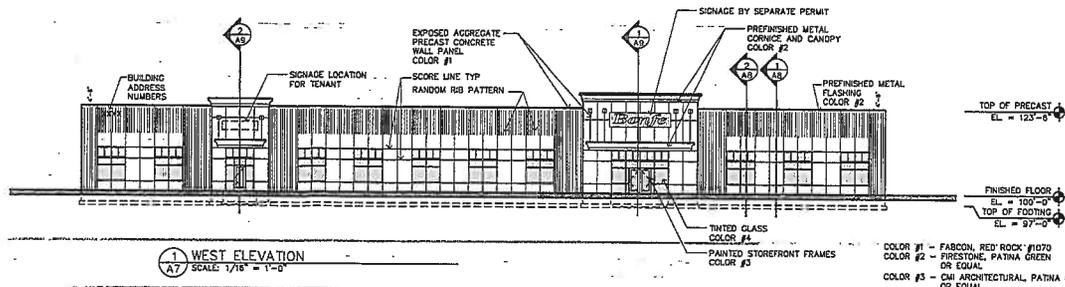
**A2**



- PLAN NOTES**
1. = EMERGENCY LIGHTING. PROVIDE EMERGENCY BACK-UP POWER
  2. = FIRE EXTINGUISHER. VERIFY SIZE AND SPACING WITH BUILDING OFFICIAL.
  3. F.E. = FLOOR DRAIN LOCATION
  4. F.D. = FLOOR DRAIN LOCATION
  5. R.D. = ROOF DRAIN LOCATION

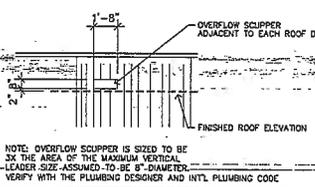
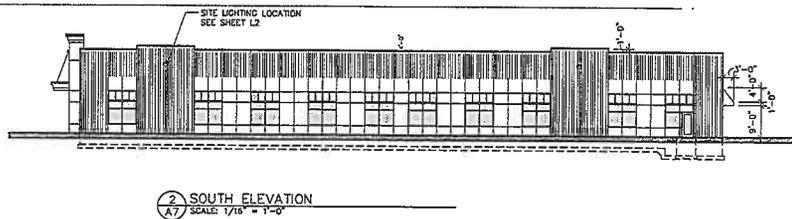
1 FLOOR PLAN  
 A2 SCALE: 1/16" = 1'-0"



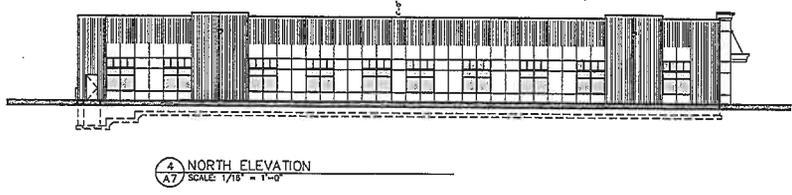
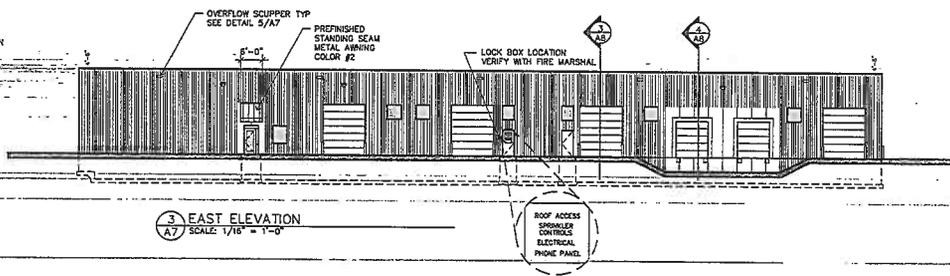


- COLOR #1 - FABCON, RED ROCK #1070
- COLOR #2 - FIRESTONE, PATINA GREEN OR EQUAL
- COLOR #3 - CMI ARCHITECTURAL, PATINA GREEN OR EQUAL
- COLOR #4 - PPC, SOLEDA GREEN TINT OR EQUAL

TOTAL WALL AREA - 10,260 S.F.  
CLASS AREA - 2,696 S.F. (14.6%)



5 OVERFLOW SCUPPER DETAIL A7 SCALE: 1/4" = 1'-0"



**L**  
**A**

**LAMPERT ARCHITECTS**

430 Summit Avenue  
St. Paul, MN 55102  
Phone 612.763.1211 Fax 612.767.2818  
http://www.lampert-arch.com

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

**PRELIMINARY FOR CONSTRUCTION**

**RJR Ryan**  
Construction, Inc.  
Commercial Design and Construction  
1300 Summit Parkway, Suite 200 St. Paul, MN 55102  
Phone: 612-441-0000 Fax: 612-441-0002

**RIVERSIDE HOLDINGS COMPANY, LLC**  
South St. Paul, Minnesota

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Revisions
10/20/15, PRELIMINARY
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**BUILDING ELEVATIONS**  
Sheet Number

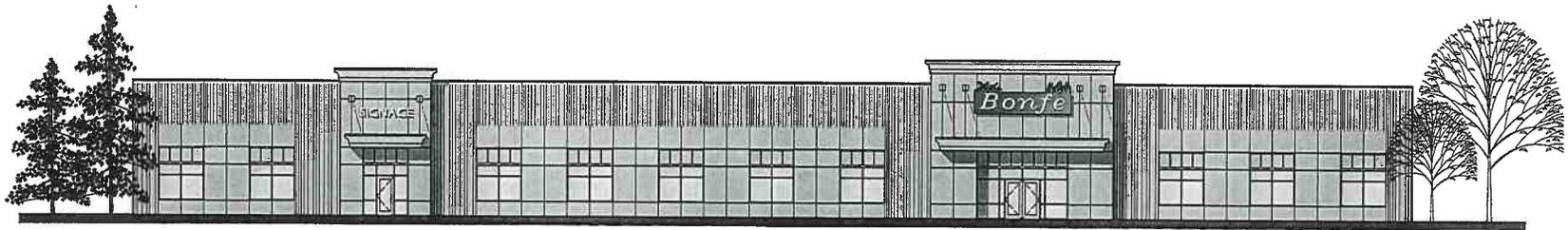
A7



C O R P O R A T I O N  
R I V E R S I D E  
H O L D I N G S  
C O M P A N Y  
L L C



A R C H I T E C T  
P R E F E R T S



RIVERSIDE HOLDINGS COMPANY LLC  
South St. Paul, Minnesota

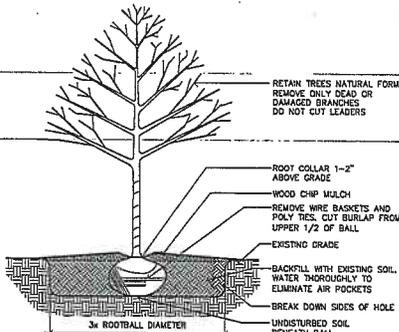
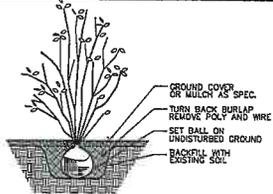
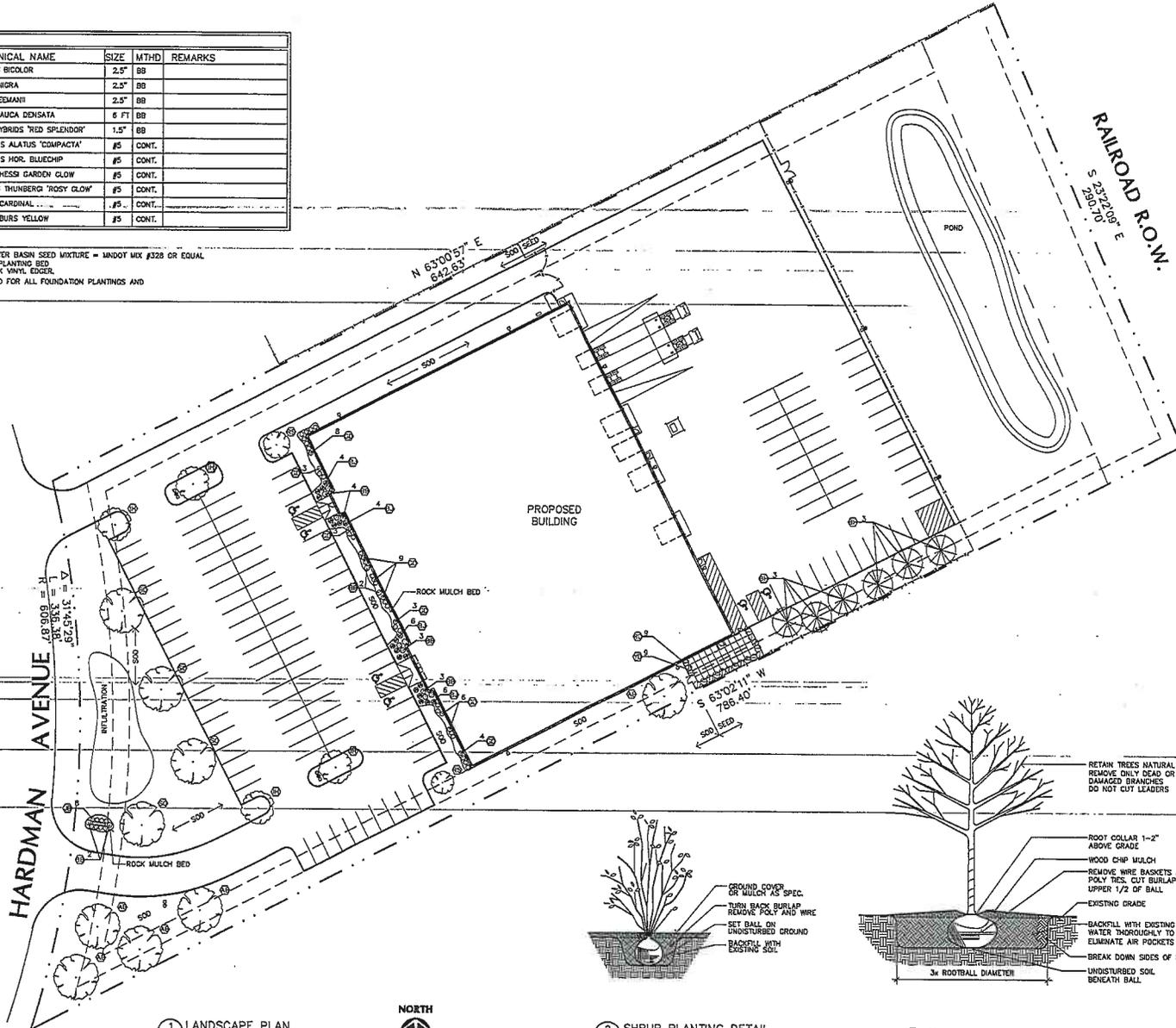
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NOTE: THIS DRAWING IS FOR  
ILLUSTRATIVE PURPOSES ONLY.  
ACTUAL COLORS NEED TO BE  
FIELD VERIFIED.

PLANTING SCHEDULE						
QTY.	KEY	COMMON NAME	BOTANICAL NAME	SIZE	MTHD	REMARKS
4	SD	SHAW WHITE OAK	QUERCUS BICOLOR	2.5"	BB	
4	WH	IMPERIAL MONEYCUST	BETULA NIGRA	2.5"	BB	
5	AB	AUTUMN BLAZE MAPLE	ACER FREEMANII	2.5"	BB	
8	BH	BLACK HILLS SPRUCE	PICEA CLAUCA DENSATA	6 FT	BB	
2	RS	RED SPLENDOR CRAB	MALUSxHYBRIDS 'RED SPLENDOR'	1.5"	BB	
14	BB	COMPACT BURNING BUSH	EUONYMUS ALATUS 'COMPACTA'	#5	CONT.	
20	BJ	BLUE CHIP JUNIPER	JUNIPERUS HOR. BLUECHIP	#5	CONT.	
36	GD	GARDEN GLOW DOGWOOD	CORNUS NESSI GARDEN GLOW	#5	CONT.	
8	JB	JAPANESE BARBERRY 'ROSY GLOW'	BERBERIS THUNBERG 'ROSY GLOW'	#5	CONT.	
9	RD	RED TWIGGED DOGWOOD	CORNUS CARDINAL	#5	CONT.	
9	YD	YELLOW TWIGGED DOGWOOD	CORNUS BURS YELLOW	#5	CONT.	

**LANDSCAPE NOTES:**

- SEED AREAS AS SHOWN ON THE PLAN. STORM WATER BASIN SEED MIXTURE = MNDOT MIX #328 OR EQUAL.
- PLANTINGS TO BE PLANTED IN ROCK MULCH BED. PLANTING BED TO BE SEPARATED FROM SOOLED AREAS BY BLACK VINYL EDGER.
- UNDERGROUND IRRIGATION SYSTEM TO BE PROVIDED FOR ALL FOUNDATION PLANTINGS AND SOOLED AREAS. PROVIDE MOISTURE SENSOR.



1 LANDSCAPE PLAN  
SCALE: 1" = 30'-0"



2 SHRUB PLANTING DETAIL  
SCALE: NOT TO SCALE

3 TREE PLANTING DETAIL  
SCALE: NOT TO SCALE

PRELIMINARY  
NOT-FOR  
CONSTRUCTION



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COMPANY, LLC  
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LANDSCAPE  
PLAN  
Sheet Number

L1

**GRADING & EROSION CONTROL NOTES**

PRIOR TO ANY GRADING OPERATIONS, THE CONTRACTOR SHALL INSTALL A ROCK CONSTRUCTION ENTRANCE AND PERMETER Silt FENCE AS SHOWN ON PLAN. (CONTACT CITY TO INSPECT EROSION CONTROL MEASURES PRIOR TO GRADING OPERATIONS, IF NECESSARY.) ADDITIONAL Silt FENCE MAY BE NECESSARY IF LOCAL CONDITIONS REQUIRE.

PERFORM SITE GRADING ON AN AREA-BY-AREA BASIS TO MINIMIZE UNCOMPLETED AREAS. AS EACH AREA IS COMPLETED, ALL EXPOSED SOILS MUST HAVE TEMPORARY EROSION CONTROL PROTECTION OR REINSTATEMENT COVER WITHIN 5 DAYS.

THE CONTRACTOR AND OWNER SHALL MAKE AVAILABLE TO THE CITY A LIST OF CONTACTS TO BE NOTIFIED IF REPAIRS AND/OR MAINTENANCE TO SITE EROSION CONTROL MEASURES ARE REQUIRED.

ALL BARRIERS MUST BE MAINTAINED WITH PROPER FUNCTION UNTIL ALL SITE WORK HAS BEEN COMPLETED AND SITE HAS UNDERGONE FINAL STABILIZATION.

CONTRACTOR TO PROVIDE MUDDS OR OTHER INLET PROTECTION FOR ALL NEW STORM SEWER INLETS WITHIN 24 HOURS OF STRUCTURE INSTALLATION. ALSO PROVIDE INLET PROTECTION FOR EXISTING STORM SEWER INLETS (PRIOR TO CONSTRUCTION) THAT WILL RECEIVE RUN-OFF DURING CONSTRUCTION ACTIVITIES. LEAVE IN PLACE UNTIL SITE HAS BEEN STABILIZED.

CONTRACTOR TO PROVIDE DESIGNATED CONCRETE TRUCK WASHOUT AREA WITH APPROPRIATE SLOPE. WASHOUT AREA IS TO BE A MINIMUM OF 50' FROM STORM DRAINS, DITCHES, PONDS OR OTHER STORMWATER FEATURES AND SHALL NOT BE LOCATED WITHIN PROPOSED LANDSCAPE AREAS. DO NOT ALLOW RUN-OFF FROM THIS AREA TO CONSTRUCTIVE, TEMPORARY BY OR BARRIERS AREA DURING CONSTRUCTION. AFTER WASTE CONCRETE IS SET, BREAK-UP AND DISPOSE OF PROPERLY.

ANY SEDIMENT REACHING A PUBLIC OR PRIVATE ROAD SHALL BE REMOVED BY STREET CLEANING (NOT PLUMBING) BEFORE THE DOB OF EACH WORK DAY.

AFTER FINISHING STREET WORKING AND SOAKING IS REQUIRED FOR PROPOSED PARKING LOT AND FOR ANY TRACKED SOAKAGE ONTO ADJACENT STREETS. ALL TRACKED SOILS MUST BE SHEET WITHIN 24 HOURS.

ALSO SEE "STORM WATER POLLUTION PREVENTION PLAN" FOR ADDITIONAL EROSION CONTROL MEASURES & SITE SOAKING.

**GENERAL NOTES**

THE INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF EXISTING UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUDING. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATION AS TO TYPE AND LOCATION OF UTILITIES AS NECESSARY TO AVOID DAMAGE TO THESE UTILITIES.

CONTACT COPPER STATE ONE-CALL AT (815) 454-0002 FOR EXISTING UTILITY LOCATIONS. THE CONTRACTOR SHALL FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING SANITARY SEWER, STORM SEWER, AND WATERMAIN AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO THE START OF INSTALLATIONS.

INSTALLATIONS SHALL CONFORM TO CITY STANDARD SPECIFICATIONS.

CONTRACTOR SHALL NOTIFY CITY PUBLIC WORKS DEPARTMENT A MINIMUM OF 24 HOURS PRIOR TO THE INTERRUPTION OF ANY SEWER OR WATER SERVICES TO EXISTING HOMES OR BUSINESSES.

STORAGE OF MATERIALS OR EQUIPMENT SHALL NOT BE ALLOWED ON PUBLIC STREETS OR WITHIN PUBLIC RIGHT-OF-WAY.

ALL CONSTRUCTION PARKING SHALL BE ON-SITE; NO ON-STREET PARKING, LOADING, OR UNLOADING ALLOWED.

NO PUBLIC SIDEWALK SHALL BE OBSTRUCTED.

CONTRACTOR TO DOCUMENT AND RETAIN RECORDS OF EXISTING ROW CONDITIONS. ANY DAMAGE TO EXISTING SIDEWALKS OR SIDEWALKS DUE TO CONSTRUCTION ACTIVITIES WILL BE THE RESPONSIBILITY OF THE CONTRACTOR.

**CURB & BITUMINOUS NOTES**

REMOVAL AND DISPOSAL OF EXISTING STREET MATERIALS AS REQUIRED FOR CONSTRUCTION IS CONSIDERED INCIDENTAL.

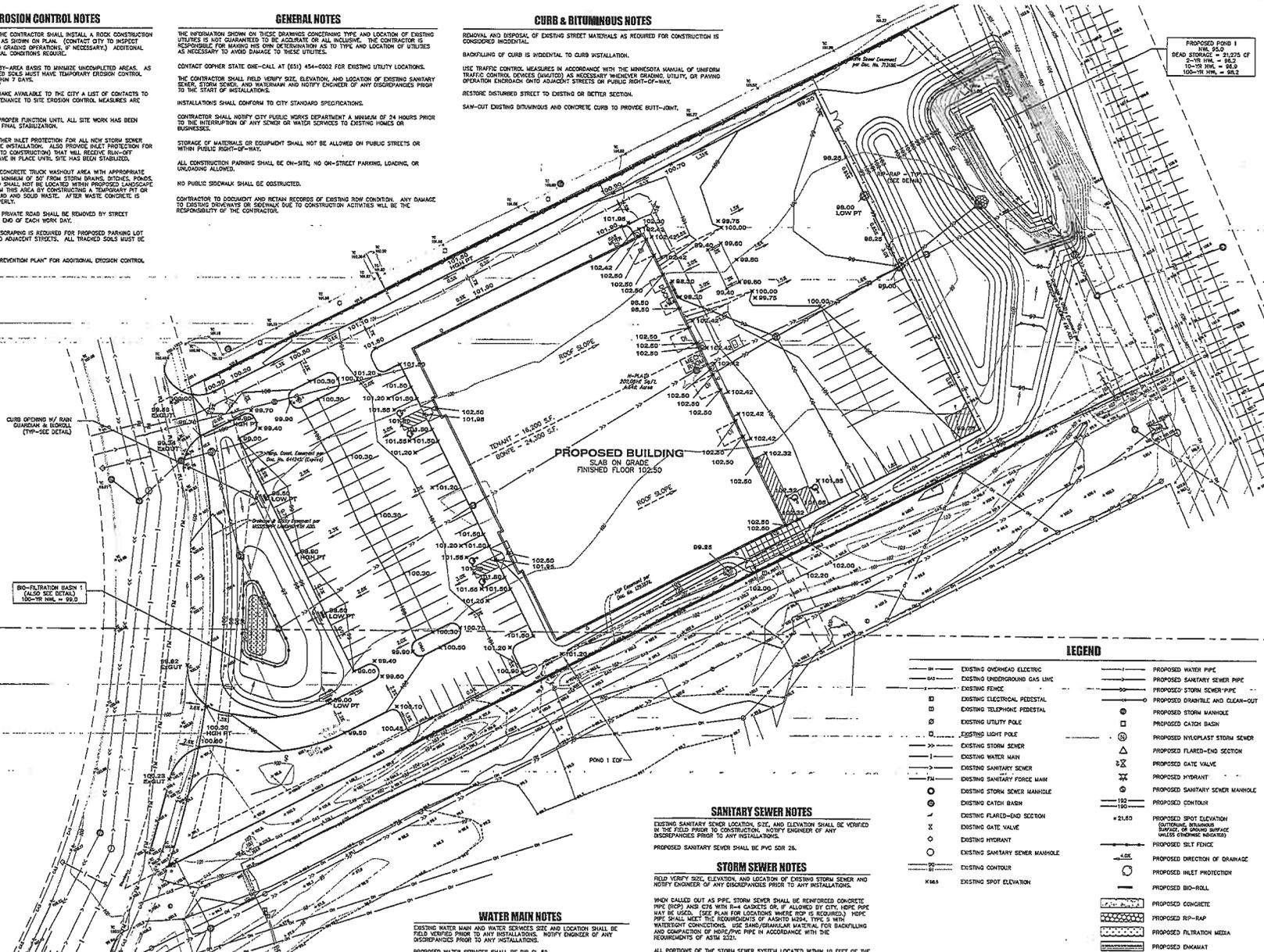
BACKFILLING OF CURBS IS INCIDENTAL TO CURB INSTALLATION.

USE TRAFFIC CONTROL MEASURES IN ACCORDANCE WITH THE MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AS NECESSARY WHENEVER GRADING, UTILITY, OR PAVING OPERATIONS EXCEEDS ONTO ADJACENT STREETS OR PUBLIC RIGHT-OF-WAY.

RESTORE DISTURBED STREET TO EXISTING OR BETTER SECTION.

SAW-CUT EXISTING BITUMINOUS AND CONCRETE CURBS TO PROVIDE BUILT-UP JOINT.

PROPOSED POND 1  
MIN. 55.0  
DEAD STORAGE = 21,275 CF  
2'-10" MIN. = 86.5  
10'-10" MIN. = 98.9  
100'-10" MIN. = 98.2



BIO-FILTRATION BASIN 1  
100'-10" MIN. = 98.0

PROPOSED BUILDING  
SLAB ON GRADE  
FINISHED FLOOR 102.50

**WATER MAIN NOTES**  
EXISTING WATER MAIN AND WATER SERVICES SIZE AND LOCATION SHALL BE FIELD VERIFIED PRIOR TO ANY INSTALLATIONS. NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.  
PROPOSED WATER SERVICES SHALL BE 8" CPVC CL. 52.  
ALL WATER PIPE SHALL HAVE 7.5"-FT MIN. COVER.

**SANITARY SEWER NOTES**  
EXISTING SANITARY SEWER LOCATION, SIZE, AND ELEVATION SHALL BE VERIFIED BY THE FIELD PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.  
PROPOSED SANITARY SEWER SHALL BE PVC 8" SDR 26.

**STORM SEWER NOTES**  
FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING STORM SEWER AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.  
WHEN CALLED OUT AS PIPE, STORM SEWER SHALL BE REINFORCED CONCRETE PIPE (RCCP) AND CTS WITH 1/4" GALVANIZED OR, IF ALLOWED BY CITY, HDPE PIPE MAY BE USED. (SEE PLAN FOR LOCATIONS WHERE RCCP IS REQUIRED). PIPE SHALL MEET THE REQUIREMENTS OF AASHTO M242, TYPE 3 WITH WATER-TIGHT JOINTS. USE SAND/GRANULAR MATERIAL FOR BACKFILLING AND COMPACTION OF HDPE/PVC PIPE IN ACCORDANCE WITH THE REQUIREMENTS OF ASTM 2211.

ALL PORTIONS OF THE STORM SEWER SYSTEM LOCATED WITHIN 10 FEET OF THE BUILDING OR WATER SERVICE LINE MUST BE TESTED IN ACCORDANCE WITH MINNESOTA RULES, PART 4715.020.

**LEGEND**

—	EXISTING OVERHEAD ELECTRIC	—	PROPOSED WATER PIPE
—	EXISTING UNDERGROUND GAS LINE	—	PROPOSED SANITARY SEWER PIPE
—	EXISTING FENCE	—	PROPOSED STORM SEWER PIPE
—	EXISTING ELECTRICAL PEDESTAL	—	PROPOSED GRANITE AND CLEAN-OUT
—	EXISTING TELEPHONE PEDESTAL	—	PROPOSED STORM MANHOLE
—	EXISTING UTILITY POLE	—	PROPOSED CATCH BASIN
—	EXISTING LIGHT POLE	—	PROPOSED NYLON/PLAST STORM SEWER
—	EXISTING STORM SEWER	—	PROPOSED FLARED-END SECTION
—	EXISTING WATER MAIN	—	PROPOSED GATE VALVE
—	EXISTING SANITARY SEWER	—	PROPOSED HYDRANT
—	EXISTING SANITARY FORCE MAIN	—	PROPOSED SANITARY SEWER MANHOLE
—	EXISTING STORM SEWER MANHOLE	—	PROPOSED STORM SEWER MANHOLE
—	EXISTING CATCH BASIN	—	PROPOSED CONTOUR
—	EXISTING FLARED-END SECTION	—	PROPOSED FLARED-END SECTION
—	EXISTING GATE VALVE	—	PROPOSED Silt FENCE
—	EXISTING HYDRANT	—	PROPOSED DIRECTION OF DRAINAGE
—	EXISTING SANITARY SEWER MANHOLE	—	PROPOSED INLET PROTECTION
—	EXISTING CONTOUR	—	PROPOSED BIO-ROLL
—	EXISTING SPOT ELEVATION	—	PROPOSED CONCRETE
—		—	PROPOSED RCP-TAP
—		—	PROPOSED FILTRATION MEDIA
—		—	PROPOSED ENHANCEMENT

DRAWN BY: A.G. DESIGN BY: A.G.  
 CHECKED BY: C.M.P. PROJ. NO.: 15-1872  
 ORIGINAL DATE: DECEMBER 1, 2015

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 DEC 07 2015

DATE: 12/01/2015 REVISION DESCRIPTION: 1. PRELIMINARY

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
**PRELIMINARY**  
 ADAM GUNDEL LIC. NO. 45810 DATE: 12/01/2015

**BONFE**  
 468 HERRMAN AVE S  
 SOUTH SAINT PAUL, MN 55108  
 GRADING, DRAINAGE & ESC PLAN

PREPARED FOR:  
**RJ RYAN CONSTRUCTION**

**PLOWE**  
 ENGINEERING, INC.  
 8778 LAKE DRIVE  
 SUITE 110  
 LIND LAKES, MN 55914  
 PHONE: (813) 381-8210  
 FAX: (813) 381-8271

**PLANNING & ENGINEERING**

**PLANNING & ENGINEERING**

**NORTH**  
 0 15 30  
 1 INCH = 30 FEET

**C1**



**CITY COUNCIL AGENDA REPORT**

**DATE: JANUARY 19, 2016**

**DEPARTMENT: Community Development / Planning**

**ADMINISTRATOR: SPK**

**10-D**

**AGENDA ITEM: Signage Variances – 141 6<sup>th</sup> St. S. (Doug Woog Arena)**

**ACTION TO BE CONSIDERED:**

Consider the proposed variances for the size of an individual sign and for the amount of signage on the property.

**OVERVIEW:**

The property at 141 6<sup>th</sup> Street South is located on the bluff and the only street access to the facility comes from the north at 6<sup>th</sup> Street South, approximately 200 feet north of the building. The arena site sits about halfway up the hillside approximately 40 feet above Concord Street and approximately 60 feet below the grade level of properties on 1<sup>st</sup> Avenue. The closest buildings to the north side of the arena are approximately 470 feet away and 440 feet from the next closest building to the east of the arena.

The City Code allows up to 100 square feet for individual signs and up to 250 square feet for the total amount of signage on a property in the GB: General Business Zoning District. The former Wakota Arena was recently renamed “Doug Woog Arena” and that along with a new indoor dry-land training facility created in the recent renovations of the arena led to a need for new signage. The new signage would be all be wall mounted as there is no good place to accommodate a monument sign on the property. Doug Woog Arena signs would be mounted on the east side of the building over the front entryway and signage would be added on the north side of the building facing Sixth Street. Signage for the dry-land training facility would be on the east side of the building by the entry to that space and would not exceed 100 square feet, most likely this would be around 50 square feet. There is also existing wall signage for the school district’s space at the arena.

**PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission reviewed the case at their January 6, 2016 meeting and at the conclusion of the discussion the Commissioners voted to recommend approval of the variances (7-0).

**STAFF RECOMMENDATION:**

Staff recommends approval of the variances subject to the conditions as stated in Resolution 2016-15.

**60-DAY REVIEW DEADLINE:** February 27, 2016

**SOURCE OF FUNDS:** N/A

City of South St. Paul  
Dakota County, Minnesota

**RESOLUTION NO. 2016-15**

**A RESOLUTION APPROVING SIGNAGE VARIANCES  
FOR THE PROPERTY AT 141 6<sup>TH</sup> STREET SOUTH**

**WHEREAS**, the City received an application from the City of South St. Paul for signage variances on the property located at 141 6<sup>th</sup> Street South), and legally described as follows:

(See attached)

**WHEREAS**, the Planning Commission took action to recommend approval of the variances (7-0) at their January 6, 2016 meeting; and

**WHEREAS**, the City Council has considered the application at its regular City Council meeting on January 19, 2016, reviewed the recommendation of the Planning Commission and evaluated all other evidence presented for consideration; and

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

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

1. Facts. The facts found by the Planning Commission as stated in the Planner's report regarding this matter are hereby adopted and included herein by reference
2. Determination. The City Council determines that the proposed Variances will not be detrimental to the health, safety, or general welfare of the community, nor will it cause serious traffic congestion or hazards, nor will it seriously depreciate surrounding property values, and it is in harmony with the general purpose and intent of the Zoning Code. Additionally, that the request is in harmony with the purpose and intent of the ordinance, the terms were consistent with the Comprehensive Plan, the property owner proposed to utilize the property in a reasonable manner, the plight of the property owner is due to circumstances unique to the property, and that the variance would not alter the essential character of the neighborhood.
3. Variance. The signage Variances for the property at 141 6<sup>th</sup> Street South, South St. Paul, Dakota County, Minnesota, are hereby granted with the following requirements:
  - A. **Compliance with Plan Submittals**. The site shall be utilized in substantial conformance, in the reasonable opinion of the City Council, with the application, narratives, and with the following plans on file with the Engineering Department:

- |   |                  |
|---|------------------|
| 1. Application/Narrative (City of South St. Paul) | dated 12/29/2015 |
| 2. Sign Elevations / Plans (Spectrum Signs)       | dated 12/15/2015 |

- B. **Building / Sign Permits Required.** Building Permits and Sign Permits are required for the proposed improvements. All building plans and specifications are subject to the review and approval of the City Building Official and South Metro Fire Marshal. Sign Permits are subject to the review and approval of the City Planner.
- C. **Compliance with Laws and Approvals.** The property must remain compliant with all federal, state, and local laws and ordinances and all prior City approvals.
- D. **Termination of the Variance.** The variance will terminate if improvements have not substantially begun within 1-year from the date of approval. The violation of any condition of approval for the variance shall terminate the variance.

Adopted this 19<sup>th</sup> day of January, 2016.

---

City Clerk

Planning Commission Meeting Date:  <b>Wednesday, January 6, 2016</b>	 <b>City of South St. Paul</b> <b>Planning Commission Report</b>	PC Agenda Item:  <b>4.A</b>
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<b>Project Name:</b>	<b>Doug Woog Arena Sign Variance</b>	
<b>Site Address:</b>	141 6 <sup>th</sup> Street South	<b>PIDs:</b> (multiple)
<b>Applicant(s):</b>	City of South St. Paul	
<b>Request:</b>	Consider the request for a 25 s.f. variance for an individual wall sign and 50 s.f. for aggregate signage on the property	
<b>Proceeding:</b>	Public Hearing / Planning Commission Recommendation	
<b>Tentative City Council Meeting Date:</b>	January 19, 2016	
<b>Deadline:</b>	<b>February 27, 2016*</b> *The City must act on this request by this 60-day review period deadline unless the city provides the applicant with written reasons for why additional time, up to a maximum of 120 days, is required. The City may extend the review period beyond the 120 days but only with the applicant's consent.	
<b>Exhibits:</b>	A. Location map B. Correspondence from neighboring property owners - (none) C. Materials submitted by the applicant	

Surrounding Area			
Direction	Future Land Use Plan	Zoning	Existing Land Use
North	Open Space	CGMU-2: Concord Gateway Mixed-Use	Open / Single Family Residential
South	General Business	GB: General Business	Retail / Autos sales
East	General Business	GB: General Business	Office / Bank
West	Low Density Residential	R-2: Single and Two Family Residential	Detached Single Family Residential
Subject Property Site Data			
Future Land Use Plan	Institutional		
Existing Land Use	Institutional		
Zoning	GB: General Business		
Property Size	341,381 s.f. (7.84 acres)		
Topography	Built into severe slope; property to west is 60 feet higher, to the east is 40 feet lower		

**BACKGROUND**

U:\City Planner\Planning Cases\2016\01-06-16\01-06-16 PC Report - Doug Woog Arena Sign Variances - 141 6th St S.docx

The property at 141 6<sup>th</sup> Street South is located on the bluff and the only street access to the facility comes from the north at 6<sup>th</sup> Street South, approximately 200 feet north of the building. The arena site sits about halfway up the hillside approximately 40 feet above Concord Street and approximately 60 feet below the grade level of properties on 1<sup>st</sup> Avenue. The closest buildings to the north side of the arena are approximately 470 feet away and 440 feet from the next closest building to the east of the arena.

## EVALUATION OF THE REQUEST

### A. VARIANCE

Following are standards from the City's Zoning Code that apply to specifically to the application.

1. Land Use/Setbacks

The City Code allows up to 100 square feet for individual signs and up to 250 square feet for the total amount of signage on a property in the GB: General Business Zoning District. The former Wakota Arena was recently renamed "Doug Woog Arena" and that along with a new indoor dry-land training facility created in the recent renovations of the arena led to a need for new signage. The new signage would be all be wall mounted as there is no good place to accommodate a monument sign on the property. Doug Woog Arena signs would be mounted on the east side of the building over the front entryway and signage would be added on the north side of the building facing Sixth Street. Signage for the dry-land training facility would be on the east side of the building by the entry to that space and would not exceed 100 square feet, most likely this would be around 50 square feet. There is also existing wall signage for the school district's space at the arena.

2. Correspondence from Neighboring Property Owners

None

3. Variance Findings

In variance cases the City is required to make findings in regard to practical difficulties as used in connection with the granting of a variance as defined by State Statute 462.357, subd. 6 and in City Code Section 118-39. The City must make the following findings in considering approval of a variance:

- a. *The variance is in harmony with the general purpose and intent of the ordinance*
- b. *The terms of the variance are consistent with the Comprehensive Plan, and*
- c. *The applicant for the variance establishes that there are practical difficulties in complying with the ordinance. (Economic considerations alone do not constitute practical difficulties). Practical difficulties as used in connection with the granting of a variance means that:*
  - i. *The property owner proposes to utilize the property in a reasonable manner.*
  - ii. *The plight of the property owner is due to circumstances unique to the property that were not created by the property owner, and*
  - iii. *The variance will not alter the essential character of the neighborhood.*

Staff has reviewed the proposal and determined that the use conforms to the general purpose of the Zoning Code and with conditions should not substantially diminish or impair property values, will not impede the normal and orderly development of property in the neighborhood, already has adequate utilities, ingress and egress are not impacted.

## **ALTERNATIVES**

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

- A. **Approval.** If the Planning Commission has review the application and determined that the application is consistent with the Variance findings (see p.3-4 of this report), then staff would recommend the following conditions for a *recommendation* for approval:
- **(Step 1) Findings:** The Planning Commission would need to include findings (see the section above) that the proposed variances are in harmony with the general purpose and intent of the ordinance, consistent with comprehensive plan, and that there are practical difficulties in complying with the ordinance, including circumstances unique to the property.
  - **(Step 2) Recommendation for Approval:** Approval of the **Variances** to allow a wall sign larger than 100 square feet (125 s.f.) and allow more than 250 square feet of signage for the property (appx. 300 s.f.), subject to the following conditions:
    - 1) **Compliance with Plan Submittals.** The site shall be utilized in substantial conformance, in the reasonable opinion of the City Council, with the application, narratives, and with the following plans on file with the Engineering Department:

a) <b><u>Application/Narrative (City of South St. Paul)</u></b>	<b><u>dated 12/29/2015</u></b>
b) <b><u>Sign Elevations / Plans (Spectrum Signs)</u></b>	<b><u>dated 12/15/2015</u></b>
    - 2) **Building / Sign Permits Required.** Building Permits and Sign Permits are required for the proposed improvements. All building plans and specifications are subject to the review and approval of the City Building Official and South Metro Fire Marshal. Sign Permits are subject to the review and approval of the City Planner.
    - 3) **Compliance with Laws and Approvals.** The property must remain compliant with all federal, state, and local laws and ordinances and all prior City approvals.
    - 4) **Termination of the Variance.** The variance will terminate if improvements have not substantially begun within 1-year from the date of approval. The violation of any condition of approval for the variance shall terminate the variance.
- B. **Denial.** If the Planning Commission does not favor the proposed application or portions thereof, the above requested should be recommended for denial. If the Planning Commission recommends denial, then findings of the basis for denial should be given.
- **Recommendation for Denial:** Denial of the proposed **Variance** for the property located at 141 6<sup>th</sup> Street South for the following reasons:

1) \_\_\_\_\_

**STAFF RECOMMENDATION**

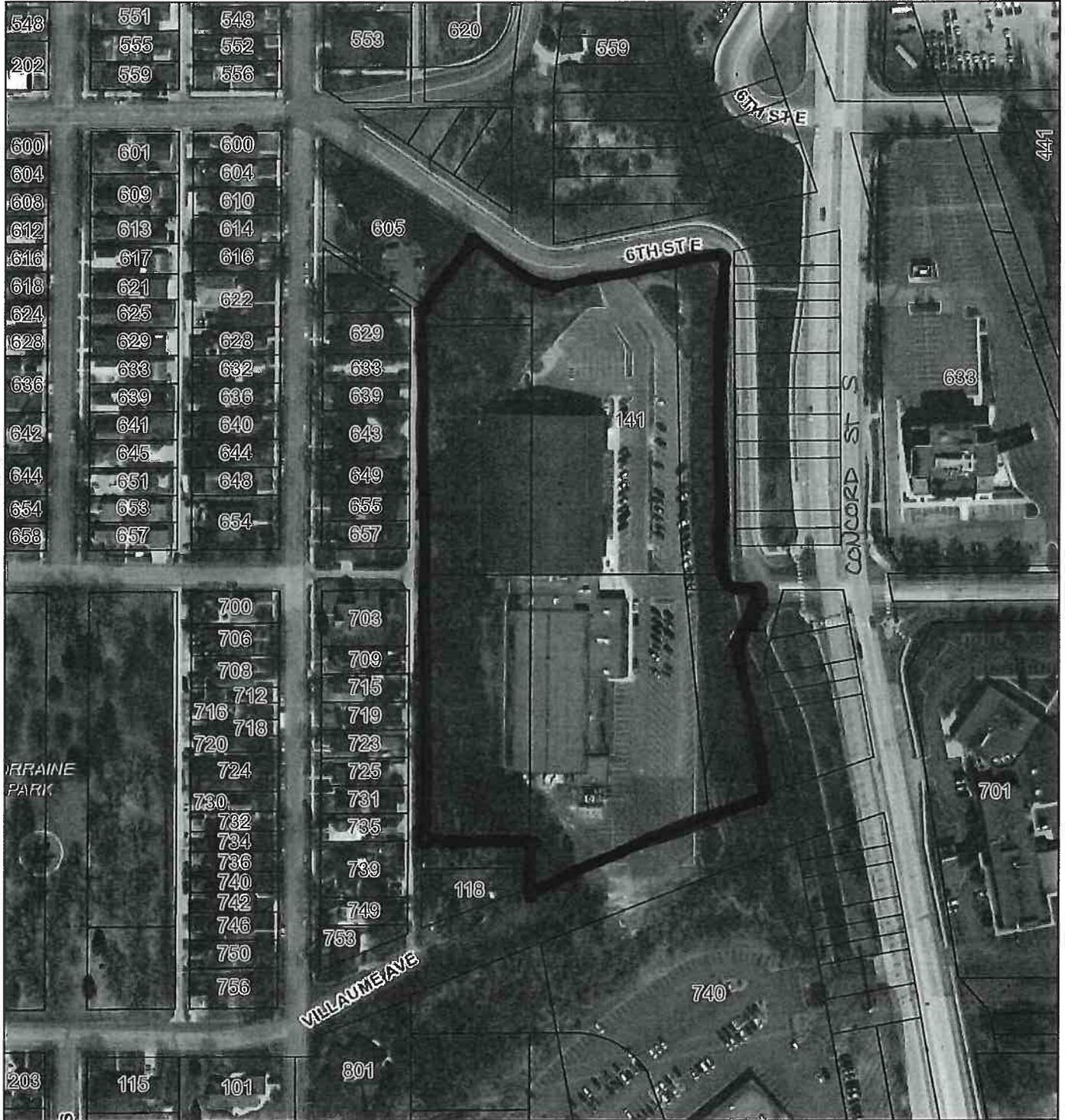
Staff recommends **approval** of the proposed Variances for the property located at 141 6<sup>th</sup> Street South, subject to the conditions listed in this report.

Respectfully Submitted,

*Peter Hellegers*

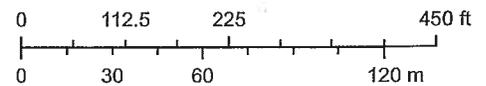
Peter Hellegers, City Planner

# Doug Woog Arena



December 23, 2015

1:2,400



Property Information





December 29, 2015

RE: Doug Woog Arena Signage

The City Council has recently approved a Resolution for the renaming of Wakota Civic Arena to Doug Woog Arena. The name change requires new signage to identify the building under its new name. The proposed signage style is a post mounted, LED halo lit, block letter. The letters will be maroon in color with white halo lighting. The variance is being applied for due to the size of the proposed north facing sign. The total square footage of the sign is greater than the 100 sq. /ft. permitted by the code for GB zoned buildings. The building would also exceed the total signage square footage allowed due to existing signage and future signage for the leased dryland training facility. Below are a list of reasons that I believe should qualify Doug Woog Arena for a signage variance:

- The name change, recent remodel and upgrades, along with the new dryland training facility have created a need for increased signage on the property. The property is also the location for the SSD 6 Community Learning Center which has separate signage.
- The building is regionally significant. We serve teams and skaters from all across the metro area and the property need to be easily identifiable by those that visit our community. We are also host to several regional skating and dry floor events. We estimate that 200,000-300,000 people visit Doug Woog Arena annually.
- There is no good place on the property for a monument sign, which requires a larger more prominent wall sign.
- A 100 sq. /ft. sign would not be easily readable from 6<sup>th</sup> St. as the building is set back several hundred feet from the curb line and is partially obstructed by trees when travelling up or down the hill.
- The design of the building limits the placement options for the signage. The new emergency exits limit visibility on the east wall from 6<sup>th</sup> St. and to be visible from 6<sup>th</sup> St. the signage must be on the north wall.
- The proposed signage would have no impact on any of the surrounding properties. The closest building to the north is 470 feet away and is obstructed by the bluff and foliage. The closest building to the east is 440 feet and below the retaining wall. There is no proposed signage on the west side of the building and the homes on the top of the hill would not be in the direct line of sight.
- A private donor is paying for all costs associated with the name change including the signage. The donor would like to make sure that the signs have an immediate impact and are easily visible from 6<sup>th</sup> St. The window to see and react to the entrance to the arena is very short and the donor wanted to make sure the sign was clearly visible.
- The total square footage of the north wall is in excess of 9000 sq. /ft. Aesthetically, a smaller sign may look strange as it would be less than 1% of the total wall space.

I believe the reasons stated above are enough justification to grant the variance for the signage at Doug Woog Arena.

Thank you for your consideration,

Jayson Dwelle

Doug Woog Arena Manager

22

1 | Doug Woog Arena

15-02139

**SPECTRUM**  
SIGN SYSTEMS, INC  
9278 Isanti St. NE  
Blaine, MN 55449  
763.432.7447 OFFICE  
763.208.9159 FAX  
www.spectrum-signs.com

PROPOSED

27'-11"

2'-0" **DOUG WOOG ARENA**

Furnish and Install (1) 2'-0" x 27'-11" LED Halo-Illuminated Letter Set

CLIENT INFORMATION

PHONE

WEBSITE

DATE/REVISIONS

12-14-15

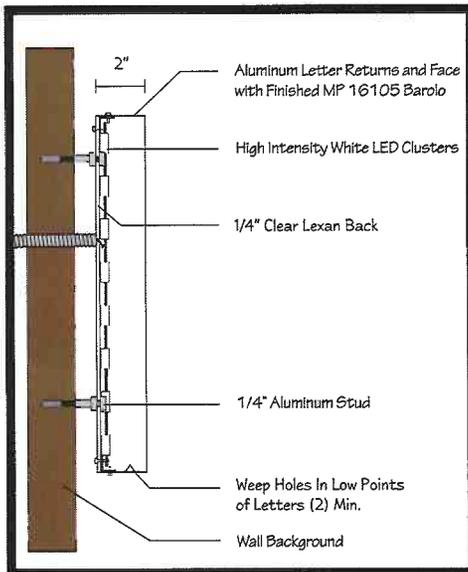
DESIGNER

Patrick Woller

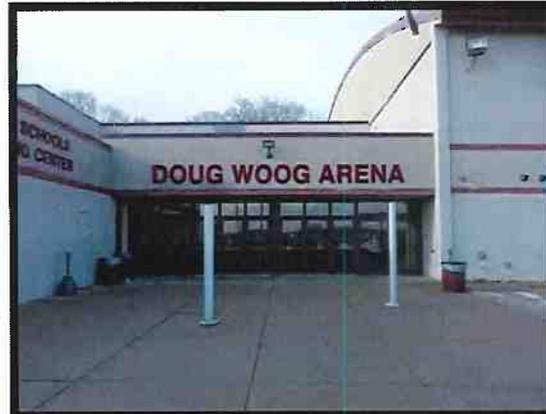
SALESPERSON

Rick Ferraro

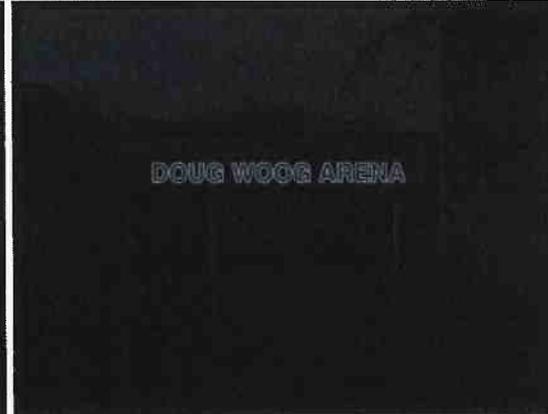
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Side View



Main Entrance



Main Entrance Night

- Due to variances among color monitors, the colors shown may vary from actual finish color -

Customer Approval

Date

2 | Doug Woog Arena

15-02139

**SPECTRUM**  
SIGN SYSTEMS, INC.  
9278 Isanti St. NE  
Blaine, MN 55449  
763.432.7447 OFFICE  
763.208.9159 FAX  
www.spectrum-signs.com

PROPOSED

41'-8"

DOUG WOOG ARENA

Furnish and Install (1) 3'-0" x 41'-8" LED Halo-Illuminated Letter Set

CLIENT INFORMATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE

JOB SITE

DATE/REVISIONS

12-14-15

DESIGNER

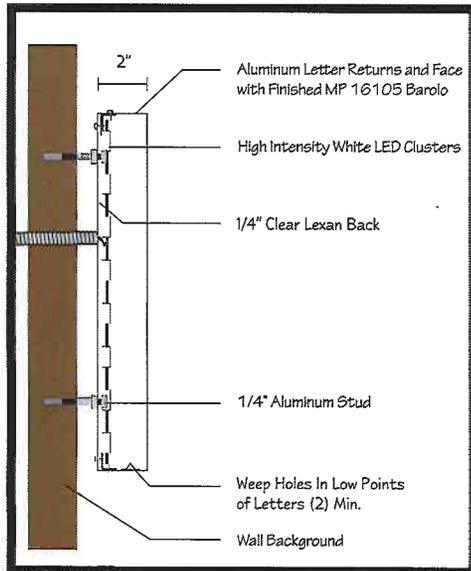
SALESPERSON

Patrick Woller  
Rick Ferraro

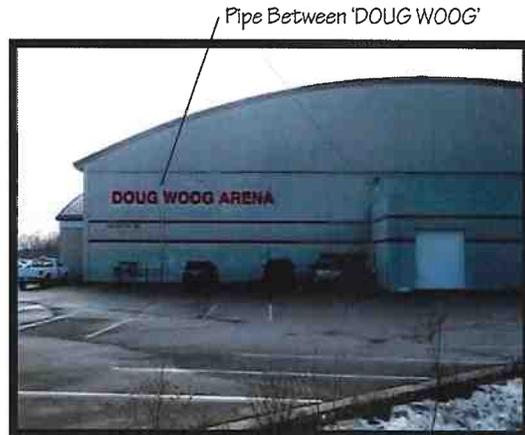
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Customer Approval

Date



Side View



North Elevation



North Elevation Night

- Due to variances among color monitors, the colors shown may vary from actual finish color -

C3

# WAKOTA ARENA

Existing (to be replaced)

CAUTION  
WET FLOOR



SO. ST. PAUL PUBLIC SCHOOLS  
COMMUNITY LEARNING CENTER

AS A COURTESY  
TO OUR PATRONS  
AND THE HEALTH  
OF OUR CHILDREN  
PLEASE USE THE  
SMOKING AREA

Existed  
(Stamps)

CS



**CITY COUNCIL AGENDA REPORT**

**DATE: JANUARY 19, 2016**

**DEPARTMENT: Community Development / Planning**

**ADMINISTRATOR: \_\_\_\_\_** *SK*

**10-E**

**AGENDA ITEM: First Reading - Amendment to Backyard Chicken Regulations**

**ACTION TO BE CONSIDERED:**

Consider offering an amendment to Backyard Chicken regulations for its first reading

**OVERVIEW:**

On April 20, 2015 the City adopted the Backyard Chicken regulations, through Ordinance 1297, allowing the keeping of chickens on residential lots subject to certain limitations and standards. Currently there are 6 license holders and 5 of these license holders have 4 chickens, the last license holder has 3 chickens. At their November 4, 2015 meeting the City Council heard a request from a resident that asked the Council to consider amending the regulations to allow more chickens where properties are larger. The concern that was stated is that the restriction to 4 chickens does not allow for adequate egg production to provide for a family and that with a larger lot there should be some flexibility to have more hens.

Allowing a larger properties to have more hens would be consistent with practice for other animal regulations such as dogs, where 2 are allowed on a 5,000 square foot lot (40 ft.) and larger lots are allowed to have 3 dogs. Additionally, the change would allow homeowners with larger lots some additional flexibility but as lots of that size are less common it would not impact most other property owners.

The current code language states that poultry netting may be used but one question that came up was whether colored plastic netting fence (i.e. snow fence) may be used. While snow fence is not listed as a permitted type of fence the City has allowed plastic deer fence for community gardens. Allowing galvanized or earth toned colored poultry netting would serve the backyard chicken license holders but should minimize potential aesthetic impacts on adjacent properties. The City Code currently states that electrified fence is not permitted so the reference here is just to reiterate that electrified poultry netting is not permitted either.

**PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission reviewed the case at their January 6, 2016 meeting and at the conclusion of the discussion the Commissioners voted to recommend approval of the ordinance amendment (5-2).

**STAFF RECOMMENDATION:**

Staff recommends offering the proposed ordinance amendment for a first reading.

**60-DAY REVIEW DEADLINE:** N/A

**SOURCE OF FUNDS:** N/A

City of South St. Paul  
Dakota County, Minnesota

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING CHAPTER 15 OF THE  
SOUTH ST. PAUL CITY CODE RELATING TO RAISING OF CHICKENS ON  
RESIDENTIAL PROPERTIES WITHIN THE CITY**

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

SECTION 1. AMENDMENT. South St. Paul City Code Chapter 15 Article I Section 15-9 regarding animals is hereby amended as follows:

**Sec. 15-9. Keeping of Certain Animals Permitted.**

- (a) Keeping of chickens on urban residential lots.
  - (1) License required. No person shall keep chickens on any residentially zoned property within the city without first obtaining a license from the city. The keeping of chickens on a residential property shall be limited to single family lots.
  - (2) Application. An application for a license to keep chickens shall be made to the city clerk on the form prescribed by the city. The applicant must provide all the information required on the form, including, but not limited to:
    - a. The name and address of the owner(s) where the chickens will be kept;
    - b. The number of chickens to be kept on the property;
    - c. A scaled site plan or property survey showing the proposed location of the building and enclosed outdoor area to house the chickens on the subject property along with the dimensions of the building and enclosure;
    - d. A drawing or picture of the proposed building to house the chickens along with a list of the exterior materials for the building;
    - e. The applicant must pay the fee for the license to keep chickens as set forth in the city fee schedule.
- (b) Consent from surrounding property owners. The applicant shall be required to obtain consent from 75 percent of the abutting property owners on a form provided by the city clerk. The city will notify abutting property owners of the pending application.
- (c) Granting issuance of license. The city clerk may administratively grant a new or renewal license under this subsection provided all of the following have been met:
  - (1) All required submittal information is submitted and complete.
  - (2) Appropriate fee is paid.

- (3) The application filed demonstrates compliance with the requirements of this subsection and any other applicable regulations of this code.
  - (4) At least 75 percent of the abutting property owners have consented in writing.
  - (5) The applicant has had no more than two property maintenance violations within the preceding 12-month period.
  - (6) A maximum of 20 licenses may be issued.
- (d) Reserved.
- (e) Standards. Any person keeping chickens in residential areas of the city as noted in this section, shall comply with the following:
- (1) No person shall keep more than four total hen chickens on the property that is one-half acre or less. No person shall keep more than eight total hen chickens on a property that is larger than one-half acre.
  - (2) No person shall keep roosters or adult male chickens on the property.
  - (3) The slaughter of chickens on residentially used or zoned properties is prohibited.
  - (4) The owner of the chickens shall live in the dwelling on the property.
  - (5) The raising of chickens for breeding purposes is prohibited.
  - (6) Chickens more than four months old shall not be kept inside the dwelling.
  - (7) Raising of chickens shall not be for commercial purposes and there shall be no selling of eggs on the premises.
- (f) Shelter and enclosure requirements. Every person who owns, controls, keeps, maintains or harbors hen chickens must keep them confined on the premises at all times and provide them a building to shelter the chickens and an enclosed outdoor area. Buildings to house the chickens and enclosed outdoor areas for the chickens shall comply with the following standards:
- (1) Only one building to house the chickens and one enclosed outdoor area shall be allowed per lot.
  - (2) No building to house the chickens or enclosed outdoor area to contain the chickens shall be constructed on a lot prior to the time of occupancy of the principal structure.
  - (3) Buildings to house the chickens and enclosed outdoor areas for the chickens shall not be located in the front or side yards and shall not be placed within any drainage and utility easements.
  - (4) Any building to house chickens and enclosed outdoor area for the chickens shall be set back at least 25 feet from any principal structure on an adjacent lot and ten feet from all property lines.
  - (5) Any buildings to house the chickens and enclosed outdoor areas must be consistent with applicable zoning codes.

- a. Exterior materials for the building to house the chickens shall be consistent with the requirements for accessory buildings; in particular they must have finished exterior surfaces (painted, stained, sealed, etc.)
  - b. The maximum height for a building to house the chickens is 12 feet from ground to the peak of the roof.
  - c. The maximum size for the building to house the chickens is 120 square feet.
  - d. A floor is not required for a building housing the chickens.
  - e. Fencing for the enclosed outdoor area for the chickens may utilize poultry netting fence. Fencing may be galvanized or earth tone but shall not be bright colors and in no case can the fence be electrified. Fencing for the enclosed outdoor area should be six feet high to better protect the chickens from predators.
- (6) Chickens shall be provided a secure well ventilated roofed structure in compliance with applicable zoning codes.
  - (7) The floors and walls of the roofed structure shall be kept clean, sanitary and in a healthy condition.
  - (8) Chickens shall be contained within the building to house the chickens or the enclosed outdoor area for the chickens at all times.
  - (9) The enclosed outdoor area shall be well drained so there is no accumulation of moisture.
  - (10) If the license to have chickens is not renewed the building to house the chickens does not need to be removed provided the building meets the accessory building requirements (including the maximum number of accessory buildings).
- (g) License modification. The license may be reasonably modified by animal control authority if necessary to respond to changed circumstances. Any modification shall be effective ten days after the mailing of a written notice by certified mail to the license holder. The license holder may challenge the modification by contacting the city clerk and requesting a hearing within ten days after receipt of written notice. A hearing regarding the proposed modification shall be held before the city council.
  - (h) Duration of license. A license to keep chickens shall be issued for a period of two years beginning January 1 and terminating on December 31. Applications for a renewal license must be made at least 60 days prior to its expiration.
  - (i) Conditions/maintenance and inspections. No person who owns, controls, keeps, maintains or harbors chickens shall permit the premises where the chickens are kept to be or remain in an unhealthy, unsanitary or noxious condition or to permit the premises to be in such condition that noxious odors to be carried to adjacent public or private property. Any building to house chickens or enclosed outdoor area for the chickens authorized under this section may be inspected at any reasonable time by authorized city staff to inspect for compliance with this chapter and other relevant laws and regulations.
  - (j) Revocation of license. A license may be revoked by the city council for a violation of any condition of this section following notice and a hearing as provided for in this code.

(k) Penalty. Violation of this section shall be addressed through the administrative citation process.

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

An ordinance allowing raising of up to eight hen chickens (no roosters) on an owner-occupied single-family residential lot larger than one-half acre and amending language regarding the type of fencing allowed for buildings to house the chickens and enclosed outdoor areas for the chickens.

SECTION 3. EFFECTIVE DATE. This ordinance shall be in force upon its adoption and publication.

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Planning Commission Meeting Date:  <b>Wednesday, January 6, 2016</b>	 <b>City of South St. Paul Planning Commission Report</b>	PC Agenda Item:  <b>4.B</b>
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<b>Project Name:</b>	Backyard Chicken Ordinance Amendment
<b>Request:</b>	Consider an ordinance amending the regulations for backyard chickens
<b>Proceeding:</b>	<ul style="list-style-type: none"> <li>▪ Public Hearing</li> <li>▪ Planning Commission Resolution (Recommendation to City Council)</li> </ul>
<b>City Council Meeting Date(s):</b>	City Council –1 <sup>st</sup> Reading – January 19, 2016 (tentative) City Council – 2 <sup>nd</sup> Reading – February 16, 2016 (tentative)
<b>Exhibits:</b>	A. PC Resolution 2016-01 – Backyard Chicken Amendment B. Proposed amendments to the Backyard Chicken Regulations

### **Request**

Review the attached draft ordinance regarding minimum building size for the Industrial zoning district. Conduct the public hearing for the draft ordinance and provide a recommendation to the City Council. Staff has prepared Planning Commission Resolution 2016-01 which would recommend that the City Council adopt the proposed ordinance.

### **What Would the Proposed Ordinance Do?**

The proposed amendment would:

- Allow additional chickens for lots over one-half acre in size.
- Clarify that poultry fencing should be galvanized or earth tone and must not be electrified.

### **Why Should the City Take This Action?**

The City Council heard a request from a resident at their November 4<sup>th</sup> meeting that asked for this change. The concern is that the restriction to 4 chickens does not allow for adequate egg production to provide for a family and that with a larger lot there should be some flexibility to have more hens.

Allowing a larger property to have more hens would be consistent with practice for other animal regulations such as dogs, where 2 are allowed on a 5,000 square foot lot (40 ft.) and larger lots are allowed to have 3 dogs. Additionally, the change would allow

homeowners with larger lots some additional flexibility but as lots of that size are less common it would not impact most other property owners.

The current code language states that poultry netting may be used but one question that came up was whether colored plastic netting fence (i.e. snow fence) may be used. While snow fence is not listed as a permitted type of fence the City has allowed plastic deer fence for community gardens. Allowing galvanized or earth toned colored poultry netting would serve the backyard chicken license holders but should minimize potential aesthetic impacts on adjacent properties. The City Code currently states that electrified fence is not permitted so the reference here is just to reiterate that electrified poultry netting is not permitted either.

### **Process / Timeline**

Process – The Planning Commission will hold the public hearing, make a recommendation, and the ordinance amendment would be forwarded to the City Council to be considered at two readings of the ordinance.

Timeline - The first reading for this item would be at the January 19<sup>th</sup> City Council meeting and the 2<sup>nd</sup> reading, would be scheduled for the February 16<sup>th</sup> City Council meeting. If approved by the Council the ordinance would be in effect from the date of adoption.

### **Staff Recommendation**

Open the public hearing and discuss the proposed ordinance. Staff recommends approval of PC Resolution No. 2016-01 which would recommend approval of the ordinance amending the backyard chicken regulations.

Respectfully Submitted,

*Peter Hellegers*  
Peter Hellegers, City Planner

A

City of South St. Paul  
Dakota County, Minnesota

**PLANNING COMMISSION  
RESOLUTION NUMBER 2016-01**

**RECOMMENDING APPROVAL OF AN AMENDMENT TO  
SECTION 15-9 OF THE CITY CODE REGARDING  
BACKYARD CHICKEN REGULATIONS**

**WHEREAS**, the City Code establishes certain standards for the keeping of backyard chickens on residential lots within the city; and

**WHEREAS**, the current regulations allow 4 hens regardless of the size of the property; and

**WHEREAS**, the proposed code amendments would allow properties larger than one-half acre (21,780 square feet) to have up to 4 additional hens; and

**WHEREAS**, the Planning Commission held a public hearing on the proposed resolution at their January 6, 2016 meeting; and

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

1. Approval of An Amendment to Section 15-9 of the City Code, regarding Backyard Chicken regulations

Adopted this 6<sup>th</sup> day of January, 2016.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
City Planner

**Sec. 15-9. - Backyard chicken regulations.**

- (a) Keeping of chickens on urban residential lots.
- (1) License required. No person shall keep chickens on any residentially zoned property within the city without first obtaining a license from the city. The keeping of chickens on a residential property shall be limited to single family lots.
  - (2) Application. An application for a license to keep chickens shall be made to the city clerk on the form prescribed by the city. The applicant must provide all the information required on the form, including, but not limited to:
    - a. The name and address of the owner(s) where the chickens will be kept;
    - b. The number of chickens to be kept on the property;
    - c. A scaled site plan or property survey showing the proposed location of the building and enclosed outdoor area to house the chickens on the subject property along with the dimensions of the building and enclosure;
    - d. A drawing or picture of the proposed building to house the chickens along with a list of the exterior materials for the building;
    - e. The applicant must pay the fee for the license to keep chickens as set forth in the city fee schedule.
- (b) Consent from surrounding property owners. The applicant shall be required to obtain consent from 75 percent of the abutting property owners on a form provided by the city clerk. The city will notify abutting property owners of the pending application.
- (c) Granting issuance of license. The city clerk may administratively grant a new or renewal license under this subsection provided all of the following have been met:
- (1) All required submittal information is submitted and complete.
  - (2) Appropriate fee is paid.
  - (3) The application filed demonstrates compliance with the requirements of this subsection and any other applicable regulations of this code.
  - (4) At least 75 percent of the abutting property owners have consented in writing.
  - (5) The applicant has had no more than two property maintenance violations within the preceding 12-month period.
  - (6) A maximum of 20 licenses may be issued.
- (d) Reserved.
- (e) Standards. Any person keeping chickens in residential areas of the city as noted in this section, shall comply with the following:
- (1) No person shall keep more than four total hen chickens on the property that is one-half acre or less. No person shall keep more than eight total hen chickens on a property that is larger than one-half acre.
  - (2) No person shall keep roosters or adult male chickens on the property.
  - (3) The slaughter of chickens on residentially used or zoned properties is prohibited.
  - (4) The owner of the chickens shall live in the dwelling on the property.
  - (5) The raising of chickens for breeding purposes is prohibited.
  - (6) Chickens more than four months old shall not be kept inside the dwelling.

- (7) Raising of chickens shall not be for commercial purposes and there shall be no selling of eggs on the premises.
- (f) Shelter and enclosure requirements. Every person who owns, controls, keeps, maintains or harbors hen chickens must keep them confined on the premises at all times and provide them a building to shelter the chickens and an enclosed outdoor area. Buildings to house the chickens and enclosed outdoor areas for the chickens shall comply with the following standards:
- (1) Only one building to house the chickens and one enclosed outdoor area shall be allowed per lot.
  - (2) No building to house the chickens or enclosed outdoor area to contain the chickens shall be constructed on a lot prior to the time of occupancy of the principal structure.
  - (3) Buildings to house the chickens and enclosed outdoor areas for the chickens shall not be located in the front or side yards and shall not be placed within any drainage and utility easements.
  - (4) Any building to house chickens and enclosed outdoor area for the chickens shall be set back at least 25 feet from any principal structure on an adjacent lot and ten feet from all property lines.
  - (5) Any buildings to house the chickens and enclosed outdoor areas must be consistent with applicable zoning codes.
    - a. Exterior materials for the building to house the chickens shall be consistent with the requirements for accessory buildings; in particular they must have finished exterior surfaces (painted, stained, sealed, etc.)
    - b. The maximum height for a building to house the chickens is 12 feet from ground to the peak of the roof.
    - c. The maximum size for the building to house the chickens is 120 square feet.
    - d. A floor is not required for a building housing the chickens.
    - e. Fencing for the enclosed outdoor area for the chickens may utilize poultry netting fence. Fencing may be galvanized or earth tone but shall not be bright colors and in no case can the fence be electrified. Fencing for the enclosed outdoor area should be six feet high to better protect the chickens from predators.
  - (6) Chickens shall be provided a secure well ventilated roofed structure in compliance with applicable zoning codes.
  - (7) The floors and walls of the roofed structure shall be kept clean, sanitary and in a healthy condition.
  - (8) Chickens shall be contained within the building to house the chickens or the enclosed outdoor area for the chickens at all times.
  - (9) The enclosed outdoor area shall be well drained so there is no accumulation of moisture.
  - (10) If the license to have chickens is not renewed the building to house the chickens does not need to be removed provided the building meets the accessory building requirements (including the maximum number of accessory buildings).
- (g) License modification. The license may be reasonably modified by animal control authority if necessary to respond to changed circumstances. Any modification shall be effective ten days after the mailing of a written notice by certified mail to the license holder. The license holder may challenge the modification by contacting the city clerk and requesting a hearing within ten days after receipt of written notice. A hearing regarding the proposed modification shall be held before the city council.
- (h) Duration of license. A license to keep chickens shall be issued for a period of two years beginning January 1 and terminating on December 31. Applications for a renewal license must be made at least 60 days prior to its expiration.
- (i) Conditions/maintenance and inspections. No person who owns, controls, keeps, maintains or harbors chickens shall permit the premises where the chickens are kept to be or remain in an unhealthy, unsanitary or noxious condition or to permit the premises to be in such condition that noxious odors to

be carried to adjacent public or private property. Any building to house chickens or enclosed outdoor area for the chickens authorized under this section may be inspected at any reasonable time by authorized city staff to inspect for compliance with this chapter and other relevant laws and regulations.

- (j) Revocation of license. A license may be revoked by the city council for a violation of any condition of this section following notice and a hearing as provided for in this code.
- (k) Penalty. Violation of this section shall be addressed through the administrative citation process.

(Ord. No. 1297, § 1, 4-20-2015)



**CITY COUNCIL AGENDA REPORT**

**DATE: JANUARY 19, 2016**

**DEPARTMENT: Community Development / Planning**

**ADMINISTRATOR: SPK**

**10-F**

**AGENDA ITEM: First Reading – R-2 Zoning Amendment**

**ACTION TO BE CONSIDERED:**

Consider offering an amendment to the R-2: Single and Two Family Zoning District for its first reading

**OVERVIEW:**

The proposed amendment would eliminate language granting an exception for two-family dwellings platted prior to 1967 with a smaller minimum lot size. Add language on two requirements from the Minnesota State Building Code requiring no air exchanges between units and fire separation between units.

The City Council recently discussed rental licensing and a proposed rental density ordinance and as part of that discussion the “pre-1967” language came into consideration. The language was put into code more than 40 years ago with the intent that it would provide some flexibility for lots that had platted just a few years before the change in minimum lot size requirements. Since the city is fully developed and lots platted prior to 1967 would’ve long ago been developed as well, the pre-1967 language should be removed to simplify the language on the minimum size of a lot for a two-family dwelling.

Existing two-family dwellings on lots smaller than the minimum size would be considered legal non-conforming (“grandfathered”) and would be able to continue as they are today. Additionally, the change should not impact conversion of units as those would’ve already been required to meet the larger lot size requirement.

The Minnesota State Building Code currently requires that there are not air exchanges between units and fire separation between the units so the inclusion of the language in the zoning code is really just reiterating that language to ensure that all are aware of the requirement.

**PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission reviewed the case at their January 6, 2016 meeting and at the conclusion of the discussion the Commissioners voted to recommend approval of the ordinance amendment (7-0).

**STAFF RECOMMENDATION:**

Staff recommends offering the proposed ordinance amendment for a first reading.

**60-DAY REVIEW DEADLINE: N/A**

**SOURCE OF FUNDS: N/A**

City of South St. Paul  
Dakota County, Minnesota

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING CHAPTER 118 OF THE  
SOUTH ST. PAUL CITY CODE RELATING TO THE R-2: SINGLE  
AND TWO FAMILY RESIDENCE DISTRICT**

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

SECTION 1. AMENDMENT. South St. Paul City Code Chapter 118 Article IV, Division I, Section 118-122 regarding the R-2, Single and Two-family Residence District is hereby amended as follows:

**Sec. 118-122. R-2, Single and Two-Family Residence District.**

- (a) Permitted uses. Within the R-2 district, no structure or land shall be used except for one or more of the following uses, except as otherwise permitted by this chapter:
  - (1) Principal and accessory uses permitted in the R-1 district;
  - (2) Duplex or twin home (must be in compliance with see subsection (e) of this section); and
  - (3) A PWS antenna located entirely inside a building or structure.
- (b) Uses by conditional use permit. Within the R-2 district, the following uses shall be by conditional use permit only:
  - (1) All uses allowed by a conditional use permit in the R-1 district; and
  - (2) Home occupations as defined in this chapter.
- (c) Building height requirements. Within the R-2 district, the permitted building height, width, and area shall be as regulated in the R-1 district.
- (d) Lot requirements; single-family dwellings. The requirements shall be the same as specified in section 118-121(d) to all single-family dwellings in the R-1 district.
- (e) Lot requirements; two-family dwellings. The following minimum lot and building requirements shall apply to all two-family dwellings in the R-2 district whether the two-family homes are newly constructed or are newly created by remodeling an existing structure which was previously not a two-family dwelling:
  - (1) Lot area, width, and depth. No two-family dwelling shall be erected on a lot having less than 9,000 square feet of area and having less than 75 feet in width. ~~except that a building may be constructed on a lot platted prior to May 1, 1967, provided there is not less than 60 feet of frontage, and 7,500 square feet of area.~~
  - (2) Percent of land use. The two-family dwelling and accessory buildings on any lot shall not cover more than 35 percent of the area of the lot.

- (3) Access to unit. Each unit of the two-family dwelling shall have a separate access to the outside of the dwelling or to a common hallway or entryway.
  - (4) Inspection and license. Each rental unit within a two-family dwelling shall be inspected in accordance with article VII of chapter 106 of this Code prior to occupancy.
  - (5) Separate bathroom, kitchen, sleeping area. Each dwelling unit must have a separate bathroom, kitchen and sleeping area.
  - (6) Miscellaneous. The requirements of section 118-121(d)(2) and (d)(4)—(6) shall apply to two-family dwellings.
  - (7) Compliance with Building Code. Units shall be complaint with the requirements of the Minnesota State Building Code and Fire Code. In particular there shall be no air exchanges between units and there shall be fire separation between units.
- (f) Off-street parking, loading and unloading berths. Within the R-2 district, the provisions of article VII of this chapter shall apply.
- (g) Prohibited uses. The following uses are prohibited because they are not compatible with the purposes of the R-2 residence district: PWS towers and antennas, except as permitted under subsections (a) and (b) of this section.

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

An ordinance removing language regarding the minimum lots size for the construction of a two-family home on a lot platted prior to 1967 and adding language that two-family units meet State Building Code and Fire Code requirements.

SECTION 3. EFFECTIVE DATE. This ordinance shall be in force upon its adoption and publication.

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Planning Commission Meeting Date:  <b>Wednesday, January 6, 2016</b>	 <b>City of South St. Paul Planning Commission Report</b>	PC Agenda Item:  <b>4.C</b>
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<b>Project Name:</b>	R-2 District Ordinance Amendment
<b>Request:</b>	Consider an ordinance amending the R-2 District Regulations
<b>Proceeding:</b>	<ul style="list-style-type: none"> <li>▪ Public Hearing</li> <li>▪ Planning Commission Resolution (Recommendation to City Council)</li> </ul>
<b>City Council Meeting Date(s):</b>	City Council – 1 <sup>st</sup> Reading – January 19, 2016 (tentative) City Council – 2 <sup>nd</sup> Reading – February 16, 2016 (tentative)
<b>Exhibits:</b>	A. PC Resolution 2016-02 – R-2 Amendment B. Proposed amendments to R-2 District

**Request**

Review the attached draft ordinance regarding changes to the R-2 Zoning District. Conduct the public hearing for the draft ordinance and provide a recommendation to the City Council. Staff has prepared Planning Commission Resolution 2016-02 which would recommend that the City Council adopt the proposed ordinance.

**What Would the Proposed Ordinance Do?**

The proposed amendment would:

- Eliminate language granting an exception for two-family dwellings platted prior to 1967 with a smaller minimum lot size
- Adds language on two requirements from the Minnesota State Building Code requiring no air exchanges between units and fire separation between units.

**Why Should the City Take This Action?**

The City Council recently discussed rental licensing and a proposed rental density ordinance and as part of that discussion the “pre-1967” language came into consideration. The language was put into code more than 40 years ago with the intent being that it would provide some flexibility for lots that had platted just a few years before the change in minimum lot size requirements. Since the city is fully developed, and those lots platted prior to 1967 would’ve long ago been developed as well, the pre-1967 language should be removed to provide clarity on the minimum size for a two-family dwelling.

Existing two-family dwellings on lots smaller than the minimum size would be considered legal non-conforming (“grandfathered”) and would be able to continue as they are today. Additionally, the change should not impact conversion of units as those would’ve already been required to meet the larger lot size requirement.

The Minnesota State Building Code currently requires that there are not air exchanges between units and fire separation between the units so the inclusion of the language in the zoning code is really just reiterating that language to ensure that all are aware of the requirement.

### **Process / Timeline**

Process – The Planning Commission will hold the public hearing, make a recommendation, and the ordinance amendment would be forwarded to the City Council to be considered at two readings of the ordinance.

Timeline - The first reading for this item would be at the January 19<sup>th</sup> City Council meeting and the 2<sup>nd</sup> reading, would be scheduled for the February 16<sup>th</sup> City Council meeting. If approved by the Council the ordinance would be in effect from the date of adoption.

### **Staff Recommendation**

Open the public hearing and discuss the proposed ordinance. Staff recommends approval of PC Resolution No. 2016-02 which would recommend approval of the ordinance amending the R-2 District.

Respectfully Submitted,

*Peter Hellegers*  
Peter Hellegers, City Planner

City of South St. Paul  
Dakota County, Minnesota

**PLANNING COMMISSION  
RESOLUTION NUMBER 2016-02**

**RECOMMENDING APPROVAL OF AN AMENDMENT TO  
SECTION 118-122 OF THE CITY CODE REGARDING  
REQUIREMENTS FOR TWO FAMILY DWELLINGS**

**WHEREAS**, the City Code establishes certain standards for development in the City of South St. Paul, including standards for minimum lot sizes for development of two family dwelling units; and

**WHEREAS**, the proposed amendment would eliminate some outdated language regarding minimum lot sizes for construction of a two family dwelling on lots platted prior to 1967 that was only intended to provide some flexibility for lots that had been platted just prior to a previous change in the lot size requirements.

**WHEREAS**, the city is now fully developed with structures built on nearly all developable lots platted before 1967 and the language is no longer necessary; and

**WHEREAS**, the proposed amendment also includes reference to Minnesota State Building Code requirements that there shall be fire separation and no air exchanges between newly created units; and

**WHEREAS**, the Planning Commission held a public hearing on the proposed resolution at their January 6, 2016 meeting; and

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

1. Approval of An Amendment to Section 118-122 of the City Code, regarding the Single and Two-Family Residence District

Adopted this 6<sup>th</sup> day of January, 2016.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
City Planner

**Sec. 118-122. - R-2, single- and two-family residence district.**

- (a) Permitted uses. Within the R-2 district, no structure or land shall be used except for one or more of the following uses, except as otherwise permitted by this chapter:
- (1) Principal and accessory uses permitted in the R-1 district;
  - (2) Duplex or twin home (must be in compliance with see subsection (e) of this section); and
  - (3) A PWS antenna located entirely inside a building or structure.
- (b) Uses by conditional use permit. Within the R-2 district, the following uses shall be by conditional use permit only:
- (1) All uses allowed by a conditional use permit in the R-1 district; and
  - (2) Home occupations as defined in this chapter.
- (c) Building height requirements. Within the R-2 district, the permitted building height, width, and area shall be as regulated in the R-1 district.
- (d) Lot requirements; single-family dwellings. The requirements shall be the same as specified in section 118-121(d) to all single-family dwellings in the R-1 district.
- (e) Lot requirements; two-family dwellings. The following minimum lot and building requirements shall apply to all two-family dwellings in the R-2 district whether the two-family homes are newly constructed or are newly created by remodeling an existing structure which was previously not a two-family dwelling:
- (1) Lot area, width, and depth. No two-family dwelling shall be erected on a lot having less than 9,000 square feet of area and having less than 75 feet in width. ~~except that a building may be constructed on a lot platted prior to May 1, 1967, provided there is not less than 60 feet of frontage, and 7,500 square feet of area.~~
  - (2) Percent of land use. The two-family dwelling and accessory buildings on any lot shall not cover more than 35 percent of the area of the lot.
  - (3) Access to unit. Each unit of the two-family dwelling shall have a separate access to the outside of the dwelling or to a common hallway or entryway.
  - (4) Inspection and license. Each rental unit within a two-family dwelling shall be inspected in accordance with article VII of chapter 106 of this Code prior to occupancy.
  - (5) Separate bathroom, kitchen, sleeping area. Each dwelling unit must have a separate bathroom, kitchen and sleeping area.
  - (6) Miscellaneous. The requirements of section 118-121(d)(2) and (d)(4)—(6) shall apply to two-family dwellings.
  - (7) Compliance with Building Code. Units shall be complaint with the requirements of the Minnesota State Building Code and Fire Code. In particular there shall be no air exchanges between units and there shall be fire separation between units.
- (f) Off-street parking, loading and unloading berths. Within the R-2 district, the provisions of article VII of this chapter shall apply.
- (g) Prohibited uses. The following uses are prohibited because they are not compatible with the purposes of the R-2 residence district: PWS towers and antennas, except as permitted under subsections (a) and (b) of this section.

(Code 1992, § 1500.10; Ord. No. 1273, § 1, 9-16-2013)

B<sub>2</sub>

**Editor's note**— Ord. No. 1273, § 1, adopted September 16, 2013, renamed § 118-122, from R-2, duplex residence district to R-2, single- and two-family residence district.