



CITY OF SOUTH ST. PAUL MEETING AGENDA

CITY COUNCIL

Council Chambers
125 3rd Avenue North
South St. Paul, MN 55075

Monday, September 15, 2025
7:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. PRESENTATIONS

- A. On the Road Again
- B. Luther Memorial Church Taco Feed Invitation
- C. SSP Arts Council's Halloween Decorating Contest
- D. Neighbor's Inc 2025 Community Celebration

6. CITIZEN'S COMMENTS

Comments are limited to 3 minutes in length.

7. APPROVAL OF AGENDA

8. CONSENT AGENDA

All items listed on the Consent Agenda are items, which are considered routine and will be approved by one motion. There will be no separate discussion of these items unless requested by a member of the governing body or citizen, in which case the item will be removed from the consent agenda and considered at the end of the Consent Agenda.

- A. City Council Meeting Minutes of September 2, 2025. and Council Work Session Minutes of September 8, 2025.
- B. Accounts Payable
- C. Business Licenses
- D. Approve Conditional Job Offer for Cleaner/Caretaker - HRA

- E. Approve Transfer of 2024 General Fund Unassigned Fund Balance to the Capital Programs Fund.
- F. Accept the 2025 2nd Quarter Financial Report
- G. Approve Airport Rules and Regulations Revision #4

9. ITEMS REMOVED FROM CONSENT AGENDA

10. PUBLIC HEARINGS

11. GENERAL BUSINESS

- A. Garage Setback Variance at 206 6th Avenue South
- B. Payable 2026 Tax Levies and Budgets

12. MAYOR AND COUNCIL COMMUNICATIONS

13. ADJOURNMENT



CITY COUNCIL AGENDA REPORT

DATE: September 15, 2025
DEPARTMENT: Community Affairs
PREPARED BY: Deb Griffith
AGENDA ITEM NUMBER: 5.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

On the Road Again

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

No Action Needed

OVERVIEW

Steve Mankowski with On the Road Again will give an update on the 2025 On the Road Again event on October 4th.

SOURCE OF FUNDS

N/A

ATTACHMENTS

None



CITY COUNCIL AGENDA REPORT

DATE: September 15, 2025
DEPARTMENT: Community Affairs
PREPARED BY: Deb Griffith
AGENDA ITEM NUMBER: 5.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Luther Memorial Church Taco Feed Invitation

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

No Action Needed

OVERVIEW

Linda Hanson from Luther Memorial Church invites the community to a Taco Tuesday event on Tuesday, September 23rd, from 5:00 to 6:30 at Luther Memorial. This event is free to attend.

SOURCE OF FUNDS

N/A

ATTACHMENTS

None



CITY COUNCIL AGENDA REPORT

DATE: September 15, 2025
DEPARTMENT: Community Affairs
PREPARED BY: Deb Griffith
AGENDA ITEM NUMBER: 5.C.

MEETING TYPE

Regular Meeting

AGENDA ITEM

SSP Arts Council's Halloween Decorating Contest

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

No action required

OVERVIEW

Members of the South St. Paul Arts contest will present information about the 2025 SSP Halloween Decorating Contest.

SOURCE OF FUNDS

N/A

ATTACHMENTS

None



CITY COUNCIL AGENDA REPORT

DATE: September 15, 2025
DEPARTMENT: Community Affairs
PREPARED BY: Deb Griffith
AGENDA ITEM NUMBER: 5.D.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Neighbor's Inc 2025 Community Celebration

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

No action required

OVERVIEW

Cody Semo from Neighbors's Inc will update and invite the community to the 2025 Neighbor's Inc Community Celebration taking place on Saturday, October 11th.

SOURCE OF FUNDS

N/A

ATTACHMENTS

None



CITY COUNCIL AGENDA REPORT

DATE: September 15, 2025
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

City Council Meeting Minutes of September 2, 2025. and Council Work Session Minutes of September 8, 2025.

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

Approval of meeting minutes for the Regular City Council Meeting held on Tuesday, September 2, 2025

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 09-02-2025, Council Minutes (1)
2. 9-8-2025 WS Minutes RG



SOUTH ST. PAUL CITY COUNCIL MINUTES OF SEPTEMBER 2, 2025

1. CALL TO ORDER

Mayor Jimmy Francis called the regular meeting of the City Council to order at 7:00 PM on Tuesday, September 2nd, 2025.

2. ROLL CALL

Present: Tom Seaberg, Todd Podgorski, Matt Thompson, Joe Kaliszewski, Jimmy Francis, Pam Bakken, Lori Hansen

Absent: None

Staff Present:

Ryan Garcia, City Administrator

Cynthia Kirchoff, City Attorney

Deanna Werner, City Clerk

Brian Wicke, Chief of Police

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. PRESENTATIONS

A. Proclamation: James "Jimmy" Huntington Day

B. Oath of Office: Police Officer Colin Conway

6. CITIZEN'S COMMENTS

Comments are limited to 3 minutes in length.

None

7. APPROVAL OF AGENDA

Moved by: Tom Seaberg / Joe Kaliszewski

Moved: To approve the agenda as presented.

Vote: 7 ayes / 0 nays, motion Passed

8. CONSENT AGENDA

All items listed on the Consent Agenda are items, which are considered routine and will be approved by one motion. There will be no separate discussion of these items unless requested by a member of the governing body or citizen, in which case the item will be removed from the consent agenda and considered at the end of the Consent Agenda.

- A. City Council Meeting Minutes of the August 18th, 2025.
- B. Accounts Payable
- C. Business Licenses
- D. Acceptance of Gift Donations
- E. Conditional Employment Offer - Community Service Officer
- F. Accept Notice of Resignation - General Facility Maintenance
- G. Approve Right of First Refusal with Hans Meyer at the Fleming Field Airport
- H. Approve Gas Pipeline Easement with Xcel Energy.
- I. Approve Agreement With Metropolitan Council for Community Tree Planting Grant
- J. Approve Professional Services Proposal for Surveying Services

Moved by: Pam Bakken / Matt Thompson

Moved: To approve the consent agenda as presented.

Vote: 7 ayes / 0 nays, motion Passed

9. ITEMS REMOVED FROM CONSENT AGENDA

10. PUBLIC HEARINGS

- A. Public Hearing to consider an application for an On Sale/Sunday Intoxicating Liquor License and an Optional 2 AM Liquor License, at 514 Concord Exchange South, South St. Paul.

Moved by: Lori Hansen / Matt Thompson

Moved: To approve Resolution 2025-097, issuing an On-Sale/Sunday Intoxicating Liquor License and an Optional 2 AM Liquor License, Don Carlo's Taqueria located at 514 Concord Exchange South, South St. Paul.

Vote: 7 ayes / 0 nays, motion Passed

11. GENERAL BUSINESS

12. MAYOR AND COUNCIL COMMUNICATIONS

13. ADJOURNMENT

Moved by: Tom Seaberg / Pam Bakken

Moved: To Adjourn

Vote: 7 ayes / 0 nays, motion Passed

The meeting was adjourned at 7:37 PM.



/s/: Deanna Werner
City Clerk

South St. Paul City Council Work Session

Session Notes for September 8, 2025

1. CALL TO ORDER

Mayor Francis called the City Council Work Session to order at 7:00 PM on September 8, 2025

No formal Council Action is taken at a work session meeting, this is a summary of discussion that took place.

Council Members Present: Jimmy Francis, Lori Hansen, Joe Kaliszewski, Matt Thompson, Pam Bakken, Tom Seaberg, and Todd Podgorski.

Staff Present: Ryan Garcia, City Administrator, Clara Hilger, Finance Director, Joe Michael Healy, Planning and Zoning Manager, Deanna Werner, City Clerk.

2. DISCUSSION ITEMS

A. City Precinct Realignment for 2026 Elections

Ms. Werner summarized proposed adjustments to the City's five voting precincts, which Staff recommends changing well in advance of the 2026 Election season. The proposed changes are intended to more evenly distribute registered voters and polling places throughout the community. Council was generally supportive of the realignment, although it was noted that The Lawshe Memorial Museum had relatively limited parking which might present frustrations for voters on election day. Staff will look into potential staffing and other strategies to help alleviate this concern on election day.

B. Disposition of 2024 General Fund Excess Fund Balance

Council discussed the disposition of the 2024 General Fund Excess Fund Balance of \$156,686, and agreed that these funds should be transferred to the Capital Programs Fund.

C. 2025 Second Quarter Financial Report

Ms. Hilger provided a brief summary of the 2025 Second Quarter Financial Report.

D. 2026 Preliminary Budget, Tax Levy, Fee Schedule, Capital Improvement Plan Discussion

Mr. Garcia presented an overview of the preliminary proposed 2026 Budget, Property Tax Levies and Capital Improvement Plan. Mr. Garcia shared that based upon Council feedback at the initial preliminary budget and levy presentation during the August 11 Worksession, Staff made modifications to the budget and reduced the proposed property tax levy for 2026. As proposed, the preliminary Budget for 2026 is \$28,655,049 for all tax levy supported funds, representing a 10.03% increase over the Revised 2025 Budget. The preliminary proposed 2026 Property Tax Levy was presented at \$18,530,136 and would represent an 8.36% increase over the Revised 2025

Property Tax Levy. Council directed Staff to prepare the 2026 Budgets and Levy for consideration and potential certification, as presented, at the regular meeting of the City Council on September 15, 2025.

D. City Yard Waste Drop-Off Site

Council concurred that with the extension of Verderosa Avenue, and the full implementation of the Wakota Crossing Redevelopment south of 494, the City should cease operations of the City Yard Waste Dropoff site following the Fall 2025 Season. Staff was encouraged to undertake a robust communications effort to redirect residents to the alternative options that are available and equally affordable and convenient, such as Gertens in Inver Grove Heights.

F. City Administrator's Update

Mr. Garcia and Mayor Francis discussed the possibility of conducting "Town Hall" style events at periodic intervals over the fall and winter to engage with community members about city issues such as public safety, major capital improvements and projects in the City, and other issues identified through the goal-setting process. Council thought this was a good idea and Staff will work with the Mayor and Council to structure a series of events over the next 6-8 months.

Mr. Garcia confirmed with Council that Monday, September 29 would work for public works facility tours in Oakdale and Minneapolis.

Mr. Garcia provided a brief update on the PFAS study underway, and confirmed that a facility location near existing Well #4 was under consideration for a water treatment facility.

Mr. Garcia shared that the Administration had received a favorable quote from our existing provider for the Paid Family and Medical Leave program.

3. COUNCIL COMMENTS & QUESTIONS

There were none.

4. ADJOURNMENT

There being no further business to come before the City Council at the regular work session meeting, Mayor Francis declared the meeting adjourned at 9:42 PM.

Respectfully submitted,
/s/: Ryan Garcia
City Administrator



CITY COUNCIL AGENDA REPORT

DATE: September 15, 2025
DEPARTMENT: Finance
PREPARED BY: Clara Hilger
AGENDA ITEM NUMBER: 8.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Accounts Payable

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Motion to Adopt Resolution 2025-102 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

ATTACHMENTS

1. 09-15-25 Accounts Payable

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-102

RESOLUTION APPROVING ACCOUNTS PAYABLE

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

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

Check and wires:

154883-155002	\$ 1,944,649.76
2025282-2025292	659,463.13
801253-801258	<u>24,741.34</u>

Total	\$ 2,628,854.23
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Adopted this 15th day of September, 2025.

Deanna Werner, City Clerk

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
154883	9/5/2025		13118 LAW ENFORCEMENT LABOR SERVICES							
		2,117.00			125070	0903259031317	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		2,117.00								
154884	9/5/2025		1842 LOCAL 120							
		2,700.00			125074	090325903134	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		2,700.00								
154885	9/8/2025		14998 ACME TOOLS							
		338.42	ORBITAL POLISHER		125218	14788980	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		116.43	M18 COMPACT BLOWER		125219	14793110	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		116.43	RETD COMPACT BLOWER		125220	14804208	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		338.42	RETD FUEL ORBITAL POLISHER		125221	14804209	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		132.27	M18 FUEL BLOWER		125222	14807113	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		298.46	ION CORDLESS VARIABLE SPEED		125223	14807119	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		430.73								
154886	9/8/2025		6645 ALL INC							
		1,657.50	NM 2 New Refrigerators		125168	S1612008.003	50677.6580		OTHER EQUIPMENT	NAN MCKAY APT BLDG
		1,657.50								
154887	9/8/2025		12367 AL'S CORRAL BAR							
		15,000.00	BUSINESS LOAN		125225	9/4/2025	20283.1152.190		LR-ALS CORRAL	BUSINESS LOANS
		15,000.00								
154888	9/8/2025		1044 ANCOM COMMUNICATIONS							
		79.90	MAGNETIC MIC PACK		125081	129407	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		79.90								
154889	9/8/2025		6707 ASSA ABLOY GLOBAL SOLUTIONS INC							
		8,742.67	JC DR LCKS & PARTS		125175	3516226	50678.6390.1		TELEPHONE-SECURITY	JOHN CARROLL APT BLDG
		262.44	NM KEYCARDS		125176	3544638	50677.6390.1		TELEPHONE-SECURITY	NAN MCKAY APT BLDG
		9,005.11								
154890	9/8/2025		9021 ATLAS STAFFING, INC.							
		1,092.00	JC SAGRERO SABERANIA CLNER		125180	1309030	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		772.80	NM Temp Sophie Moua Office Spe		125181	1309031	50677.6302		PROFESSIONAL SERVICES	NAN MCKAY APT BLDG
		772.80	JC TEMP SOPHIE MOUA OFF SPECIA		125182	1309031	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		896.00	JC TEMP CLEANER_SOBERANIS		125183	1309061	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		772.80	NM Temp Sophie Moua Office Spe		125184	1309062	50677.6302		PROFESSIONAL SERVICES	NAN MCKAY APT BLDG
		772.80	JC TEMP SOPHIE MOUA OFF SPECIA		125185	1309062	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
154890	9/8/2025		9021 ATLAS STAFFING, INC.						Continued...	
		5,079.20								
154891	9/8/2025		13832 BRIDGEPOINT GLASS, INC.							
		395.00	JC CLEAR LAMINATED SAF GL		125201	2025189	50678.6371.110		MTNCE-CONTRACTS	JOHN CARROLL APT BLDG
		395.00								
154892	9/8/2025		14348 CENTER FOR ENERGY AND ENVIRONMENT							
		20,945.00	SR LOAN EVAZICH		125205	27085	20298.1158.58022		SD EVAZICH 232 14TH AVE N	HOUSING REINVESTMENT
		750.00	ORIG FEE SR LOAN		125206	27085	20298.6375		OTHER CONTRACTED SERVICES	HOUSING REINVESTMENT
		21,695.00								
154893	9/8/2025		1177 CENTRAL TURF & IRRIGATION SUPPLY, INC.							
		16.36	SPRINKLER PARTS		125082	65006950-00	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		16.36								
154894	9/8/2025		1184 CINTAS CORPORATION #754							
		95.55	MECHANICS UNIFORMS/TOWELS		125084	4241269651	60703.6245		CLOTHING ALLOWANCE	CENTRAL GARAGE FUND
		75.30	SAFETY MATS		125085	4241479007	10210.6220		REPAIR & MAINTENANCE SUPPLIES	POLICE PROTECTION
		24.81	SAFETY MATS-LOBBY FD		125086	4241479007	10330.6210		OPERATING SUPPLIES	BUILDINGS
		195.66								
154895	9/8/2025		13523 CINTAS CORPORATION NO. 2							
		129.72	NM BRUSHNATS CLEANING		125198	20428952	50677.6371.150		MTNCE-CLEANING CONTRACTS	NAN MCKAY APT BLDG
		83.84	JC-BRUSHEDMATS-AUG		125199	20430608	50678.6371.150		MTNCE-CLEANING CONTRACTS	JOHN CARROLL APT BLDG
		129.72	NM-BRUSHEMANTS-AUG		125200	20430609	50677.6371.150		MTNCE-CLEANING CONTRACTS	NAN MCKAY APT BLDG
		343.28								
154896	9/8/2025		15154 CIVIL SITE GROUP, PC							
		15,000.00	139 Grand Ave W.		125224	24622.00-01	40494.6302		PROFESSIONAL SERVICES	HARDMAN TRIANGLE TIF
		15,000.00								
154897	9/8/2025		2009 CORE & MAIN, LP							
		525.00	MORTOR		125111	X452626	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		525.00	MORTOR		125112	X452626	50606.6220		REPAIR & MAINTENANCE SUPPLIES	SEWER UTILITY
		1,050.00								
154898	9/8/2025		10710 CURBSIDE LANDSCAPE & IRRIGATION							
		1,945.00	HERB APPL-KAPOSIA LANDING		125189	314198	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		1,317.00	SUMMER FERT-JEFFERSON		125190	314199	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		1,760.00	SHRUB TRIM-CH & LIBRARY		125191	314303	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
154898	9/8/2025		10710 CURBSIDE LANDSCAPE & IRRIGATION						Continued...	
		5,022.00								
154899	9/8/2025		6407 DARTS							
		6,825.00	NM SERVICE COORDINATOR JULY		125164	11515-117	50677.6302		PROFESSIONAL SERVICES	NAN MCKAY APT BLDG
		6,825.00	JC SERVICE COORDINATOR JULY		125165	11515-117	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		13,650.00								
154900	9/8/2025		14802 DOMEIER PAINTING LLC							
		684.00	JC PAINTING TURNS #904-702		125213	91278596	50678.6371.060		MTNCE-UNIT TURNAROUND	JOHN CARROLL APT BLDG
		684.00								
154901	9/8/2025		5592 FRATTALONE'S DAWNWAY LLLP							
		138.00	CLEAN BLACKTOP DISPOSAL		125160	2508034	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		138.00								
154902	9/8/2025		1473 GERTEN GREENHOUSES INC. - 446133							
		45.00	BARK OIL		125091	246693/12	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		73.65	SEEDING SOIL SOD		125092	804264/6	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		51.90	LANDSCAPING TOPSOIL		125093	804489/6	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		170.55								
154903	9/8/2025		5857 GREATAMERICA FINANCIAL SERVICES							
		187.85	POSTAGE MACH RENT		125162	39990412	10150.6371		REPAIRS & MAINT CONTRACTUAL	FINANCE
		187.85								
154904	9/8/2025		11834 GUARDIAN SUPPLY LLC							
		390.00	Ballistic Helmet name tape		125194	22011	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		52.98	03-belt accessories		125195	22012	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		89.99	36- pants		125196	22028	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		1,331.88	Conway 2139 startup		125197	22035	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		1,864.85								
154905	9/8/2025		6678 HD SUPPLY FACILITIES MAINTENANCE , LTD							
		37.04	JC PARKING SIGN		125169	9240160482	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		94.22	JC HDCAP DROP ZONE SIGN		125170	9240357842	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		131.26								
154906	9/8/2025		14970 HESELTON CONSTRUCTION, LLC							
		867,560.26	MARIE AVE RECON PV 3		125217	PMT #3 MARIE AVENUE	40440.6530	202405	IMPR OTHER THAN BUILDING	2024 LOCAL IMPROVEMENTS

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
154906	9/8/2025		14970 HESELTON CONSTRUCTION, LLC						Continued...	
		867,560.26								
154907	9/8/2025		1667 INVER GROVE FORD							
		669.51	RADIATOR HOSE ASY #A2		125094	5360011	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		143.02	SCREEN ASY GASKET PAN#A2		125095	5360031	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		9.20	RIVETS #A2		125096	5360056	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		646.53	ROTORS/BRAKE LININGS #2158		125097	5360100	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		255.54	SENSORS #2154		125098	5360416	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		1,723.80								
154908	9/8/2025		6642 JOHNSON CONTROLS, INC							
		553.00	NM CIRC PUMP FAULT ALARM		125166	1-136249889764	50677.6560		BUILDING FIXTURES AND IMPRS	NAN MCKAY APT BLDG
		4,207.50	NM BLR CONTR IN ALARM		125167	1-136260935354	50677.6560		BUILDING FIXTURES AND IMPRS	NAN MCKAY APT BLDG
		4,760.50								
154909	9/8/2025		14086 JOHNSON, DONNETTA							
		200.00	NM AFT HRS KEY PERS		125203	AUGUST 2025	50677.6375.1		OTHER CONTR SVCS-KEYPERSON	NAN MCKAY APT BLDG
		200.00								
154910	9/8/2025		11377 KATH FUEL OIL SERVICE CO.							
		806.81	FUEL FOR SHOP		125192	834377	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		976.09	DYED DIESEL		125193	834378	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		1,782.90								
154911	9/8/2025		14786 KLETSCHKA INSPECTIONS LLC							
		3,040.00	AUG ELECT INSPECTION		125212	9/1/2025	10420.6302		PROFESSIONAL SERVICES	CODE ENFORCEMENT
		3,040.00								
154912	9/8/2025		1811 LAWSON PRODUCTS INC.							
		567.43	CABLE TIES/PINS/STRAPS/WASHERS		125099	9312743438	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		653.57	NUTS/BOLTS/GROMMET ASST		125100	9312760277	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		1,221.00								
154913	9/8/2025		6281 LIGHTNING DISPOSAL, INC.							
		702.00	TRASH SVS-PW		125163	0000815966	10320.6379		CONT SERV/REFUSE & SANITATION	PUBLIC WORKS
		702.00								
154914	9/8/2025		6681 MANN'S SOFTENER SALT DELIVERY							
		331.90	JC COARSE SOLAR SALT		125171	INV490	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		276.10	NM COARSE SOLAR SALT		125172	INV491	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
154914	9/8/2025		6681 MANN'S SOFTENER SALT DELIVERY						Continued...	
		608.00								
154915	9/8/2025		1878 MARK'S AERIAL SERVICE							
		900.00	TRIM TREE AT PH #8		125101	005453	50605.6371		REPAIRS & MAINT CONTRACTUAL	WATER UTILITY
		900.00								
154916	9/8/2025		13985 MARTIN MARIETTA MATERIALS							
		23,574.53	ASPHALT FOR STREETS		125202	46817727	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		23,574.53								
154917	9/8/2025		3578 MCNAMARA CONTRACTING, INC.							
		419,560.93	4TH ST REHAB - PV 1		125153	2025-03 IRA	40441.6530	202503	IMPR OTHER THAN BUILDING	2025 LOCAL IMPROVEMENTS
						-PAY APP 1				
		419,560.93								
154918	9/8/2025		1911 MENARDS, INC-WEST ST PAUL							
		176.21	PUMP/BATTERIES		125102	15188	10528.6220		REPAIR & MAINTENANCE SUPPLIES	NORTHVIEW POOL
		65.94	8" EDGER		125103	15228	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		66.36	WATER/GATORADE		125104	15273	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		29.98	CONCRETE FORMING		125105	15276	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		67.20	CONCRETE MIX		125106	15277	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		175.97	WASHERS/LUMBER/SELF DRILL		125107	15456	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		147.24	TRUCK CLEANING SUPPLIES		125108	15459	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		728.90								
154919	9/8/2025		1923 METRO SALES INC.							
		10.00	BASE CHARGE		125109	INV2876353	10160.6378		COPIER MAINTENANCE AGREEMENT	INFORMATION TECHNOLOGY
		10.00								
154920	9/8/2025		1444 MIDWEST MACHINERY CO							
		1,775.76	REPAIR TIE ROD END #3046R-17		125087	10588571	60703.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL GARAGE FUND
		246.86	BOLT/WASHERS/SPINDLE		125088	10589492	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		881.35	FUEL TANK #ZR1		125089	10604822	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		626.80	INSTALL HARNESS		125090	10596366	60703.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL GARAGE FUND
		3,530.77								
154921	9/8/2025		1988 MINNESOTA DEPARTMENT OF HEALTH							
		16,623.00	3RD QTR CONN FEE		125110	3RD QTR 2025	50605.6395		PAYMENT TO STATE WATER	WATER UTILITY
		16,623.00								

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
154922	9/8/2025		2010 MINNESOTA POLLUTION CONTROL AGENCY						Continued...	
		75.00	Jiffy VIC Reimbursements		125113	10000219251	40490.6302		PROFESSIONAL SERVICES	CONCORD TIF
		150.00	Jiffy - 417 Concord St N.		125114	10000219251	40490.6302		PROFESSIONAL SERVICES	CONCORD TIF
		<u>225.00</u>								
154923	9/8/2025		9298 NAPA NEWPORT							
		31.32	FILTERS		125186	166866	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		32.56	OIL FILTERS		125187	167306	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>63.88</u>								
154924	9/8/2025		14383 NFI, INC.							
		14.99	Sealant		125080	551875/693	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		3.24	MISC FASTENERS		125207	551883/693	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		<u>18.23</u>								
154925	9/8/2025		9671 NIEBUR TRACTOR & EQUIPMENT, INC							
		223.62	OIL		125188	01-211811	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>223.62</u>								
154926	9/8/2025		2149 OFFICE OF MNIT SERVICES							
		287.83	MNIT - ANTIVIRUS		125115	25070611	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		<u>287.83</u>								
154927	9/8/2025		14128 OFFICE OF THE MN SECRETARY OF STATE							
		120.00	NOTARY RENEWAL		125204	NOTARY RENEWAL-WERNER	10140.6471		DUES & SUBSCRIPTIONS	CITY CLERK
		<u>120.00</u>								
154928	9/8/2025		2240 PLUNKETT'S PEST CONTROL, INC.							
		72.51	PEST CONTROL-KAPOSIA PARK		125116	10078433	60703.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL GARAGE FUND
		119.69	PEST CONTROL		125117	10079245	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		<u>192.20</u>								
154929	9/8/2025		2264 PROFESSIONAL WIRELESS COMMUNICATIONS							
		184.00	AIRPORT RADIO PROGRAMMING		125118	132565	20245.6371		REPAIRS & MAINT CONTRACTUAL	AIRPORT
		<u>184.00</u>								
154930	9/8/2025		7376 RIVERTOWN ELECTRIC, INC.							
		327.75	JC RECONT BROILER WIRING		125178	12309	50678.6371.070		MTNCE-ELECTRICAL	JOHN CARROLL APT BLDG
		1,582.25	NM ELECTRCIAL WK PRK LIT POLE		125179	12310	50677.6371.070		MTNCE-ELECTRICAL	NAN MCKAY APT BLDG
		<u>1,910.00</u>								

Council Check Register by GL
Council Check Register and Summary

--

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
154930	9/8/2025		7376 RIVERTOWN ELECTRIC, INC.						Continued...	
154931	9/8/2025		6818 RJ MECHANICAL, INC							
		1,055.00	JC REPRD DOM WTR PUMP		125177	17517	50678.6560		BUILDING FIXTURES AND IMPRS	JOHN CARROLL APT BLDG
		1,055.00								
154932	9/8/2025		5537 SAFE-FAST INC							
		617.24	SIGNS		125159	INV312944	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		617.24								
154933	9/8/2025		2389 SAINT PAUL PUBLISHING COMPANY							
		58.81	NM SENIOR PH NEWSP ADV		125120	34224	50677.6341		ADVERTISING	NAN MCKAY APT BLDG
		58.82	JC SENIOR PH NEWSPAP ADV		125121	34224	50678.6341		ADVERTISING	JOHN CARROLL APT BLDG
		117.63								
154934	9/8/2025		2408 SCHINDLER ELEVATOR CORPORATION							
		1,131.54	NM ELEV 02 REPR		125122	462301034	50677.6371.040		MTNCE-ELEVATOR MTNCE	NAN MCKAY APT BLDG
		1,131.54	NM SM ELEV REPR		125123	4623201035	50677.6371.040		MTNCE-ELEVATOR MTNCE	NAN MCKAY APT BLDG
		2,263.08								
154935	9/8/2025		6703 SENTRY SYSTEMS, INC							
		30.95	NM FIRE ARLAM SYSTEM		125173	804431	50677.6375.3		OTHER CONTR SVCS-SECURITY	NAN MCKAY APT BLDG
		30.95	JC FIRE ALARM PH SYSTEM		125174	804431	50678.6375.3		OTHER CONTR SVCS-SECURITY	JOHN CARROLL APT BLDG
		61.90								
154936	9/8/2025		2464 SHORT ELLIOTT HENDRICKSON INC							
		13,300.44	WELL NO. 3 WTP		125124	492940	50605.6302	202311	PROFESSIONAL SERVICES	WATER UTILITY
		13,300.44								
154937	9/8/2025		2491 SNAP ON TOOLS							
		399.00	ENGINE STARTER		125125	082725211519	60703.6240		MINOR EQUIPMENT AND FURNITURE	CENTRAL GARAGE FUND
		399.00								
154938	9/8/2025		2558 STATE INDUSTRIAL PRODUCTS							
		204.90	NM DRAIN MAINTENANCE		125126	903886896	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		433.80	JC MAINT SUP AIR FRESHENER		125127	903888338	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		638.70								
154939	9/8/2025		14971 TENNIS WEST							
		15,222.00	Harmon Tennis Court Resurface		125226	SMR-25-079-2	40402.6302	PR-253	PROFESSIONAL SERVICES	CAPITAL PROGRAMS FUND
		15,222.00								

Council Check Register by GL
Council Check Register and Summary

--

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
154939	9/8/2025		14971 TENNIS WEST						Continued...	
154940	9/8/2025		14773 THE LINCOLN NATIONAL LIFE INSURANCE CO							
		1,779.06	LTD SEPT PREMIUM		125208	8/29/2025	10101.2177		LONG-TERM DISABILITY	GENERAL FUND
		2,694.60	LIFE AD&D VL SEPT PREMIUM		125209	8/29/2025	10101.2178		LIFE INSURANCE	GENERAL FUND
		2.00-	VL CH LIFE CREDIT AUG PREMIUM		125210	8/29/2025	10101.2178		LIFE INSURANCE	GENERAL FUND
		1,594.01	STD SEPT PREMIUM		125211	8/29/2025	10101.2185		SHORT TERM DISABILITY	GENERAL FUND
		6,065.67								
154941	9/8/2025		14854 THE LINCOLN NATIONAL LIFE INSURANCE CO							
		316.11	CRITICAL ILLNESS PREMIUM		125214	5378489	10101.2183		HARTFORD CRITICAL ILLNESS	GENERAL FUND
		403.80	ACCIDENT POLICY PREMIUM		125215	5378489	10101.2184		HARTFORD ACCIDENT POLICY	GENERAL FUND
		285.13	HOSP INDEMNITY PREMIUM		125216	5378489	10101.2186		HEALTH INDEMNITY	GENERAL FUND
		1,005.04								
154942	9/8/2025		5754 TOTAL MECHANICAL SERVICES, INC							
		5,143.83	EXHAUST FAN REPAIRS		125161	S15482	20243.6371		REPAIRS & MAINT CONTRACTUAL	DOUG WOOG ARENA
		5,143.83								
154943	9/8/2025		3646 U.S. BANK EQUIPMENT FINANCE							
		112.00	COPIER LEASE		125158	562558395	10160.6210		OPERATING SUPPLIES	INFORMATION TECHNOLOGY
		112.00								
154944	9/8/2025		2785 WM CORPORATE SERVICES, INC.							
		466.25	JC DUMPSTER CHG		125128	9349773-2282-5	50678.6371.010		MTNCE-GARBAGE/TRASH/RECYCLING JOHN CARROLL APT BLDG	
		466.25								
154945	9/8/2025		2844 WSB & ASSOC INC							
		2,264.75	SEIDLS TRAIL AND SHORELINE		125129	R-022116-000 - 31	50610.6302	202115	PROFESSIONAL SERVICES	STORM WATER UTILITY
		1,071.50	MS4 SERVICES		125130	R-022386-000 - 20	50610.6302		PROFESSIONAL SERVICES	STORM WATER UTILITY
		2,292.00	CONCORD EXCHANGE IMP PROJ		125131	R-023128-000 - 26	40440.6302	202401	PROFESSIONAL SERVICES	2024 LOCAL IMPROVEMENTS
		1,442.00	SSP FORESTRY ASSISTANCE		125132	R-030678-000 - 1	10320.6302		PROFESSIONAL SERVICES	PUBLIC WORKS
		7,000.00	MARIE AVE RECON TESTING		125133	R-030699-000 - 2	40440.6302	202405	PROFESSIONAL SERVICES	2024 LOCAL IMPROVEMENTS
		4,150.00	POND SURVEYS		125134	R-030883-000 - 2	50610.6302		PROFESSIONAL SERVICES	STORM WATER UTILITY
		3,027.50	4TH ST REHAB - MATERIALS		125135	R-029115-000 -	40441.6302	202503	PROFESSIONAL SERVICES	2025 LOCAL IMPROVEMENTS

Council Check Register by GL
Council Check Register and Summary

--

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
154945	9/8/2025		2844 WSB & ASSOC INC						Continued...	
					1					
		21,247.75								
154946	9/8/2025		2849 XCEL ENERGY							
		9.12	ELEC CHGS-701 HARDMAN		125136	51-0010192409-1 8/26/25	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
		136.08	675 VERDEROSA AVE		125137	51-0014533853-7 8/26/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		24.68	140 8TH AVE N		125138	51-0014675568-1 8/26/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		67.30	108 CONCORD EXCH S		125139	51-0014881319-7 8/26/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		128.58	PED WALKWAY LIGHTNING		125140	51-4332057-4 8/26/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		15,110.58	JC ELECTRIC PREM#3020305125		125141	51-4563113-2 8/7/25	50678.6385.1		UTILITY SERVICE-ELECTRIC	JOHN CARROLL APT BLDG
		1,447.04	JC NATURAL GAS PREM#30235028		125142	51-4563113-2 8/7/25	50678.6385.2		UTILITY SERVICE-GAS	JOHN CARROLL APT BLDG
		23.96	NM ELECTRIC PREM#3026639603		125143	51-4563113-2 8/7/25	50677.6385.1		UTILITY SERVICE-ELECTRIC	NAN MCKAY APT BLDG
		9,276.06	NM ELECTRIC PREM#303358214		125144	51-4563113-2 8/7/25	50677.6385.1		UTILITY SERVICE-ELECTRIC	NAN MCKAY APT BLDG
		797.02	NM NATURAL GAS PREM#30358214		125145	51-4563113-2 8/7/25	50677.6385.2		UTILITY SERVICE-GAS	NAN MCKAY APT BLDG
		57.38	LGTS @ LORRAINE		125146	51-6579081-8 8/25/25	10340.6385		UTILITY SERVICE	PARKS FACILITIES AND MTNCE
		106.06	545 HARDMAN AVE S		125147	51-7976470-2 8/26/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		76.92	400 WENTWORTH		125148	51-9401746-0 8/26/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		46.45	940 7TH AVE S		125149	51-9434183-8 8/26/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		227.96	555 HARDMAN/251 BRIDGEPOINT		125150	51-9441931-9 8/27/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		833.83	800 BRYANT-KAPOSIA LANDING		125151	51-0011285212-2 8/26/26	10340.6385		UTILITY SERVICE	PARKS FACILITIES AND MTNCE
		149.55	LIBRARY		125152	51-4172907-3 8/26/25	10330.6385		UTILITY SERVICE	BUILDINGS
		28,518.57								

Council Check Register by GL
Council Check Register and Summary

--

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
154947	9/15/2025		14998 ACME TOOLS						Continued...	
		353.23	HAND TRUCK W/NOSE PLATE EXTEN		125319	14865495	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		353.23								
154948	9/15/2025		5257 AL SERVICES LLC							
		600.00	REPL LGT AT HARDMAN AVE		125287	0628-539	50615.6371		REPAIRS & MAINT CONTRACTUAL	STREET LIGHT UTILITY
		600.00								
154949	9/15/2025		14221 ALL AMERICAN ARENA PRODUCTS							
		120.06	MOTORSCRUBBER PADS		125310	6720	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		120.06								
154950	9/15/2025		15089 ALL ENERGY SOLAR INC.							
		59,120.00	Material Ordering Payment		125344	INV-00024433	20214.6302	227695	PROFESSIONAL SERVICES	GRANTS/DONATIONS COMM DVLPMT
		59,120.00								
154951	9/15/2025		14765 AMERITAS LIFE INSURANCE CORP.							
		373.13	VISION PREM - SEPT 2025		125317	010-65206 SEPT 25	10101.2181		EYE MED INSURANCE	GENERAL FUND
		373.13								
154952	9/15/2025		4059 ASCENT AVIATION GROUP, INC.							
		30,881.29	7500 GAL 100LL		125286	1141171	20245.6250		MERCHANDISE FOR RESALE	AIRPORT
		30,881.29								
154953	9/15/2025		14388 AT&T							
		145.00	INV 25002003 tower data		125315	581684	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		145.00								
154954	9/15/2025		9021 ATLAS STAFFING, INC.							
		1,036.00	JC CLNR SOBERANIS		125294	1309128	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		1,036.00								
154955	9/15/2025		1082 BARNUM GATE SERVICES INC.							
		1,570.74	NORTH AND EAST GATE REPAIRS		125233	45413	20245.6371		REPAIRS & MAINT CONTRACTUAL	AIRPORT
		1,570.74								
154956	9/15/2025		5978 BAUER SERVICES							
		10,810.00	RAISE MANHOLES		125288	08112025-7215	50610.6371		REPAIRS & MAINT CONTRACTUAL	STORM WATER UTILITY
		10,810.00	RAISE MANHOLES		125289	08112025-7215	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		7,335.00	REPAIR SANITARY MANHOLES		125326	08202025-7216	50606.6371		REPAIRS & MAINT CONTRACTUAL	SEWER UTILITY

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
154956	9/15/2025		5978 BAUER SERVICES						Continued...	
		28,955.00								
154957	9/15/2025		14193 CADY BUILDING MAINTENANCE INC							
		5,110.00	CLEANING SVS-CITY HALL		125335	4993321	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		550.00	CLEANING SVS-PW		125336	4993321	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		5,660.00								
154958	9/15/2025		15142 CANTEEN VENDING							
		163.63	CANTEEN VENDING		125342	54529968	20245.6520		BUILDINGS AND STRUCTURE	AIRPORT
		163.63								
154959	9/15/2025		2009 CORE & MAIN, LP							
		959.10	MARKER PAINTS		125250	X514795	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		959.10	MARKER PAINTS		125251	X514795	50606.6220		REPAIR & MAINTENANCE SUPPLIES	SEWER UTILITY
		1,918.20								
154960	9/15/2025		10710 CURBSIDE LANDSCAPE & IRRIGATION							
		1,950.00	Weed Pulling- Streetscape		125300	312974	20280.6375		OTHER CONTRACTED SERVICES	ECON DEV GENERAL
		4,200.00	HERBICIDE TURF APPLICATION		125301	314909	20245.6371		REPAIRS & MAINT CONTRACTUAL	AIRPORT
		6,150.00								
154961	9/15/2025		6755 DAVEY TREE EXPERT COMPANY							
		216.00	MULCH		125292	919658365	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		1,000.00	DEBRIS/BRUSH DISPOSAL		125293	919939290	10320.6221		SEAL COATING & TREE MAIN	PUBLIC WORKS
		1,216.00								
154962	9/15/2025		1326 EARL F. ANDERSEN, INC							
		223.35	SHELTER SIGNS		125234	0140532-IN	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		223.35								
154963	9/15/2025		1344 ELECTRIC FIRE & SECURITY							
		1,197.00	LIBRAR-REPAIR FIRE PANEL ISSUE		125230	61884	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		1,197.00								
154964	9/15/2025		1369 ESS BROTHERS & SONS INC.							
		2,099.00	ADJ RINGS		125235	FF6515	50606.6220		REPAIR & MAINTENANCE SUPPLIES	SEWER UTILITY
		2,099.00								
154965	9/15/2025		1380 FACTORY MOTOR PARTS							
		159.06	BATTERY 321		125236	74-364620	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND

Council Check Register by GL
Council Check Register and Summary

--

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
154965	9/15/2025		1380 FACTORY MOTOR PARTS						Continued...	
		159.06								
154966	9/15/2025		15157 FLOCK GROUP INC.							
		10,840.50	Flock Safety Cameras		125322	INV-72913	20212.6375	227634	OTHER CONTRACTED SERVICES	GRANTS/DONATIONS POLICE
		16,159.50	Flock Safety Camera budget		125323	INV-72913	10210.6375		OTHER CONTRACTED SERVICES	POLICE PROTECTION
		27,000.00								
154967	9/15/2025		14767 FRONT LINE WARNING SYSTEMS							
		66,246.00	Two weather siren replacements		125318	14504	40402.6580		OTHER EQUIPMENT	CAPITAL PROGRAMS FUND
		66,246.00								
154968	9/15/2025		1485 GLOBE PRINTING & OFFICE SUPPLIES INC							
		139.95	10 WINDOW ENVELOPE		125237	83335J	10150.6201		OFFICE SUPPLIES	FINANCE
		139.95								
154969	9/15/2025		1497 GOPHER STATE ONE-CALL							
		122.17	LOCATES		125337	5080756	50605.6302		PROFESSIONAL SERVICES	WATER UTILITY
		122.17								
154970	9/15/2025		11834 GUARDIAN SUPPLY LLC							
		1,717.00	32- ballistic vest		125302	22036	10210.6245	227599	CLOTHING ALLOWANCE	POLICE PROTECTION
		269.97	31-pants		125303	22068	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		22,083.76	ballistic plates and carriers		125304	22069	10210.6580		OTHER EQUIPMENT	POLICE PROTECTION
		24,070.73								
154971	9/15/2025		1546 HANCO CORPORATION							
		171.44	TIRES		125238	249305-00	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		171.44	MOWER TIRES		125239	249306-00	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		342.88								
154972	9/15/2025		1556 HAWKINS, INC.							
		20.00	POOL SUPPLIES		125240	7167670	10528.6220		REPAIR & MAINTENANCE SUPPLIES	NORTHVIEW POOL
		20.00	POOL SUPPLIES		125241	7167670	10527.6220		REPAIR & MAINTENANCE SUPPLIES	SPLASH POOL
		40.00								
154973	9/15/2025		1560 HEALTHPARTNERS							
		1,185.24	DENTAL PREM - OCT 2025		125242	767352959766	60709.6302		PROFESSIONAL SERVICES	SELF-INSURED DENTAL
		1,185.24								
154974	9/15/2025		12847 HIRSHFIELDS							

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
154974	9/15/2025		12847 HIRSHFIELDS						Continued...	
		411.00	ATHLETIC FIELD STRIPPING PAINT		125305	0030423-IN	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		411.00								
154975	9/15/2025		3686 IMPACT PROVEN SOLUTIONS							
		2,390.29	MAIL PROCESSING		125284	219330	50600.6375		OTHER CONTRACTED SERVICES	UTILITY ADMINISTRATION
		285.38	10 WINDOW ENVELOPE		125285	219330	50600.6201		OFFICE SUPPLIES	UTILITY ADMINISTRATION
		2,675.67								
154976	9/15/2025		1652 INSPECTRON, INC.							
		5,000.00	AUG BUILDING INSPECTIONS		125343	1639	10410.6302		PROFESSIONAL SERVICES	DEVELOPMENT SERVICES
		5,000.00								
154977	9/15/2025		1667 INVER GROVE FORD							
		19.56	BATTERY BRACKET #A3		125243	5360521	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		19.56								
154978	9/15/2025		14318 I-STATE TRUCK CENTER, INC.							
		92.20	FLANGED HEX BOLTS		125311	C242940186:01	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		263.13	VALVES		125313	C242940314:01	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		355.33								
154979	9/15/2025		1811 LAWSON PRODUCTS INC.							
		52.21	TWO COND PRIM WIRE		125244	9312789591	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		52.21								
154980	9/15/2025		6281 LIGHTNING DISPOSAL, INC.							
		927.87	TRASH SVS-PW		125290	0000816014	10320.6379		CONT SERV/REFUSE & SANITATION	PUBLIC WORKS
		927.87								
154981	9/15/2025		15166 MARCUS, TOM							
		345.00	cancelled disc golf tournament		125325	210774	10520.4464		PARKS FIELD RENTAL	PARKS ADMINISTRATION
		345.00								
154982	9/15/2025		13985 MARTIN MARIETTA MATERIALS							
		29,510.89	ASPHALT FOR STREETS		125306	46738040	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		384.37	ASPHALT FOR STREETS		125307	46802125	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		25,314.69	ASPHALT FOR STREETS		125308	46886410	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		1,702.07	ASPHALT FOR STREETS		125309	46938063	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		387.47	ASPHALT FOR STREETS		125333	46833865	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		24,877.53	ASPHALT FOR STREETS		125334	46958445	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
154982	9/15/2025		13985 MARTIN MARIETTA MATERIALS						Continued...	
		82,177.02								
154983	9/15/2025		1911 MENARDS, INC-WEST ST PAUL							
		18.17	HEX WASHER/FLY ZAPPERS		125245	15505	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		41.86	PD FLY TRAP/FRESHNER		125246	15506	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		51.40	LUMBER/SOAP/FRESHNERS		125247	15545	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		7.23	LUMBER		125329	15435	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		118.66								
154984	9/15/2025		1953 MIKE McPHILLIPS INC							
		3,704.80	GUTTER BROOM #305		125248	5366	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		3,704.80								
154985	9/15/2025		1989 MINNESOTA DEPARTMENT OF LABOR & INDUSTRY							
		430.88	AUG 2025 STATE SURCHARGE		125249	AUGUST 2025	10101.2083		SURCHARGES	GENERAL FUND
		430.88								
154986	9/15/2025		2023 MINNESOTA UNEMPLOYMENT INSURANCE							
		122.18	LOCATES		125338	5080756	50606.6302		PROFESSIONAL SERVICES	SEWER UTILITY
			Supplier 1497 GOPHER STATE ONE-CALL							
		122.18								
154987	9/15/2025		9298 NAPA NEWPORT							
		78.66	AIR FILTERS		125295	167317	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		151.42	FUEL/OIL FILTERS		125296	167470	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		124.02	OIL FILTERS		125297	168460	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		40.82	RETD FILTERS		125298	168633	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		8.15	CABIN FILTER		125299	168635	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		40.82	FILTERS #321		125330	168492	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		159.36	AIR FILTER/LIP SEAL		125331	168558	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		521.61								
154988	9/15/2025		6627 NEO ELECTRICAL SOLUTIONS, LLC							
		260.00	CHANGE OUT LIGHT ON HANGAR 3		125291	12466	20245.6371		REPAIRS & MAINT CONTRACTUAL	AIRPORT
		260.00								
154989	9/15/2025		14533 ON TIME SERVICE PROS							
		44.00	PERMIT REFUND-746 17TH A N		125316	SS044915	10420.4270		PLUMBING	CODE ENFORCEMENT
		44.00								

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
154990	9/15/2025		2166 O'REILLY AUTO PARTS						Continued...	
		83.76	BRAKE CLEAN		125254	1767-446861	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		83.76								
154991	9/15/2025		2176 OXYGEN SERVICES COMPANY							
		343.11	RECYCLED CYLINDERS		125255	0003628050	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		157.87	RECYCLED CYLINDERS		125256	0008865424	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		500.98								
154992	9/15/2025		2240 PLUNKETT'S PEST CONTROL, INC.							
		189.17	JC AUG MTHLY PEST CONTL PROG		125257	10098925	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		189.17								
154993	9/15/2025		2286 QUILL LLC							
		21.99	CHAIR FLOOR MAT		125258	45366777	10320.6201		OFFICE SUPPLIES	PUBLIC WORKS
		33.99	LABELS		125259	45408061	10320.6201		OFFICE SUPPLIES	PUBLIC WORKS
		55.98								
154994	9/15/2025		15113 REISWIG, PETER							
		300.00	Completed Summer as Lifeguard		125320	210793	10520.4461		SUMMER PROGRAMS	PARKS ADMINISTRATION
		300.00								
154995	9/15/2025		2098 RENT N SAVE PORTABLE SERVICES							
		1,475.00	May Portable Restrooms		125252	83240	10520.6381		OTHER RENTALS	PARKS ADMINISTRATION
		65.00	May Portable Restrooms		125253	83240	10170.6379		CONT SERV/REFUSE & SANITATION	RECYCLING PROGRAM
		1,540.00								
154996	9/15/2025		2341 RIGID HITCH, INC							
		232.97	SPRING SUSP KIT 320-25		125260	1929005507	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		232.97								
154997	9/15/2025		2408 SCHINDLER ELEVATOR CORPORATION							
		1,921.62	MAINTENANCE 9/1/25-2/28/26		125261	4607227255	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		1,921.62								
154998	9/15/2025		15158 STILL STANDING LLC							
		5,000.00	ALL EMPL TRAINING		125324	2533	20211.6430	227670	MISCELLANEOUS	GRANTS/DONATIONS GEN GVMT
		5,000.00								
154999	9/15/2025		13599 THE APPAREL LAB							
		2,550.00	Tshirts for Train like a hero		125332	249103	10529.6210		OPERATING SUPPLIES	RECREATIONAL PROGRAMS

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
154999	9/15/2025		13599 THE APPAREL LAB						Continued...	
		2,550.00								
155000	9/15/2025		15145 TRAC, BRIAN							
		345.00	cancelled disc golf tournament		125321	210773	10520.4464		PARKS FIELD RENTAL	PARKS ADMINISTRATION
		345.00								
155001	9/15/2025		2664 TRACTOR SUPPLY CREDIT PLAN							
		29.90	PROPANE FILL		125327	100470715 / 200680415	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		179.99	TAILGATE LIFT ASSIST		125328	100470715 / 200680415	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		209.89								
155002	9/15/2025		2849 XCEL ENERGY							
		874.44	ELEC CHGS-681 VERDEROSA		125263	51-0010194337-8 8/27/25	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
		273.70	GAS CHGS-681 VERDEROSA		125264	51-0010407065-2 8/28/25	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
		115.97	437 CONCORD ST		125265	51-00113650737- 3 8/26/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		9.12	203 14TH AVE S		125266	51-0012349058-1 8/26/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		75.62	POLICE STORAGE GARAGE		125267	51-0012468412-3 8/26/25	10210.6385		UTILITY SERVICE	POLICE PROTECTION
		10.99	1115 SOUTHVIEV BLVD		125268	51-0012493326-1 8/26/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		134.62	535 5TH AVE S		125269	51-0012916288-2 8/26/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		389.60	Woog Office 7/28/25-8/25/25		125270	51-0013450928-0 8/28/25	20243.6385		UTILITY SERVICE	DOUG WOOG ARENA
		1,285.00	1417 4TH - SEIDLs		125271	51-0013543618-2 8/28/25	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
		100.06	497 CONCORD ST		125272	51-0013650792-0 8/26/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		42.16	922 CONCORD ST N		125273	51-0013651320-2 8/26/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		31.23	228 HARDMAN AVE N		125274	51-0346935-2 8/26/25	50606.6385		UTILITY SERVICE	SEWER UTILITY
		2,060.88	SPLASH POOL		125275	51-5316080-0 8/29/25	10527.6385		UTILITY SERVICE	SPLASH POOL

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
155002	9/15/2025		2849 XCEL ENERGY						Continued...	
		2,257.43	NORTHVIEW		125276	51-5316080-0 8/29/25	10528.6385		UTILITY SERVICE	NORTHVIEW POOL
		694.48	PARKS		125277	51-5316080-0 8/29/25	10340.6385		UTILITY SERVICE	PARKS FACILITIES AND MTNCE
		400.09	STREET LIGHT FUND		125278	51-5316080-0 8/29/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		20,289.26	WATER		125279	51-5844319-7 9/2/25	50605.6385		UTILITY SERVICE	WATER UTILITY
		9.29	BROMLEY LGTS		125280	51-6322985-8 8/28/25	10340.6385		UTILITY SERVICE	PARKS FACILITIES AND MTNCE
		93.97	1129 19TH AVE N		125281	51-9235217-7 8/26/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		58.01	1020 7TH AVE S		125282	51-9434218-0 8/26/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		227.96	555 HARDMAN/251 BRIDGEPOINT		125283	51-9441931-9 8/27/2025	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		46.46	1301 CONCORD ST N		125339	51-0013651382-6 8/26/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		82.44	1203 7TH AVE S		125340	51-0014976969-4 8/26/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		1,305.46	AIRPORT		125341	51-6236355-3 8/28/25	20245.6385		UTILITY SERVICE	AIRPORT
		<u>30,868.24</u>								
801253	9/5/2025		1818 LELS LOCAL 95							
		98.00			125073	090325903133	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		<u>98.00</u>								
801254	9/5/2025		1969 MINNESOTA AFSCME, COUNCIL NO. 5							
		964.34			125075	090325903135	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		<u>964.34</u>								
801255	9/5/2025		2243 POLICE FLOWER FUND							
		38.00			125068	0903259031315	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		<u>38.00</u>								
801256	9/8/2025		3632 BOLTON & MENK, INC.							
		2,790.00	4TH ST REHAB - STAKING		125154	0370768	40441.6302	202503	PROFESSIONAL SERVICES	2025 LOCAL IMPROVEMENTS
		14,239.00	MARIVE AVE PH 1 - SURVEY		125155	0370770	40440.6302	202405	PROFESSIONAL SERVICES	2024 LOCAL IMPROVEMENTS
		5,364.50	MARIE PHASE 2 - SURVEY		125156	0370771	40441.6302	202501	PROFESSIONAL SERVICES	2025 LOCAL IMPROVEMENTS

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
801256	9/8/2025		3632 BOLTON & MENK, INC.						Continued...	
		577.50	MSAS TRAFFIC COUNTS & SERVICES		125157	0370772	10315.6302		PROFESSIONAL SERVICES	ENGINEERING
		22,971.00								
801257	9/8/2025		2289 R&R SPECIALTIES							
		90.00	ZAM BLADE SHARPENS		125119	0090447-IN	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		90.00								
801258	9/15/2025		2585 STREICHER'S - MINNEAPOLIS							
		580.00	Handgun magazines		125262	11778955	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		580.00								
2025282	8/29/2025		8517 BOND TRUST SERVICES CORPORATION							
		445,000.00	2017A PRINCIPAL		125227	98074	30322.6601		BOND PRINCIPAL	2017A TAXABLE GO AIRPORT
		6,790.00	2017A INTEREST		125227	98074	30322.6611		BOND INTEREST	2017A TAXABLE GO AIRPORT
		451,790.00								
2025283	9/5/2025		14645 MEDSURETY, LLC							
		100.00	HSA REWARD MONEY-COBENAIS		125228	2ND QTR	10101.2176		HOSPITALIZATION/MED INSURANCE	GENERAL FUND
		225.00	HSA REWARD MONEY-GUILLIAMS		125228	2ND QTR	10101.2176		HOSPITALIZATION/MED INSURANCE	GENERAL FUND
		325.00								
2025284	9/8/2025		14645 MEDSURETY, LLC							
		324.00	HSA/HRA/FSA/DCAP SEP25		125229	44165	10125.6375		OTHER CONTRACTED SERVICES	HUMAN RESOURCES
		500.00	FSA/HRA ANNUAL SET UP FEE		125229	44165	10125.6375		OTHER CONTRACTED SERVICES	HUMAN RESOURCES
		824.00								
2025285	9/5/2025		1978 MINNESOTA CHILD SUPPORT PAYMENT CENTER							
		23.07			125063	0903259031310	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		481.77			125076	090325903136	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		49.37			125077	090325903137	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		216.88			125078	090325903138	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		107.98			125079	090325903139	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		879.07								
2025286	9/5/2025		2018 MINNESOTA STATE RETIREMENT SYSTEM (EFT)							
		3,565.00			125065	0903259031312	10101.2175		OTHER RETIREMENT	GENERAL FUND
		3,565.00								
2025287	9/5/2025		2096 NATIONWIDE RETIREMENT SOLUTIONS							
		14,706.18			125066	0903259031313	10101.2175		OTHER RETIREMENT	GENERAL FUND

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2025287	9/5/2025		2096 NATIONWIDE RETIREMENT SOLUTIONS						Continued...	
		14,706.18								
2025288	9/5/2025		2200 PERA							
		75,851.69			125067	0903259031314	10101.2174		PERA	GENERAL FUND
		75,851.69								
2025289	9/5/2025		2748 MISSION SQUARE TRANSFER (EFT)							
		2,110.00			125069	0903259031316	10101.2175		OTHER RETIREMENT	GENERAL FUND
		2,110.00								
2025290	9/5/2025		14645 MEDSURETY, LLC							
		5,637.09			125071	0903259031318	10101.2176		HOSPITALIZATION/MED INSURANCE	GENERAL FUND
		5,637.09								
2025291	9/5/2025		1338 EFTPS							
		41,595.89			125062	090325903131	10101.2171		FEDERAL WITHHOLDING	GENERAL FUND
		43,128.90			125072	090325903132	10101.2173		FICA TAX WITHHOLDING	GENERAL FUND
		84,724.79								
2025292	9/5/2025		2013 MINNESOTA REVENUE (C)							
		19,050.31			125064	0903259031311	10101.2172		STATE WITHHOLDING	GENERAL FUND
		19,050.31								
		2,628,854.23	Grand Total							

Payment Instrument Totals

Checks	1,944,649.76
EFT Payments	659,463.13
A/P ACH Payment	24,741.34
Total Payments	2,628,854.23



CITY COUNCIL AGENDA REPORT

DATE: September 15, 2025
DEPARTMENT: City Clerk
PREPARED BY:
AGENDA ITEM NUMBER: 8.C.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Business Licenses

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

Municipal Code requires that all licenses are approved by the City Council and subject to submittal of insurance certificates, forms and background investigation, when required, prior to issuance. The attached listing contains new and/or renewal applications which have been applied for since the last City Council Meeting. These licenses will expire as indicated on the attached report.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. City Council Report (Licenses)

City of South St Paul
City Council Report

<u>ID</u>	<u>Company</u>	<u>License #</u>	<u>License Type</u>	<u>Status</u>	<u>Issued</u>	<u>Expires</u>	<u>Address</u>	<u>Complex</u>	<u>Council</u>
15737	Adrian Nicole Wilson	00016298	Rental Housing	A	09/05/2025	05/31/2026	618 3rd Ave S		09/15/2025
15738	Esmeralda Cortes Ruiz	00016299	Rental Housing	A	09/08/2025	05/31/2026	429 5th Ave S		09/15/2025
15740	Sandy Lynell LeTexier	00016301	Rental Housing	A	09/10/2025	05/31/2026	321 Chestnut St		09/15/2025



CITY COUNCIL AGENDA REPORT

DATE: September 15, 2025
DEPARTMENT: Human Resources
PREPARED BY: Shelly Anderson
AGENDA ITEM NUMBER: 8.D.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approve Conditional Job Offer for Cleaner/Caretaker - HRA

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve conditional offer of employment to Tukiko Williams for the position of Cleaner/Caretaker: HRA Buildings, contingent upon successful completion of background check and pre-employment work physical.

OVERVIEW

The City Council accepted a letter of resignation from M. Zuniga, former Cleaner/Caretaker, at the June 2, 2025, Council meeting. Following this meeting, the position was reopened and posted on both the League of Minnesota Cities job board and the City of South St Paul website. The interview panel — consisting of HRA Property Managers Alma Pena and Jennifer Xiong, Housing Programs Administrator Tiffany Greene, and HR Specialist/Admin Coordinator Sandy Haima — reviewed applicants and conducted interviews for the vacancy.

After a thorough interview process, the panel recommended Tukiko Williams for the position of Cleaner/Caretaker: HRA Buildings.

Mr. Williams has experience cleaning in a large multi-unit complex, including cleaning/turnover of vacated units. A conditional offer of employment has been extended to Mr. Williams, and he has accepted. This offer is contingent upon the successful completion of a background check, pre-employment work physical, and final approval by the City Council.

Staff recommends City Council approval of the conditional offer of employment to Tukiko Williams for the position of Cleaner/Caretaker with the SSP HRA Public Housing High-Rise Buildings. The position will begin at Step 1 of the wage schedule, with a starting hourly wage of \$23.89. This position is part of the AFSCME bargaining unit, and all terms and benefits will be administered in accordance with the current union contract.

SOURCE OF FUNDS

Housing Budget: 20267

ATTACHMENTS

1. Williams, T Applicant_Redacted

EMPLOYMENT APPLICATION



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

williams, tukiko michael
25-00042 CLEANER/CARETAKER - HRA BUILDINGS

Received: 7/29/25 9:48 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: CLEANER/CARETAKER - HRA BUILDINGS	EXAM ID#: 25-00042
NAME: (Last, First, Middle) williams, tukiko michael	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]	EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]	NOTIFICATION PREFERENCE: Email
LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No	
What is your highest level of education? High School	

PREFERENCES

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

EDUCATION

DATES: [REDACTED]	SCHOOL NAME: Math and Science Academy	DEGREE RECEIVED: High School Diploma
LOCATION: (City, State / Province) [REDACTED]	DID YOU GRADUATE? ☒ Yes ☐ No	

WORK EXPERIENCE

DATES: From: 6/2022 To: 5/2025	EMPLOYER: The Bosk/ Centerspacehomes	POSITION TITLE: porter/ caretaker / cleaner
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]	COMPANY URL: https://www.boskapartments.com	
PHONE NUMBER: [REDACTED]	SUPERVISOR: [REDACTED]	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
# OF EMPLOYEES SUPERVISED: 0		
DUTIES: cleaning the outside property (9 buildings 288 units total)(trash pickups, removing foreign objects from street and terrain) sidewalk cleaning(especially pigeon dung in entryways) building cleaning(mainly entryways) cleaning vacant units trashing out vacant units garage garbage removal garage cleaning landscaping many many more		
REASON FOR LEAVING: [REDACTED]		
DATES: From: 9/2021 To: 6/2022	EMPLOYER: Party City	POSITION TITLE: floor manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]	COMPANY URL: https://stores.partycity.com/us	
PHONE NUMBER: [REDACTED]	SUPERVISOR: [REDACTED]	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
# OF EMPLOYEES SUPERVISED: 6		

DUTIES:

bringing and inventory stock
organizing store and balloon orders
money count at end of shifts
money orders directly to banks
problem solving with corporate
refilling stock
balloon orders
customer service
set up seasonal sections
responsible for costumes(Halloween)

REASON FOR LEAVING:

new job opportunity

DATES: From: 4/2019 To: 9/2021	EMPLOYER: Party City	POSITION TITLE: store associate
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		COMPANY URL: https://stores.partycity.com/us
PHONE NUMBER: [REDACTED]	SUPERVISOR: [REDACTED]	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
# OF EMPLOYEES SUPERVISED: 0		

DUTIES:

customer service
making balloon orders
finalizing customer purchases
refilled stock
keeping store clean and presentable
set up seasonal sections

REASON FOR LEAVING:

promoted to floor manager

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section



CITY COUNCIL AGENDA REPORT

DATE: September 15, 2025
DEPARTMENT: Finance
PREPARED BY: Clara Hilger
AGENDA ITEM NUMBER: 8.E.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approve Transfer of 2024 General Fund Unassigned Fund Balance to the Capital Programs Fund.

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Motion to approve the transfer of excess 2024 General Fund Unassigned Fund Balance to the Capital Programs Fund.

OVERVIEW

In December 2014, the City Council updated the Liquidity-Fund Balance Policy to state that, “The General Fund shall enter a new budget year with an unassigned fund balance that is in the range of 35-50% of the new year’s budgeted expenditures...”

At the end of 2024, the General Fund had an Unassigned Fund Balance of \$11,088,297 which exceeded 50% of the 2025 General Fund budgeted expenditures by \$156,686.

Staff requests formal approval of the transfer of \$156,686 from the General Fund to the Capital Programs Fund.

SOURCE OF FUNDS

General Fund Unassigned Fund Balance

ATTACHMENTS

None



CITY COUNCIL AGENDA REPORT

DATE: September 15, 2025
DEPARTMENT: Finance
PREPARED BY: Clara Hilger
AGENDA ITEM NUMBER: 8.F.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Accept the 2025 2nd Quarter Financial Report

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Motion to accept the 2025 2nd Quarter Financial Report

OVERVIEW

The Finance Department has prepared the *attached second quarter financial report*, which was reviewed by the Council at the September 8, 2025 Worksession. Finance has not noted any worrisome variances in the operating funds for the second quarter. The variances that have occurred are noted in the attached report.

Formal council action is requested through the approval of a motion accepting the Third Quarter Financial Report.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. Council Quarterly Q2 2025

Description	2025 Original Budget	2025 Amended Budget	Actual thru June 2025	Benchmark 50% Percent of Budget	
GENERAL OPERATING FUND					
GENERAL FUND - REVENUES					
Taxes	13,576,420.00	13,576,420.00	3,342,409.73	24.62%	A
Fees	2,175,595.00	2,175,595.00	909,404.16	41.80%	B
Intergovernmental	3,595,382.00	3,595,382.00	694,300.74	19.31%	C
Charges for Services	2,211,003.00	2,211,003.00	1,005,443.32	45.47%	
Other Revenues	114,821.00	114,821.00	160,147.59	139.48%	D
Transfers In/Fund Balance	190,000.00	190,000.00	95,010.00	50.01%	
Total Revenues	21,863,221.00	21,863,221.00	6,206,715.54	28.39%	
GENERAL FUND - EXPENDITURES					
General Government					
Mayor & Council	185,884.00	185,884.00	110,444.04	59.42%	E
Administration	595,113.00	595,113.00	282,222.65	47.42%	
Human Resources	344,991.00	344,991.00	148,318.75	42.99%	
City Attorney	98,000.00	120,000.00	49,804.40	41.50%	F
City Attorney - Criminal	201,000.00	201,000.00	122,759.48	61.07%	F
City Clerk	240,859.00	240,859.00	103,243.86	42.86%	
Information Technology	868,269.00	868,269.00	438,314.74	50.48%	
Recycling	23,713.00	23,713.00	1,902.77	8.02%	G
Finance	540,049.00	540,049.00	273,104.62	50.57%	
Total General Government	3,097,878.00	3,119,878.00	1,530,115.31	49.04%	
Public Safety					
Police	8,810,167.00	8,810,167.00	3,814,747.46	43.30%	
Fire	2,795,797.00	2,795,797.00	2,088,372.00	74.70%	H
Total Public Safety	11,605,964.00	11,605,964.00	5,903,119.46	50.86%	
Public Works					
Engineering	775,304.00	775,304.00	376,681.21	48.58%	
Streets, Alleys and Blvds	2,462,186.00	2,551,274.00	1,042,620.62	40.87%	
Buildings	407,167.00	407,167.00	216,830.38	53.25%	
Parks Facilities and Maintenance	1,538,366.00	1,449,278.00	702,913.31	48.50%	
Total Public Works	5,183,023.00	5,183,023.00	2,339,045.52	45.13%	
Community Development					
Development Services	650,683.00	650,683.00	286,930.78	44.10%	
Code Enforcement	192,336.00	192,336.00	87,397.40	45.44%	
Total Community Development	843,019.00	843,019.00	374,328.18	44.40%	
Leisure Services					
Parks Administration	330,460.00	330,460.00	147,399.09	44.60%	
Splash Pool	99,149.00	99,149.00	22,079.04	22.27%	I
Northview Pool	116,547.00	116,547.00	32,148.46	27.58%	I
Recreation Programs	285,241.00	285,241.00	123,105.79	43.16%	
Community Affairs	140,940.00	140,940.00	60,827.94	43.16%	
Total Leisure Services	972,337.00	972,337.00	385,560.32	39.65%	
Nondepartmental					
Contingencies	161,000.00	139,000.00	0.00	0.00%	
Total Nondepartmental	161,000.00	139,000.00	0.00	0.00%	
Total Expenditures	21,863,221.00	21,863,221.00	10,532,168.79	48.17%	
Revenues Over (Under) Expenditures	0.00	0.00	(4,325,453.25)		

Description	2025 Original Budget	2025 Amended Budget	Actual thru June 2025	Benchmark 50% Percent of Budget	
OTHER OPERATING FUNDS					
DOUG WOOG ARENA					
Revenues	1,289,500.00	1,289,500.00	738,425.37	57.26%	A
Expenditures	1,436,100.00	1,436,100.00	806,481.37	56.16%	
Revenues Over (Under) Expenditures	(146,600.00)	(146,600.00)	(68,056.00)		
AIRPORT OPERATING FUND					
Revenues	1,443,681.00	1,443,681.00	721,472.81	49.97%	
Expenditures	1,850,067.00	1,850,067.00	562,082.05	30.38%	
Revenues Over (Under) Expenditures	(406,386.00)	(406,386.00)	159,390.76		
STORM WATER UTILITY FUND					
Operating Revenues and Grants	986,783.00	986,783.00	347,541.98	35.22%	J,K
Expenses - Operating	306,372.00	306,372.00	151,012.99	49.29%	
Transfers	66,100.00	66,100.00	40,704.00	61.58%	N
Net Income (Loss)	614,311.00	614,311.00	155,824.99		
STREET LIGHT UTILITY FUND					
Revenues	345,060.00	345,060.00	110,816.55	32.12%	J
Expenses	338,922.00	338,922.00	123,565.15	36.46%	
Net Income (Loss)	6,138.00	6,138.00	(12,748.60)		
WATER AND SEWER UTILITY FUND					
Revenues					
Administration	745,946.00	745,946.00	116,913.28	15.67%	D
Water Utility	12,616,225.00	12,616,225.00	1,436,241.31	11.38%	J,L
Sewer Utility	5,695,000.00	5,695,000.00	1,829,329.98	32.12%	J
Total Revenues	19,057,171.00	19,057,171.00	3,382,484.57	17.75%	
Operating Expenses					
Administration	745,946.00	745,946.00	315,734.62	42.33%	
Water Utility	1,680,778.00	1,688,062.00	697,247.15	41.30%	
Sewer Utility	4,415,999.00	4,424,543.00	2,442,326.73	55.20%	M
Total Operating Expenses	6,842,723.00	6,858,551.00	3,455,308.50	50.38%	
Transfers					
Water Utility	432,673.00	432,673.00	71,702.00	16.57%	N
Sewer Utility	498,773.00	498,773.00	125,152.00	25.09%	N
Total Transfers	931,446.00	931,446.00	196,854.00	21.13%	
Net Income (Loss)	11,283,002.00	11,267,174.00	(269,677.93)		
CENTRAL GARAGE - INTERNAL SERVICE FUND					
Revenues	2,132,128.00	2,132,128.00	1,175,847.43	55.15%	
Expenditures	1,902,344.00	1,902,344.00	1,489,072.78	78.28%	O
Net Income (Loss)	229,784.00	229,784.00	(313,225.35)		

Description	2025 Original Budget	2025 Amended Budget	Actual thru June 2025	Benchmark 50% Percent of Budget	
OTHER OPERATING FUNDS					
ECONOMIC DEVELOPMENT AUTHORITY					
Revenues	433,778.00	433,778.00	160,590.06	37.02%	A
Expenditures	433,778.00	433,778.00	122,182.89	28.17%	
Revenues Over (Under) Expenditures	0.00	0.00	38,407.17		
EDA - HOUSING (HRA LEVY)					
Revenues	1,226,964.00	1,226,964.00	518,759.05	42.28%	A
Expenditures	1,226,964.00	1,226,964.00	550,981.24	44.91%	
Revenues Over (Under) Expenditures	0.00	0.00	(32,222.19)		
HRA - PUBLIC HOUSING					
Revenues	4,579,000.00	4,579,000.00	1,147,846.13	25.07%	
Operating Expenses	2,119,350.00	2,119,350.00	985,998.03	46.52%	
Capital Expenses	2,252,500.00	2,252,500.00	309,327.55	13.73%	P
Net Income (Loss)	207,150.00	207,150.00	(147,479.45)		

Tickmark Explanations for Budget VS Actual Variances

- A Taxes will be received in June/July and December/January
- B 2nd quarter Franchise fees payment is received in July
- C LGA received in July and December
- D Interest earnings are posted semi-annually and other minor revenues are unpredictable
- E Annual dues paid in first quarter
- F Legal service invoices for five months
- G Compost site costs occur May through October; clean up day in September paid in October
- H Invoice for third quarter paid in June
- I Pools are open June through August
- J Utility revenues are based on service delivery, bills issued in Jan, Feb, Mar of 2025 are accrued back to the 2024 books as they are for services delivered in 2024. This is an annual occurrence.
- K Budgeted revenues include State and local grants for Seidl's Lake project
- L Budgeted revenues include State funds for lead service line replacements
- M Sanitary Sewer has 7 months of MCES charges
- N Transfers for bond principal and interest made in February and August. Remaining transfer to Utility Admin will be done in December (Water and Sewer Utility funds)
- O Vehicle purchases unpredictable during the year
- P Project costs unpredictable during the year



CITY COUNCIL AGENDA REPORT

DATE: September 15, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 8.G.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approve Airport Rules and Regulations Revision #4

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

The Airport Rules and Regulations are intended to provide the basic guidelines for aeronautical and non-aeronautical activities at the South St. Paul Airport - Fleming Field. These rules and regulations supersede any previous manuals and/or versions, including all changes and amendments. Periodically, airport staff and the Airport Advisory Commission review the rules and regulations and make updates as needed.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 2017 Rules & Regulations -- update 8-18-25

South St. Paul Airport – Fleming Field Rules & Regulations



Original: 03/06/2017
Revision: 08/18/2025

South St. Paul Municipal Airport – Rules and Regulations

RECORD OF REVISION

Revision #	Remove Page(s)	Add Page(s)	Approval Date
1	1992 Operations Manual	2017 Rules and Regulations	03/06/2017
2		3.7 Annual Hangar Inspections	09/05/17
3		3.1 Change Fuel type	12/12/18
		6.9 Disabled or Abandoned Aircraft	12/12/18
		10.9 Services and Utilities	12/12/18
4		2.231 Fleming Field Airport Advisory Commission	9/15/25
		2-232 Meetings	9/15/25
		2-234 Functions of the commission	9/15/25
		3.4 Smoking	9/15/25
		4.2 Aircraft Accident Reports	9/15/25
		7.7 Disabled, Abandoned, or illegally parked vehicles	9/15/25

Original: 03/06/2017
Revision: 10/12/18

South St. Paul Municipal Airport – Rules and Regulations

TABLE OF CONTENTS

Record of Revisions	2
Table of Contents	3
Introduction	4
Fleming Field Airport Advisory Commission	5
Section 1. Definitions	7
Section 2. General Rules and Regulations.....	10
Section 3. Fire and Safety.....	12
Section 4. Aircraft Operations.....	13
Section 5. Airport Operational Restrictions	14
Section 6. Taxi and Ground Operations Rules.....	14
Section 7. Motor Vehicles	15
Section 8. Penalties	17
Section 9. Hazardous Waste.....	18
Section 10. Aircraft Hangars.....	18

Original: 03/06/2017
Revision: 10/12/18

South St. Paul Municipal Airport – Rules and Regulations

INTRODUCTION

These Rules and Regulations are intended to provide the basic guidelines for aeronautical and non-aeronautical activities at the South St. Paul Airport – Fleming Field. These rules and regulations supersede any previous manuals and/or versions, including all changes and amendments. Additional, activity specific requirements may be imposed in Lease Agreements or other agreements between the City of South St. Paul and entities engaging in aeronautical and non-aeronautical activities at the airport. The airport is owned and operated by the City of South St. Paul.

In any case where a provision of these rules and regulations is found to be in conflict with any other provision of these regulations or in conflict with a provision or subsequent revision of any zoning, building, fire, safety, health, or other ordinance, code, rule, or regulation of the City, the State, or the Federal government, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail and is incorporated by reference.

Any permission granted, directly or indirectly, to any person to enter the airport facility or to use the airport, or any part thereof, is conditioned upon compliance with these rules and regulations. Any violation of these rules and regulations may result in the loss of privileges to access the airport, fines, or other penalties. It is recognized that all conditions or occurrences cannot be anticipated, and if a situation arises that is not covered by this document, the Airport Manager has the authority to direct such actions as deemed necessary.

South St. Paul Municipal Airport – Rules and Regulations

FLEMING FIELD AIRPORT ADVISORY COMMISSION

South St. Paul, Minnesota – Code of Ordinances ARTICLE VI. – BOARDS AND COMMISSIONS

Sec. 2-231. – Fleming Field Airport Advisory Commission.

- (a) Established. The Fleming Field Airport Advisory Commission is hereby established. Members shall serve without compensation.
- (b) Membership. The commission consists of nine members appointed by the council and shall be comprised of the following:
 - (1) Two members from the Fleming Field Tenant's Association;
 - Member Mike Schoen
 - Member Jeffrey Sheridan
 - (2) Two members from the Fleming Field business community;
 - Member AJ Madison
 - Member Chris Gardner
 - (3) Two airport users, to include one hangar owner and one aircraft owner/hangar renter;
 - Member Joel Ludwigson
 - Member Mike Hilger
 - (4) Two members from the Fleming Field neighborhood (one resident of South St. Paul and one resident of Inver Grove Heights);
 - Member Stephen Reckinger
 - Member Joseph Jansen Jr.
 - (5) One member from an airport non-profit organization;
 - Member Jason Suby
- (c) Non-voting members. The airport manager and airport operations specialist and shall be non-voting members of the commission. The airport manager shall keep members of the commission informed as to the progress and development of significant matters pertaining to Fleming Field. The airport manager shall prepare for and plan all meeting agendas and shall provide for minute-taking and record-keeping services at the meetings.
- (d) Term. Except as otherwise provided in this section, members of the commission are appointed for terms of three years and shall hold office until their respective successors are appointed and qualify. Initially, three members shall be appointed for one-year terms, three members shall be appointed for two-year terms and three for three-year terms.
- (e) Vacancies or removal. Vacancies are filled by the council for the unexpired term. A member who is absent from three consecutive meetings without the approval of the commission is automatically terminated. Such vacancy must be reported to the council so that an appointment can be made to fill the unexpired term.

Commented [AW1]: Added in place of City Engineer

Sec. 2-232. - Officers.

- (a) Chair. The commission shall elect a chair in March each year with a term to commence at the next meeting. The chair holds office for one year and until a successor is elected and qualifies.

Original: 03/06/2017

Revision: 10/12/18

5

South St. Paul Municipal Airport – Rules and Regulations

- (b) Vice-chair. The commission shall elect a vice-chair in March each year with a term to commence at the next meeting. The vice-chair holds office for one year and until a successor is elected and qualifies.
- (c) Other officers. The commission may elect other officers as it deems necessary.
- (d) Duties of the chair. The chair or vice-chair shall appear before the city council two times per year to deliver a semi-annual report from the commission.
- (e) Duties of the vice-chair. Fulfill duties of the chair when the chair is absent or unable to perform assigned duties.

Sec. 2-233. - Meetings.

- (a) Time and place of meetings; notice. The commission must establish a regular time and place of meeting and must schedule at least one regular meeting on odd months of the year. Special meetings of the commission may be called at any time by the chair or by any five members of the commission. Notice must be given at least three days in advance of all meetings.
- (b) Open meeting law; records retention; data practices. All meetings of the commission must comply with Minn. Stats. §§ 13D.01, 15.17 and ch. 13, or as such statutes may be amended.
- (c) Robert's Rules. Meetings of the commission shall be conducted in accordance with Robert's Rules of Order. The commission may make or alter rules and regulations governing its organization and procedure in a manner that is not inconsistent with this Code or any other ordinance of the city.
- (d) Quorum. A quorum of five commissioners is required to hold a meeting. Business may be transacted by a majority vote of a quorum. Non-voting members shall not be counted for purposes of determining a quorum.

Sec. 2-234. - Functions of the commission.

- (a) The functions of the commission include, but are not limited to the following:
 - (1) Act in an advisory capacity to the council and to the airport manager in all matters pertaining to Fleming Field and to cooperate with other governmental agencies in its operations.
 - (2) Assist the ~~city engineer~~ and the airport manager in the preparation of the annual airport budgets before submission to the city administrator and city council, including operating and capital improvements budgets.
 - (3) Periodic review of airport's financial performance and airport services that exist or may be needed and make recommendations to the airport manager.
 - (4) Recommend policies on airport services for approval of the council.
 - (5) Advise the airport manager of problems regarding the operations of Fleming Field.
 - (6) Provide input to the City Administrator on the performance of the airport manager.
 - (7) Review the effectiveness of the airport services with the airport manager.
 - (8) In the event there is a vacancy in the airport manager's position, assist in the hiring process.
 - (9) Other duties and responsibilities as assigned at the council's discretion.

Commented [AW2]: City administrator

South St. Paul Municipal Airport – Rules and Regulations

1. DEFINITIONS

Unless specifically defined otherwise herein, or unless a different meaning is apparent from the context, the terms used in these Rules and Regulations shall have the following definitions:

- 1.1 Abandoned:** This is applied to property left at the airport; abandoned means that it has been left on City property without consent of the Airport Manager for 48 hours without the owner moving or claiming it. Such property may be impounded by the City of South St. Paul Police Department and/or the Airport Manager.
- 1.2 ACC:** Airport Advisory Commission
- 1.3 AGL:** Above Ground Level
- 1.4 Aircraft Accident:** an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage. For purposes of this part, the definition of "aircraft accident" includes "unmanned aircraft accident," as defined herein.
- 1.5 Aircraft Incident:** occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.
- 1.6 Airport:** South St. Paul Municipal Airport – Fleming Field
- 1.7 Airport Operations Area (AOA):** Area of the airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft.
- 1.8 Airport Staff:** Airport Manager, Airport Operations Specialist, Maintenance Personnel, and other employees designated by the Airport Manager.
- 1.9 Airside:** Operational areas involved in any aircraft movement or operation, i.e., runways, taxiways, ramps, tie-down areas, hangar areas, etc, also known as the AOA.
- 1.10 Airworthy:** Aircraft maintained to airworthiness standards as more particularly defined pursuant to Federal Aviation Regulations.
- 1.11 Apron or Ramp:** Those areas of the Airport within the AOA designated for the loading, unloading, servicing, or parking of aircraft.
- 1.12 Building(s):** Includes the main portion of each structure, all projections or extensions therefrom and any additions or changes thereto, and shall include garages, outside platforms and docks, carports, canopies, eaves, and porches and decks. Paving, ground cover, fences, signs and landscaping shall not be included.
- 1.13 City:** The City of South St. Paul
- 1.14 Commercial Activity:** The exchange, trading, buying, hiring or selling of commodities, goods, services or property of any kind, or any revenue producing activity on the Airport.
- 1.15 Commercial Operator:** An individual or company engaged in commercial activity.
- 1.16 Entity:** A person, firm, corporation, or partnership formed for the purpose of conducting the proposed activity.
- 1.17 EPA:** The U.S. Environmental Protection Agency.
- 1.18 FAR:** Federal Aviation Regulations.

South St. Paul Municipal Airport – Rules and Regulations

- 1.19 Federal Aviation Administration (FAA):** The federal aviation agency established by the Federal Aviation Act of 1958, as amended, and re-established in 1967 under the Department of Transportation.
- 1.20 Landside:** Operational areas that are outside of the AOA
- 1.21 Lease:** A contractual agreement granting a leasehold interest in property on the Airport that is in writing between the City and an entity.
- 1.22 Manager:** The South St. Paul Airport Manager, employed by the City of South St. Paul
- 1.23 Motor Vehicle:** A self-propelled device in, upon or by which a person or property may be transported, carried or otherwise moved from point to point, except aircraft or devices moved exclusively upon stationary rails or tracks.
- 1.24 Movement Area:** The runways, taxiways, and other area of the airport that aircraft use for taxiing, takeoff, and landing, exclusive of loading aprons and aircraft parking areas (AC 150-5210-20).
- 1.25 MSL:** Mean Sea Level
- 1.26 Must:** The words “shall”, “must” or “will” are always mandatory
- 1.27 Non-Movement Area:** the area, other than that described as the movement area, used for the loading, unloading, parking of aircraft. This may include the apron areas and on-airport fuel farms (AC 150-5210-20).
- 1.28 Object Free Area (OFA):** An area centered on the ground on a runway, taxiway, or taxilane centerline provided to enhance the safety of aircraft operations by remaining clear of objects, except for objects that need to be located in the OFA for air navigation or aircraft ground maneuvering purposes.
- 1.29 OSHA:** The Occupational Safety and Health Administration is the U.S. government office.
- 1.30 Preventative Maintenance:** Simple or minor aircraft preservation operations and the replacement of small standard parts not involving complex assembly operations in accordance with FAR Part 43, Appendix A.
- 1.31 Public Facility:** Those areas of the Airport provided for public use (e.g., Terminal), but not including areas used by private businesses
- 1.32 Repair Station:** A Federal Aviation Administration approved facility utilized for the repair of aircraft that may include airframes, power plants, propellers, radios, instruments, and accessories.
- 1.33 Runway Safety Area (RSA):** A defined surface surrounding the runway prepared or suitable for reducing the risk of damage to aircraft in the event of an undershoot, overshoot, or excursion from the runway.
- 1.34 Shall:** The words “shall”, “must” or “will” are always mandatory.
- 1.34 Taxiway/Taxilane Safety Area (TSA):** A defined surface alongside the taxiway prepared or suitable for reducing the risk of damage to an aircraft deviating from the taxiway.
- 1.35 Tenant:** Any Entity entering into a contractual relationship with the City for space to conduct its business, or a sub lessee who has written approval of the City.
- 1.36 Terminal:** The passenger terminal facility, the designated Motor Vehicle parking facilities and all roadways associated therewith. The terminal is also called the arrival/departure building.
- 1.37 Transient Aircraft:** An aircraft not using the Airport as its permanent base of operations.

South St. Paul Municipal Airport – Rules and Regulations

1.38 Unmanned Aircraft Accident: an occurrence associated with the operation of any public or civil unmanned aircraft system that takes place between the time that the system is activated with the purpose of flight and the time that the system is deactivated at the conclusion of its mission, in which: (1) Any person suffers death or serious injury; or (2) The aircraft has a maximum gross takeoff weight of 300 pounds or greater and sustains substantial damage.

1.39 Will: The words “shall”, “must” or “will” are always mandatory

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2. GENERAL RULES AND REGULATIONS

The use of the Airport shall constitute an acceptance by the user of the Rules and Regulations and shall create an obligation on the part of the user to obey these Rules and Regulations. The Airport shall be open for public use 24 hours per day, 365 days per year, subject to restrictions due to weather, the conditions of the AOA, special events, and for restricted operations as determined by the Airport and/or the City. The City provides the airport for the use, benefit, and enjoyment of the public.

2.1 Staffing

The Airport Management Office will be staffed seven (7) days a week, as practicable.

2.2 Enforcement

In any contingencies not specifically covered by these Rules and Regulations, the Airport Manager is authorized to make such rules and render such decisions as may seem proper.

2.2.1 The Fire Department is authorized to enforce all fire and hazardous materials-related Regulatory Measures.

2.2.2 The Police Department is authorized to enforce all Regulatory Measures within their jurisdiction. In addition, these Rules and Regulations declare that the duties of the Communities' Police Department on or in connection with the Airport include processing complaints filed with them by the Airport Manager.

2.3 Advertising and Display

No person shall post, distribute, leaflet, or display signs, advertisements, literature, circulars, pictures, sketches, drawings, or other forms of printed or written material at the Airport without prior written permission, subject to reasonable restrictions to protect traffic, the public, businesses, and other use of the Airport by the public.

2.3.1 Advertisements and other postings may be displayed on the bulletin board in the Terminal building.

2.3.2 No flyers, handouts, leaflets, door hangars, or other similar advertisements or solicitations will be permitted on the exterior of buildings at the airport.

2.4 Responsible Party

Any person accessing or using the Airport shall be responsible for their actions and all actions of any person to whom they provide or facilitate access, whether directly or indirectly.

2.5 Pedestrians Soliciting Rides

No person shall solicit aircraft rides from any area of the airport.

2.6 Disorderly Conduct

No person shall commit any disorderly, obscene, lewd, indecent, or unlawful act; or commit any act of nuisance (including the use of abusive or threatening language) on the Airport.

2.7 Entry Upon or Use of Airport

Entry upon the Airport shall be made only at locations designated by the Airport Manager.

2.8 Compliance with Signs

All Airport users shall observe and obey all posted signs, fences, and barricades prohibiting entry upon an AOA or Restricted Area or governing the activities or demeanor of the public while on the Airport.

South St. Paul Municipal Airport – Rules and Regulations

2.9 Environmental Pollution and Sanitation

No Person shall dispose of garbage, papers, refuse, or other forms of trash, including cigarettes, cigars, and matches, except in receptacles provided for such purpose.

2.10 Animals

No Person shall enter any part of the Airport with a domestic animal unless such animal is kept in such a manner as to be completely under control.

2.10.1 Service animals for persons with disabilities or other certified service animals shall be permitted inside the Airport, including the Terminal while under control of their owner.

2.10.2 Any person who brings an animal to the Airport, including the Terminal Building shall clean up after said animal and may be held responsible for all costs incurred in cleaning up after such animal.

2.10.3 No Person shall feed or do any other act to encourage the congregation of birds, rodents or other animals on the Airport.

2.10.4 Any wild, feral, or domesticated animal may be removed from the Airport by any means if they become a hazard to the safe operation of the airport or aircraft.

2.11 Property Damage, Injurious or Detrimental Activities

No person shall destroy, deface, injure or disturb in any way airport property or conduct at the airport activities that are injurious, detrimental, or damaging to airport property or to activities, tenants, and businesses of the airport.

2.11.1 Any person causing, or liable for any damage shall be required to pay the city on demand the full cost of repairs. Any person failing to comply with this section shall be in violation of these regulations and may be refused the use of any airport facility until the city has been fully reimbursed for damage done.

2.11.2 No person shall alter or erect any signs, buildings, or other structures without prior written permission of the Airport Manager.

2.11.3 Any construction on the airport must be approved in writing by the Airport Manager. Such persons shall comply with all building codes and permit procedures of the City and shall deliver to the Airport Manager as-built plans upon completion.

2.11.4 No person shall consume alcoholic beverages in public areas or in the Terminal Building unless the appropriate permits or approvals have been acquired.

2.12 Lost Articles

Any person finding lost articles in public areas of the airport shall deposit them at the office of the Airport Manager. Airport Staff will attempt to contact the owner. Articles unclaimed after sixty (60) calendar days will be disposed of in a legal manner.

2.13 Special Events

Special events planned and/or anticipated at the Airport must obtain prior authorization from the Airport Manager or designee and any other agency having jurisdiction over the event. Special events shall include, but are not limited to any display which may directly or indirectly present a problem, hazard, or nuisance to the operations at the Airport, any gathering within the fenced confines of the Airport or any large social gathering of non-employees within a building and or structure located at the Airport. Fees and charges may apply.

South St. Paul Municipal Airport – Rules and Regulations

2.14 Use of Access Gates/Doors

The airport is equipped with electronic gate locks. Entrance to the airport may require a gate card issued by the Airport through the Airport Manager or designee. These cards will activate gates and the door to the Terminal Building. Lost, damaged, or stolen cards will require replacement cards at the normal card fee. All cards are subject to the latest revision of the terms and conditions. The Airport Manager or designee must be notified upon notice of loss, damage, or theft of the card. The gate card system has the ability to track usage of individual cards and to lock out specific cards.

2.14.1 When automatic gates are used, vehicle operators must ensure no other vehicles or persons gain access to the Airport while the gate is in the process of closing and/or not fully closed.

2.14.2 Persons who have been provided either a code or device for the purpose of obtaining access to the airport shall only use airport-issued codes/devices and shall not divulge, duplicate, or otherwise distribute the same to any other person, unless otherwise approved in writing by the Airport Manager.

2.14.3 After-hours access to the Terminal Building or airfield may be provided through a secure method to flight crews or passengers by coordinating with the Airport Manager or designee.

3. FIRE AND SAFETY

All applicable codes and standards of the Minnesota Uniform Statewide Building Code and National Fire Protection Association now in existence or hereafter promulgated are hereby incorporated by reference as part of the Rules and Regulations of the Airport and enforced by the South St. Paul City Fire Marshal.

3.1 Fueling Operations

All aircraft self-fueling operations shall be done in a safe manner using methods that will not cause spillage. Some method of bonding or electrical grounding of aircraft shall be used at all times. It is the responsibility of the fueler to ensure that the correct fuel is dispensed.

3.1.1 "Hot Fueling" or "Hot Loading" is not authorized for 100LL (AvGas) or 94UL (Swift Fuel).

3.1.2 "Hot Fueling" or "Hot Loading" is not authorized for Jet A, except in cases where the protection of life, property, or safety are directly involved. Operators that can demonstrate safe procedures and justify the need will be considered on a case by case basis.

3.2 Vehicle Fueling Regulations

The fuel contained in the pumps is taxed and intended to be used for flight.

3.3 Fire Extinguishers

3.3.1 A fire extinguisher shall be available and located in close proximity during fueling operations.

3.3.2 Fire extinguishing equipment at the Airport shall not be tampered with at any time nor used for any purpose other than firefighting or fire prevention. All such equipment shall be maintained in accordance with the standards of the NFPA. Tags showing the date of the last inspection shall be attached to each unit showing the status of such equipment.

3.3.3 All Tenants or lessees of hangars, Aircraft Maintenance Buildings, or shop facilities shall supply and maintain an adequate number of readily accessible fire extinguishers. Tags showing the date of the last inspection shall be attached to each unit showing the status of such equipment.

South St. Paul Municipal Airport – Rules and Regulations

3.4 Smoking

3.4.1 Smoking, carrying lighted smoking materials lighted striking matches or other lighted lighting devices, electronic cigarettes and **vaping devices** shall not be permitted on the ramp while fuel operations are in progress.

Commented [AW3]: Added

3.4.2 Smoking, electronic cigarettes and vaping devices are not permitted in the Terminal Building.

3.4.3 Smoking is not permitted within fifty (50) feet of an aircraft, fuel truck, and/or fuel storage area.

3.5 Storage of Materials

3.5.1 No Person shall keep or store material or equipment in such a manner as to constitute a fire hazard or be in violation of applicable City codes, or Federal or State laws. No more than five (5) gallons of fuel shall be stored in any building or structure on the Airport at any time. An exemption will be storage of fuel drained from an aircraft during maintenance activities. Such fuel will be stored in an approved storage container that meets 40 CFR 112 standards.

3.5.2 As a matter of aircraft safety, any Person spilling any materials from a vehicle or aircraft operated on the Airport must immediately clean up the spill and dispose of such material appropriately.

3.6 Painting

3.6.1 The use of "dope" (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents) within any hangar is prohibited except for small quantities used and stored in an appropriate and safe manner.

3.6.2 For paint, varnish, or lacquer spraying operations, the arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials shall be in accordance with NFPA Standards.

3.6.3 Aircraft painting shall be performed only in approved spray booths located on the Airport. Operations must be ceased immediately and a citation authorized by the City Fire Marshall will be issued to all found violating this policy. This does not include minor paint touchup. Other approved methods may be permitted in lieu of spray booths.

3.7 Annual Hangar Inspections

All hangars will be inspected annually. The airport is divided in halves with the North and West areas in one half, and the South area in the other half. The South Metro Fire Department Fire Marshall will inspect one-half the airport in any one year with airport staff inspecting the other half. All Commercial hangars will be inspected by the Fire Marshall every year. Items to be looked at will be the following:

- A. Fire Extinguishers inspected, and noted by tag annually by, by authorized inspector. Mounted next to door.
- B. No Smoking Signs posted.
- C. Electrical Panel easily accessible.
- D. Sprinkler Systems inspected and tagged by authorized inspector.
- E. Extension cables not used as permanent electrical supply lines.
- F. Non-Aeronautical items -- meet FAA Guidelines.

South St. Paul Municipal Airport – Rules and Regulations

Inspection periods will be announced early spring by email, Website, and Fleming Flyer. The period is usually the beginning of April thru end of August. It is up to the lease holder to ensure email/phone number contact info is up to date.

3.7.1 Failure to meet inspection guidelines will incur penalties as set forth in the lease agreement.

3.7.2 Failure to meet guidelines will also place the hangar into a default status.

4. AIRCRAFT OPERATIONS

4.1 Landing and Takeoff of Aircraft

4.1.1 The Airport does not recommend or encourage landing or taking off from any surface other than the approved designated runway. Unpaved areas are not maintained for aircraft landing or take-off operations. In doing so, the aircraft owner, operator, and/or pilots assume all risk liability, and repair costs in the event of damage or injury.

4.1.2 All rotorcraft and helicopters landings and takeoffs shall be made on a runway or taxiway. Takeoffs and landings to or from taxi lanes is not authorized unless safe operations can be justified and approved by the Airport Manager.

4.2 Aircraft Accident Reports

Any persons involved in an aircraft accident occurring on the airport shall notify the Airport Manager immediately and send a copy of any report required by the FAA, State, or NTSB to the Airport Manager.

Commented [AW4]: Added

4.3 Emergency Conditions

Emergency procedures for the Airport may be issued at the discretion of the Airport Management Staff and as such, the Airport Manager may determine when normal operations may possibly resume.

5. AIRPORT OPERATIONAL RESTRICTIONS

5.1 Restrictions

Unless contrary to FARs (Federal Aviation Regulations), the Manager may designate or restrict or prohibit the use of the Airport.

5.2 Balloons, Kites, Models, Unmanned Aerial Vehicles, & Rockets

No kites, model airplanes, rockets, unmanned aerial vehicles or other objects shall be flown at the Airport without prior authorization from the Airport Manager in accordance with 14 CFR Part 101 and 107.

6. TAXI & GROUND OPERATIONS RULES

6.1 Taxiing and Run-Up Operations

6.1.1 The starting, positioning, or taxiing of any aircraft shall be done in such a manner so as to avoid generating (or directing) any propeller slipstream or engine blast that may endanger or result in injury to persons or damage to property.

6.1.2 Aircraft engines shall not be started and aircraft shall not be taxied into, out of, or within any structure on the Airport.

6.2 Emergency Vehicles

Taxiing Aircraft shall have the right-of-way to any emergency vehicle.

South St. Paul Municipal Airport – Rules and Regulations

6.3 Noise Abatement Procedures

The pilots of all aircraft landing, taking off, or taxiing at the Airport shall comply with the noise abatement rules and procedures established for the Airport as posted in the Terminal Lobby and/or online.

6.4 Aircraft Parking

No person shall leave an aircraft parked and unattended on the Airport without properly securing the aircraft with either wheel chocks and/or tie-down ropes.

6.5 Based Aircraft Registration

All Aircraft based at the Airport must be registered with the State of Minnesota through the Department of Transportation Aeronautics Office. Information must include, but is not limited to: Aircraft Make and Model, Aircraft Registration Number, aircraft owner's name, address, and phone number along with Proof of Liability Insurance at the minimum acceptable level established by the legal community.

6.6 Disabled and/or Derelict Aircraft

Subject to compliance with the appropriate FARs, the aircraft owner shall be responsible for the prompt removal of disabled aircraft and parts of such aircraft at the Airport as directed by the Airport Manager or his/her authorized representatives. Such aircraft and any and all parts thereof may be removed by the Manager at the owner's or operator's expense and without liability for damage which may be incurred as a result of such removal.

6.6.1 No Person shall park or store any aircraft in non-flyable or non-airworthiness condition on Airport property, excluding leased premises, for a period in excess of ninety (90) days, without written permission from the Airport Manager.

6.6.2 Whenever any aircraft is parked, stored, or left in non-flyable condition on the Airport in violation of the provisions of this Section, the City shall so notify the owner or operator thereof by certified or registered mail, requiring removal of said aircraft within fifteen (15) days of receipt of such notice. If the owner or operator is unknown or cannot be found, the Manager shall clearly post and affix such notice to the said aircraft, requiring removal of said aircraft within fifteen (15) days from date of posting. Upon failure of the owner or operator of said aircraft to remove said aircraft within the period provided, the Manager shall cause the removal of such aircraft from the Airport. All costs incurred by the Airport shall be recoverable against the owner or operator thereof.

6.7 Aircraft Maintenance

6.7.1 Preventative maintenance (as defined by 14 CFR Part 43) may be performed on aircraft in accordance with these rules on airport property.

6.7.2 Maintenance, rebuilding, and alterations (as defined by 14 CFR Part 43), except preventative maintenance as permitted by 6.7.1, may not be performed in City owned T-hangars and will also be done in accordance with applicable leases and certifications.

6.8 Aircraft Parking and Storage

Aircraft shall be parked only in those areas designated for such purpose by the Airport Manager. Excluding contractual tie downs or those tie downs owned by a particular entity, airport tie-downs are non-exclusive use and on a first come first serve basis.

South St. Paul Municipal Airport – Rules and Regulations

6.9 Disabled, Abandoned, or Illegally Parked Aircraft

6.9.1 No aircraft, that is unregistered or non-operational, shall remain at the Airport for more than thirty (30) consecutive days, except with prior written permission by the Airport Manager.

6.9.2 The Airport Manager may tow, remove, or cause to be removed from the Airport any aircraft that is disabled, abandoned, and/or tied down in violation of these Rules and Regulations (or if the aircraft creates a safety hazard or interferes with Airport operations at the aircraft registered owners risk and expense and without liability for damage that may result from such removal.

7. MOTOR VEHICLES

Vehicle operations on the Airport in a careless, negligent, unsafe, or reckless manner; in disregard of the rights and safety of others; and without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, persons or property is prohibited.

7.1 Traffic Signs and Signal Devices

The Airport Manager will post, erect, or cause to be erected all speed signs, signs, markers, and signal devices pertaining to traffic control within the boundaries of the Airport. Failure to comply with the directions indicated on such signs, markers, or devices erected or placed in accordance herewith shall be in violation of these Rules and Regulations.

7.2 Safe Speed

No Person shall drive a Motor Vehicle on the Airport at a speed greater than what is reasonable and prudent under the conditions and having regard to the actual and potential hazards, then existing.

7.3 Maximum Speed

No Person shall drive a Motor Vehicle on the streets and other vehicular traffic areas on the Airport, including parking areas, in excess of the speed limits indicated on signs posted. In areas in which signs are not posted, the speed limit shall be 15 miles per hour.

7.4 Vehicle Operations on Movement Area

No Motor Vehicle shall be permitted on the Movement Area unless the Airport Manager has granted specific permission to such vehicle. Such vehicle shall at all times yield the right-of-way to aircraft.

7.5 Vehicles Crossing Taxiways and Runways

All motor vehicles operating on or across taxiways or runways shall be equipped with operable two-way radio and have an operating orange/yellow/amber rotating or flashing beacon, except when under escort by another authorized and equipped vehicle. Blue/red-flashing lights are acceptable for Police, Fire, and Rescue vehicles.

7.5.1 The Motor Vehicle shall self-announce his or her position and intentions prior to operating on or crossing an active runway. The motor vehicle operator shall also self-announce being clear of all-active runways and taxiways.

7.5.2 The installation of two-way radios shall not be construed as a license or permission to operate a motor vehicle on the Movement Area without prior permission of the Airport Manager.

7.6 Right-of-Way Aircraft

7.6.1 Aircraft taxiing on any runway or taxiway shall always have the right-of-way over motor vehicular traffic.

South St. Paul Municipal Airport – Rules and Regulations

7.6.2 All vehicles shall pass no closer than one-hundred (100) feet to the rear of taxiing aircraft when practicable.

7.6.3 No vehicle shall approach closer than one-hundred (100) feet to any aircraft whose engines are running, excluding ground service and emergency vehicles.

7.7 Disabled, Abandoned, or Illegally Parked Vehicles

7.7.1 No motor vehicle, trailer, or other equipment shall remain at the Airport for more than **ten (10)** consecutive days, except with prior written permission by the Airport Manager.

Commented [AW5]: Changed from 30 days to 10 days

7.7.2 The Airport Manager may tow, remove, or cause to be removed from the Airport any vehicle or equipment that is disabled, abandoned, and/or parked in violation of these Rules and Regulations (or if the Vehicle creates a safety hazard or interferes with Airport operations (at the Vehicle operator's risk and expense and without liability for damage that may result from such removal.

7.8 Parking (or Stopping)

7.8.1 Vehicles shall not be parked or stopped:

7.8.1.1 In such a manner so as to obstruct a parking lot lane, driveway, roadway, Airport access gate, walkway, crosswalk, fire lane, runway, taxiway, taxilane, and/or obstruct access to hangars parked aircraft, and/or parked vehicles.

7.8.1.2 Within twenty-five (25) feet of a fire hydrant or within a fire lane or restricting the access to or from the fire lane.

7.8.1.3 In front of the Terminal Building on the ramp side except for short durations as to not obstruct aircraft or pedestrian traffic.

7.8.2 Displaying vehicles or other equipment for sale at the Airport is prohibited, except for aircraft.

7.8.3 T-hangar tenants may park fully operational/functional vehicles outside of their T-hangar, provided that it is only temporary and do not obstruct aircraft movement. If the tenant will be away from the Airport for more than 20 hours, the vehicle should be parked inside the T-hangar. A vehicle parked more than 20 consecutive hours outside of the T-hangar may be towed at the vehicle owner's risk and expense and without any liability to the communities for damage that may result, unless otherwise permitted by the Airport Manager.

7.8.3.1 Only one vehicle or piece of equipment is permitted to be parked outside a T-hangar.

7.8.4 Boats, jet skis, snowmobiles, dune buggies, racecars, recreational vehicles, trailers, etc. may not be permanently parked or stored on the airport. For temporary storage, permission must be granted by the Airport Manager.

7.9 Vehicle Repair

No person shall clean or make any repairs to road vehicles anywhere on the airport, except on leased premises or in designated areas and for those non-commercial minor repairs necessary to remove such vehicles from the Airport.

8. PENALTIES

8.1 Emergency Removal

Any person who in the judgment of the Airport Manager threatens the safe operation of the Airport, or who constitutes a danger to persons, aircraft, or property on the Airport shall be subject to removal from and denial to the Airport for a period of time as specified by the Airport Manager. Such removal and/or denial of access expires at the conclusion of the next session of the City Council unless sustained or extended by a vote of the members of the City Council then present.

8.2 Non-Emergency Removal

Any person or persons who knowingly or willfully violate these Rules and Regulations or who refuse to comply therewith, after proper request to do so by an authorized representative of the Airport or the City of South St. Paul, shall be subject to removal from and denial of access to the Airport for such period of time as may be specified by the Airport Manager. Prior to imposing removal or denial of access, the Manager shall take all reasonable measures to ensure the violator is aware of the nature of his or her infraction and of the date, time, and place of the next City Council meeting that will take action on the infraction. Such removal and/or denial of access expires at the conclusion of the next session of the City Council unless sustained or extended by a vote of the members of the City Council then present. The violator will have the right to respond to the infraction(s) at the City Council meeting.

8.3 Hearing Before the City Council

Any person who feels that he or she has been wrongfully removed from the Airport, or denied access thereto, pursuant to these Rules and Regulations, may request a hearing before the City Council provided that such request shall be made in writing and shall be filed with the Airport Manager within ninety (90) calendar days of such removal or denial. All decisions or actions taken by the City Council are final.

8.4 Notice of Trespass

The Airport Manager will request that the City Police Department issue a “notice of trespass” when someone must be removed from the Airport.

9. HAZARDOUS WASTE

9.1 Hazardous Waste and Materials

9.1.1 All petroleum products, dopes, paints, solvents, acids, or any other Hazardous Waste shall be disposed of off the Airport and in compliance with all applicable Regulatory Measures and shall not be dumped in drains, on Aprons, catch basins, ditches, or elsewhere on the Airport. Used engine oil shall be disposed of only at approved waste oil stations or disposal points.

9.1.2 Aviation fuels, automotive gasoline, or deicing fluids in quantities greater than five gallons shall not be stored at the Airport. Fuels contained within an aircraft or vehicle are permissible and do not count toward the allowable quantity.

9.1.3 All fuel handled on the Airport shall be treated with due caution and circumspection with regard to the rights and safety of others so as not to endanger, or likely to endanger, persons or property. Fueling of aircraft and vehicles is only allowed on paved surface.

South St. Paul Municipal Airport – Rules and Regulations

9.2 Pollutants and Contaminants

9.2.1 Minor Spills – Spills less than five gallons and those that do not compromise the safety of the general public.

9.2.2 Major Spills – Spills in excess of five gallons but less than 25 gallons or any spill causing an immediate threat to the safety of the general public.

9.2.3 Major spills must be reported to the Airport, however; it is requested that all spills be reported to the Airport.

10. AIRCRAFT HANGARS

10.1 Hangar Use and Grant Assurances

As a condition of Federal and State Grant Assurances, the Airport must assure appropriate use of hangars in accordance with FAA Order 5190.6.

10.2 Maintenance of Premises

All Operators and Lessees are required to keep the land and/or improvements under lease (or being occupied or used) free from all fire hazards and maintain the same in a condition of repair, cleanliness, safety, and general maintenance in a good manner agreeable to the Airport Manager and in accordance with the Operators or Lessees Agreement.

10.3 Floor and Apron Care

All tenants on the airport shall keep the floors of hangars and tie-downs leased by them, or used in their operations, clean and clear of fuel, oil, grease and other similar materials.

10.4 Storage

10.4.1 No person shall store or stock materials or equipment in such a manner as to be unsightly or constitute a hazard to personnel or property, as determined by the airport manager or fire inspector.

10.4.2 Hangars will be primarily used for aircraft and aircraft related storage.

10.5 Storage, Transfer and Cleanup Charges

The City may remove and impose storage, removal and transfer charges upon any property unlawfully located at the airport and may charge the responsible person(s) for the cost of the cleanup, any required environmental remediation, and expenses incurred by, or fines or damages imposed on, the City as a result thereof.

10.6 Oxygen and Other Compressed Gas Tanks

Any compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed for the cylinder(s) or tank(s). Compressed gas cylinders or tanks must have pressure relief devices installed and maintained. Cylinders or tanks not in use shall have a transportation safety cap installed.

10.7 City T-hangar Subleasing

Subleasing is not allowed in the City owned T-hangars. The Airport Manager reserves the right to terminate the lease of a lessee in violation of this rule.

10.8 Residing in Hangars

Original: 03/06/2017
Revision: 10/12/18

19

South St. Paul Municipal Airport – Rules and Regulations

Residing in hangars shall not be allowed in any hangar on the Airport. Hangars are prohibited from being used as permanent living quarters.

10.9 Services and Utilities

10.9.1 All hangars are required to maintain utilities (electricity, gas, water, and septic if required) in working order. Electricity, at a minimum, is required in all hangars.

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CITY COUNCIL AGENDA REPORT

DATE: September 15, 2025
DEPARTMENT: Planning & Zoning
PREPARED BY: Monika Miller
AGENDA ITEM NUMBER: 11.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Garage Setback Variance at 206 6th Avenue South

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve Resolution 2025- 103 approving a setback variance for a detached garage at 206 6th Avenue South.

OVERVIEW

Application

The Applicant, Mark Bratsch, is seeking a side yard setback variance to construct a detached garage at his property located at 206 6th Avenue South. The Applicant would like to construct the garage on an existing garage slab that is left over from his old garage which was destroyed by a fire in 2024. The existing garage slab does not meet the current setback requirements for a detached garage and so a variance is needed to use this existing slab.

Background

The Applicant is the owner of the single-family home at 206 6th Avenue South. The subject property is a 5,000 sq. ft. lot with a single-family home that was built in 1890. Per building permit records, the property had no garage until 1971 when a detached garage was constructed roughly 2 feet from the side property line which met the code requirements at that time. The garage was expanded in 2002 and it appears the owner was allowed to use the same setback as the existing garage although this may have been a clerical error or a misunderstanding on the part of the contractor who handled the 2002 addition. The zoning code currently requires either a 3-foot side yard setback or a 5-foot side setback for detached garages, depending on what part of the yard the garage is located.

In April of 2024, the Applicant's old garage was destroyed by a fire that also damaged the Applicant's home and a neighboring home. The Applicant hired a contractor in 2024 to address the fire damage and help them build a new garage. The contractor began the permitting process for repairing the house but ultimately never applied for a building permit to rebuild the detached garage. The Applicant is currently engaged in a lawsuit against that contractor over claims of

breach of contract.

Per State Statute, all lawful nonconformity (“grandfather”) rights are lost if a building is destroyed by fire and the owner does not apply for a building permit within 180 days to rebuild the structure. The old garage lost its “grandfather” rights in October of 2024, and it is no longer legal for the Applicant to rebuild the garage unless it meets modern setback requirements. The Applicant is seeking to build a new garage using the existing slab that is left over from the old garage. Their new contractor located the property line and has stated that the slab is 2 ½ feet away from the property line. They are seeking a variance to build the new garage using the existing concrete slab which means the new garage will fall short of meeting the modern setback requirement of 3 feet.

Zoning and Comprehensive Plan Summary

The subject property is zoned C-1, retail business district which is common for houses that are close to Southview Boulevard. These properties historically have been zoned C-1 to make redevelopment along Southview Boulevard easier. Historic zoning maps show the subject property has been zoned C-1 Retail Business since at least 1969.

Single-family homes are not an allowed use in the C-1 district, but the City Code has a special provision that states any existing residential use in the C-1, CGMU, MMM or GB district is not considered nonconforming and should be treated like it has R-2 zoning:

Sec. 118-8. Lots, distances, and definitions.

Nonconforming use, lot, or buildings means any legal use or lot already in existence, recorded, or authorized before the adoption of the ordinance from which this chapter is derived, or amendments thereto, that would not have been permitted to become established under terms of the zoning code as now adopted. A nonconforming building is one which does not meet the minimum height, bulk, density, and yard requirements of this chapter; a nonconforming building or structure or portion thereof which is or hereafter becomes vacant and remains unoccupied for a continuous period of one year shall be deemed abandoned and shall not thereafter be used.

(2) In any C-1, CGMU, MMM or GB district, existing residential uses shall not be nonconforming as to use of structure and land and may be enlarged, extended, reconstructed or altered, provided that no additional dwelling units are added on the lot and that the minimum requirements of the R-2 district are met.

The property is guided “mixed use” in the 2040 Comprehensive Plan. The mixed-use guiding would allow the property to be used for residential or commercial use. This guidance aligns with the zoning of the property.

Detached Garage Setback Requirements

The setback requirements for a detached garage can be found in Section 118-208. Under current zoning rules, a detached garage that is located in the rear 1/3 of a lot must be at least 3 feet from a side property line. If any part of the garage is located in the middle 1/3 of a lot, the garage must be at least 5 feet away from the side property line. When the old garage was initially built, a detached garage was only required to be 2 feet away from a side property line. If the Applicant builds the new garage the way they are proposing to build it, it will require a 3-foot side yard setback unless a variance is granted.

Proposed Garage

The proposed garage would be 23 feet by 30 feet (690 square feet) which is slightly smaller than the garage that was destroyed in the fire. The garage sidewalls would be 8 feet 8 inches tall and the height of the garage as measured from floor to peak would be just under 14 feet. The garage would have an asphalt shingle roof and vinyl siding that matches the color of the house. The garage door would face the alley. The garage would be 10 feet away from the rear property line, 7 ½ feet away from the southern side property line, and 2 ½ feet away from the northern side property line. The garage would comply with all zoning requirements for a detached garage except for the side yard setback requirement from the northern side property line.

Public Hearing

The Planning Commission held a public hearing at their meeting on September 3, 2025. No one was present at the meeting to comment on the application. One email was received prior to the meeting from the owner of 229 7th Avenue South (which is not directly adjacent to or across the alley from the subject property) against the proposed request.

Recommended Action

Approve Resolution 2025- 103 approving a variance request for a detached garage at 206 6th Avenue South.

60-Day Review Deadline: September 28, 2025

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. Resolution 2025-103
2. 5.A- Garage Setback Variance PC Report

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-103

**A RESOLUTION APPROVING A SETBACK VARIANCE FOR A DETACHED
GARAGE AT 206 6th AVENUE SOUTH**

WHEREAS, the City received an application from Mark Bratsch requesting a setback variance to construct a detached garage at 206 6th Avenue South:

WHEREAS, the subject property is addressed as 206 6th Avenue South (“the Property”); and is legally described as follows:

Lot 29, Block 6, Hepburn Park Addition to the City of St. Paul, Dakota County,
Minnesota

WHEREAS, the Planning Commission held a public hearing on the application at their September 3, 2025 meeting, preceded by notice as required by law; and

WHEREAS, the Planning Commission recommended Approval of the application at their September 3, 2025 meeting with a 6-0 vote; 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 dated September 3, 2025 regarding this matter are hereby adopted and included herein by reference including the following attachments:

- a. Site Location Map
- b. Applicant’s Narrative
- c. Garage Site Plan and Sketch
- d. Photo of Previous Garage

2. Findings.

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

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

The setback adjustment is in reasonable harmony with the general purpose and intent of the zoning ordinance. Setbacks are intended to ensure that new development has adequate spacing between it and other structures or roads. When the garage was originally constructed, the garage met the side yard setback requirement. The Applicant is requesting to reuse the existing garage slab and is not requesting to reconstruct the garage closer to the property line than the existing slab is.

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

The variance is consistent with the comprehensive plan. The Housing chapter of the comprehensive plan discusses ways to reinvest in the City's housing stock. This variance would allow an existing homeowner to reinvest in their property. The subject property is guided mixed-use in the future land use map which does allow housing.

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

Economic considerations are not the reasoning for the variance. The Applicant is essentially seeking to regain the lawful nonconformity rights they accidentally lost after no building permit was submitted within 180 days of their garage's destruction by fire.

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

The property owner is proposing to use the property in a reasonable manner. It is reasonable for the Applicant to want to reconstruct their garage using the existing slab.

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

The need for this variance is the unique result of a fire that destroyed the Applicant's garage and a dispute that they had with their original contractor that resulted in a permit application delay that led to an accidental forfeiture of lawful nonconformity rights.

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

The variance will not alter the essential character of the neighborhood. The proposed garage would look very similar to the original garage and would actually be an overall reduction of the nonconformity due to the proposed garage's smaller size. The existing garage slab is 2 feet 6 inches away from the side property line and the new garage will look visually very similar to a garage that is 3 feet away from a side property line.

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

1. **Compliance with Plans/Submittals.** The site shall be utilized in substantial conformance with the following plans on file with the Planning Department:
 - a. **Application (Mark Bratsch)** **July 28, 2025**
 - b. **Narrative (Mark Bratsch)** **Undated**
 - c. **Garage Site Plan and Sketch** **Undated**
2. **Building Permit Required.** The Applicant shall obtain a building permit to construct the garage prior to construction.
3. **Compliance with All Other Design Standards for a Detached Garage.** The detached garage shall comply with all requirements for a detached garage that are listed in City Code Section 118-208, except for the setback requirement between the garage and the northern side property line.
4. **New Garage Must be Located within the Rear 1/3 of the Lot.** The variance is granted contingent upon the new garage being wholly located within the rear 1/3 of the subject property which is what is shown on the Applicant's site plan.
5. **Termination of Variance.** The variance will automatically terminate if improvements have not substantially begun within one year from the date of approval. The violation of any condition of approval of the variance may terminate the variance, following a hearing by the City Council.

Adopted this 15th day of September, 2025.

City Clerk



PLANNING COMMISSION AGENDA REPORT

DATE:

September 3, 2025

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Monika Miller

AGENDA ITEM NUMBER:

5.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Garage Setback Variance at 206 6th Avenue South

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

A motion recommending approval or denial of a setback variance for a detached garage at 206 6th Avenue South.

OVERVIEW

Application

The Applicant, Mark Bratsch, is seeking a side yard setback variance to construct a detached garage at his property located at 206 6th Avenue South. The Applicant would like to construct the garage on an existing garage slab at the property that is left over from his old garage which was destroyed by a fire in 2024. The existing garage slab does not meet the current setback requirements for a detached garage and so a variance is needed to use this existing slab.

Review Timeline

Application Submittal Date: July 30, 2025

Planning Commission: September 3rd, 2025

Tentative City Council Meeting: September 15, 2025

60-Day Review Deadline: September 28, 2025

Background

The Applicant is the owner of the single-family home at 206 6th Avenue South. The subject property is a 5,000 sq. ft. lot with a single-family home that was built in 1890. Per building permit records, the property had no garage until 1971 when a detached garage was constructed roughly 2 feet from the side property line which met code requirements at that time. The garage was expanded in 2002 and it appears the owner was allowed to use the same setback as the existing garage although this may have been a clerical error or a misunderstanding on the part of

the contractor who handled the 2002 addition. The zoning code currently requires either a 3-foot side yard setback or a 5-foot side setback for detached garages, depending on what part of the yard the garage is located.

In April of 2024, the Applicant's old garage was destroyed by a fire that also damaged the Applicant's home and a neighboring home. The Applicant hired a contractor in 2024 to address the fire damage and help them build a new garage. The contractor began the permitting process for repairing the house but ultimately never applied for a building permit to rebuild the detached garage. The Applicant is currently engaged in a lawsuit against that contractor over claims of breach of contract.

Per State Statute, all lawful nonconformity ("grandfather") rights are lost if a building is destroyed by fire and the owner does not apply for a building permit within 180 days to rebuild the structure. The old garage lost its "grandfather" rights in October of 2024, and it is no longer legal for the Applicant to rebuild the garage unless it meets modern setback requirements. The Applicant is seeking to build a new garage using the existing slab that is left over from the old garage. Their new contractor located the property line and has stated that the slab is 2 ½ feet away from the property line. They are seeking a variance to build the new garage using the existing concrete slab which means the new garage will fall short of meeting the modern setback requirement of 3 feet.

Zoning and Comprehensive Plan Guidance

The subject property is zoned C-1, retail business district which is common for houses that are close to Southview Boulevard. These properties historically have been zoned C-1 to make redevelopment along Southview Boulevard easier. Parcels like the subject property can potentially be consolidated with parcels right on Southview to create enough land for a building site for a commercial redevelopment project. Historic zoning maps show the subject property has been zoned C-1 Retail Business since at least 1969.

Single-family homes are not an allowed use in the C-1 district, but the City Code has a special provision that states any existing residential use in the C-1, CGMU, MMM or GB district is not considered nonconforming and should be treated like it has R-2 zoning:

Sec. 118-8. Lots, distances, and definitions.

Nonconforming use, lot, or buildings means any legal use or lot already in existence, recorded, or authorized before the adoption of the ordinance from which this chapter is derived, or amendments thereto, that would not have been permitted to become established under terms of the zoning code as now adopted. A nonconforming building is one which does not meet the minimum height, bulk, density, and yard requirements of this chapter; a nonconforming building or structure or portion thereof which is or hereafter becomes vacant and remains unoccupied for a continuous period of one year shall be deemed abandoned and shall not thereafter be used.

(2) In any C-1, CGMU, MMM or GB district, existing residential uses shall not be

nonconforming as to use of structure and land and may be enlarged, extended, reconstructed or altered, provided that no additional dwelling units are added on the lot and that the minimum requirements of the R-2 district are met.

The property is guided “mixed use” in the 2040 Comprehensive Plan. The mixed-use guiding would allow the property to be used for residential or commercial use. This guidance aligns with the zoning of the property.

Detached Garage Setback Requirements

The setback requirements for a detached garage can be found in Section 118-208. Under current zoning rules, a detached garage that is located in the rear 1/3 of a lot must be at least 3 feet from a side property line. If any part of the garage is located in the middle 1/3 of a lot, the garage must be at least 5 feet away from the side property line. When the old garage was initially built, a detached garage was only required to be 2 feet away from a side property line.

The Applicant’s existing garage slab is located largely in the rear 1/3 of the lot but part of the slab encroaches into the middle 1/3 of the lot. The site plan provided by the Applicant indicates the portion of the garage foundation that encroaches into the middle 1/3 of the lot will be removed. If the Applicant builds the new garage the way they are proposing to build it, it will require a 3-foot side yard setback unless a variance is granted.

Proposed Garage

The proposed garage would be smaller than the 886 square foot garage that was destroyed in the fire. The new garage would be 23 feet by 30 feet (690 square feet). The maximum allowable size for a detached garage is 1,000 square feet. The footprint of the new garage would be smaller than the original garage footprint due to the removal of the 14-foot by 14-foot section of the garage closest to the house. The lot would have approximately 25% coverage if a 23-foot by 30-foot detached garage is constructed which is beneath the maximum 35% lot coverage that the property is allowed.

The garage sidewalls would be 8 feet 8 inches tall and the height of the garage as measured from floor to peak would be just under 14 feet. The garage would have an asphalt shingle roof and vinyl siding that matches the color of the house. The garage door would face the alley. The garage would be 10 feet away from the rear property line, 7 ½ feet away from the southern side property line, and 2 ½ feet away from the northern side property line. The garage would comply with all zoning requirements for a detached garage except for the side yard setback requirement from the northern side property line.

Relevant Zoning Code Chapters

- City Code Section 118-39 regulates Variances
- City Code Section 118-64 regulates Nonconformities

- City Code Section 118-208 regulates Accessory Structures

Variance Criteria

The Planning Commission is asked to review the proposed variance using the criteria laid out in City Code Section 118-39. Staff have drafted an analysis that the Planning Commission can use if they wish to recommend approval of the variance.

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

The setback adjustment is in reasonable harmony with the general purpose and intent of the zoning ordinance. Setbacks are intended to ensure that new development has adequate spacing between it and other structures or roads. When the garage was originally constructed, the garage met the side yard setback requirement. The Applicant is requesting to reuse the existing garage slab and is not requesting to reconstruct the garage closer to the property line than the existing slab is.

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

The variance is consistent with the comprehensive plan. The Housing chapter of the comprehensive plan discusses ways to reinvest in the City's housing stock. This variance would allow an existing homeowner to reinvest in their property. The subject property is guided mixed-use in the future land use map which does allow housing.

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

Economic considerations are not the reasoning for the variance. The Applicant is essentially seeking to regain the lawful nonconformity rights they accidentally lost after no building permit was submitted within 180 days of their garage's destruction by fire.

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

The property owner is proposing to use the property in a reasonable manner. It is reasonable for the Applicant to want to reconstruct their garage using the existing slab.

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

The need for this variance is the unique result of a fire that destroyed the Applicant's garage and a dispute that they had with their original contractor that resulted in a permit application delay that led to an accidental forfeiture of lawful nonconformity rights.

6. That the variance will not alter the essential character of the neighborhood.

The variance will not alter the essential character of the neighborhood. The proposed garage

would look very similar to the original garage and would actually be an overall reduction of the nonconformity due to the proposed garage's smaller size. The existing garage slab is 2 feet 6 inches away from the side property line and the new garage will look visually very similar to a garage that is 3 feet away from a side property line.

Discussion

Without a variance, the homeowner would need to remove the existing slab and repour a new slab that is 6" further south than the existing slab is. The homeowner would like to avoid this by reusing the existing slab and staff views this as a reasonable request.

The proposed garage would be slightly smaller than the original garage and would reduce the amount of the building that has a non-conforming setback. Through this variance, the garage would no longer be considered non-conforming, and any future owner could construct a new garage of the same size using the same setback on this property.

Staff Recommendation

Staff recommend approval of the Variance, subject to the following conditions:

1. Compliance with Plans/Submittals. The site shall be utilized in substantial conformance with the following plans on file with the Planning Department:

- | | |
|--------------------------------------|----------------------|
| • Application (Mark Bratsch) | July 28, 2025 |
| • Narrative (Mark Bratsch) | Undated |
| • Garage Site Plan and Sketch | Undated |

2. Building Permit Required. The Applicant shall obtain a building permit to construct the garage prior to construction.

3. Compliance with All Other Design Standards for a Detached Garage. The detached garage shall comply with all requirements for a detached garage that are listed in City Code Section 118-208, except for the setback requirement between the garage and the northern side property line.

4. New Garage Must be Located within the Rear 1/3 of the Lot. The variance is granted contingent upon the new garage being wholly located within the rear 1/3 of the subject property, which is what is shown on the Applicant's site plan.

5. Termination of Variance. The variance will automatically terminate if improvements have not substantially begun within one year from the date of approval. The violation of any condition of approval of the variance may terminate the variance, following a hearing by the City Council.

Required Action

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

1. Approval. If the Planning Commission wishes to recommend approval of the variance the following action should be taken:

- Motion to recommend approval a setback variance for a detached garage at 206 6th Avenue South

2. Denial. If the Planning Commission wishes to recommend denial of the interim use permit, the following action should be taken:

- Motion to recommend denial of a setback variance for a detached garage at 206 6th Avenue South

If the recommendation is denial, the Planning Commission must adopt findings to justify the recommendation.

SOURCE OF FUNDS

N/A

ATTACHMENTS

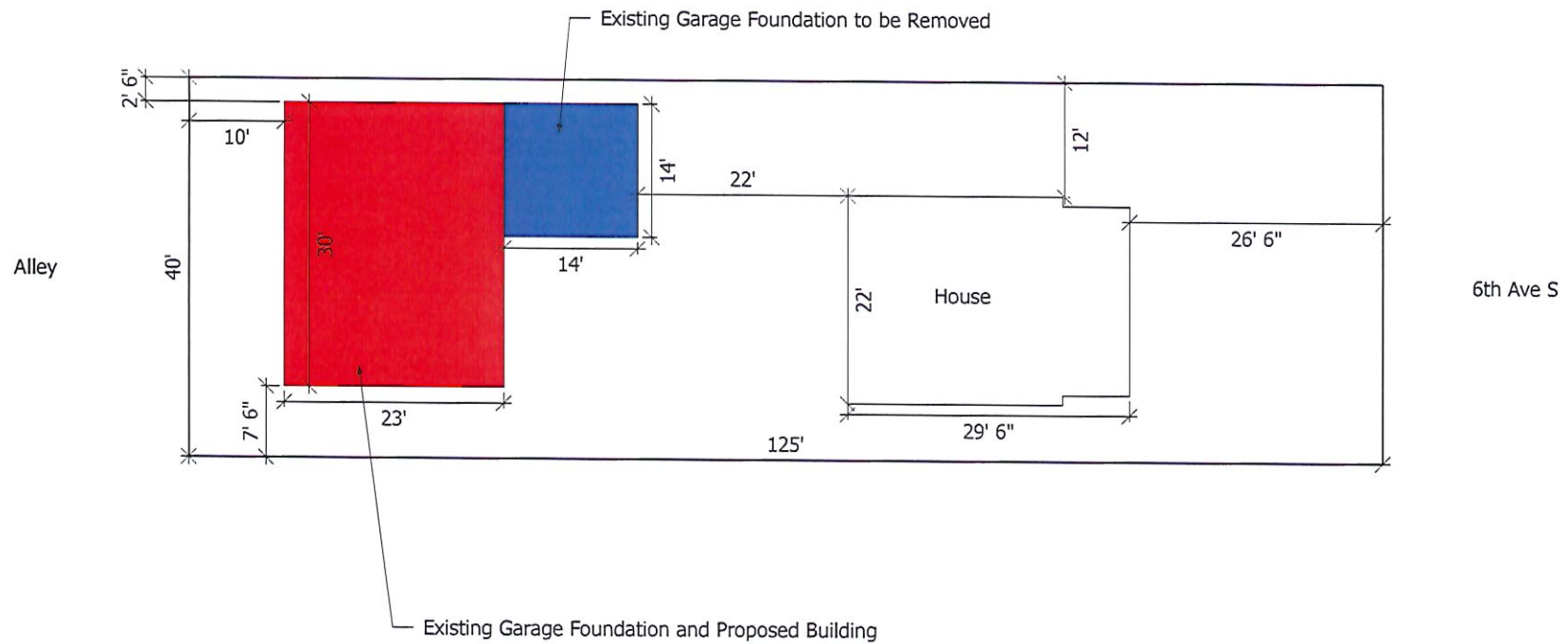
1. Attachment 1- Site Location Map
2. Attachment 2- Garage Site Plans and Sketch
3. Attachment 3- Applicant's Narrative
4. Attachment 4- Photo of Previous Garage

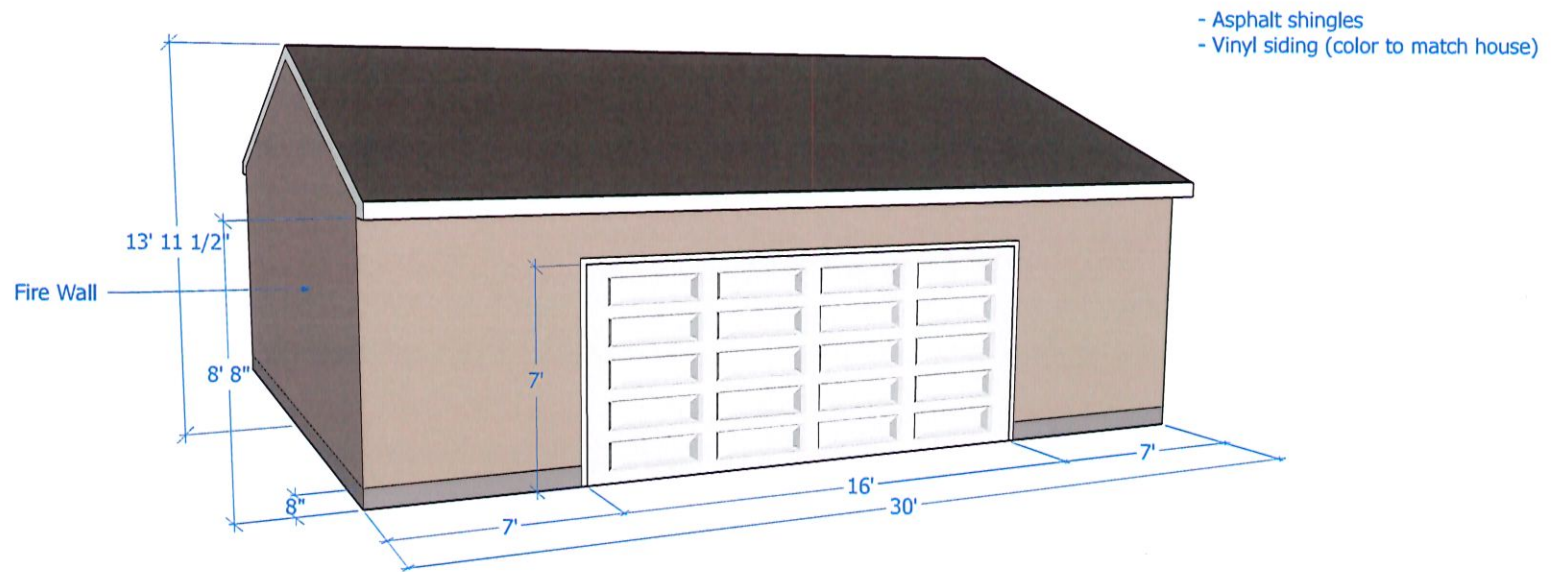
ATTACHMENT 1
SITE LOCATION MAP

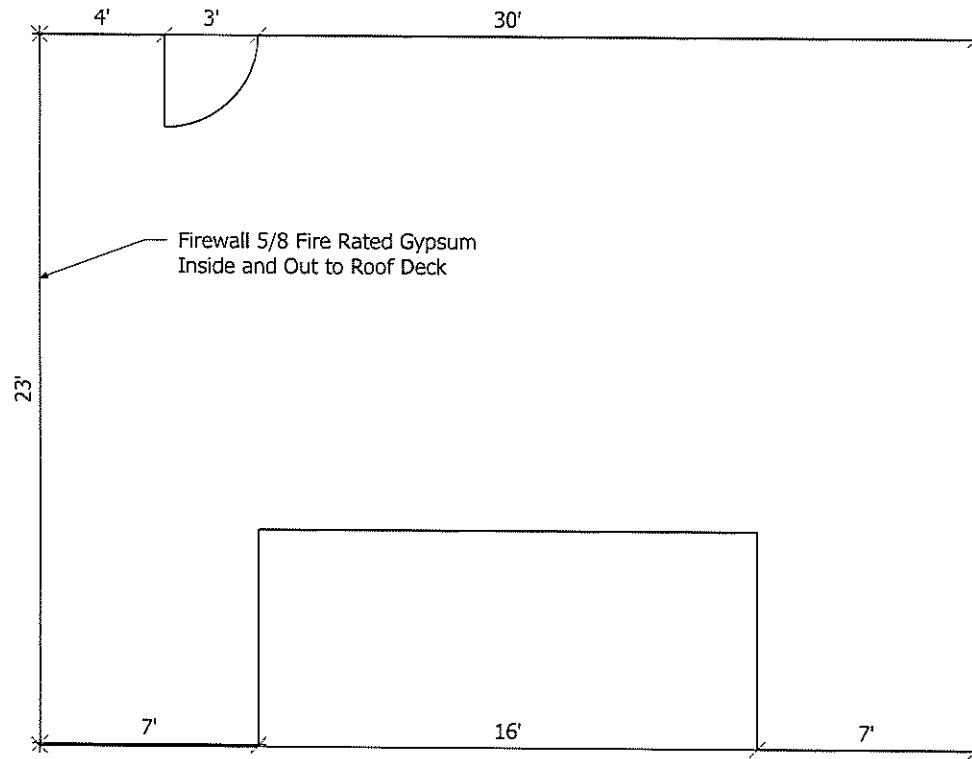


206 6th Ave S
South St. Paul MN
55075

ATTACHMENT 2 GARAGE SITE PLANS







**ATTACHMENT 3
APPLICANT'S NARRATIVE**

Variance Request.
For 206 6th Ave. S.
South Saint Paul MN 55075

A fire burned down my garage on April 14th 2024.
The first company that I worked with, Anytime Restoration in Apple Valley, MN negligently failed to begin work on my project as of March 1st 2025.
Due to their breach of contract, a lawsuit was filed.

I need to rebuild my garage.
The contractor C & M Homes advised they can use the existing slab.
The north edge of the slab is close enough to the property line requiring me to request
a variance. Anytime Restoration should have requested this variance and they did not.

The existing slab carried the garage. The future garage will look the same from the alley so the character of the neighborhood will not be changed.

Thank you for your assistance in granting my request.

Mark Bratsch (Homeowner)

ATTACHMENT 4
PHOTO OF PREVIOUS GARAGE





CITY COUNCIL AGENDA REPORT

DATE: September 15, 2025
DEPARTMENT: Finance
PREPARED BY: Ryan Garcia, Clara Hilger
AGENDA ITEM NUMBER: 11.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Payable 2026 Tax Levies and Budgets

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Staff recommends we **adopt Resolution 2025-099 certifying the preliminary 2026 property tax levy in the amount of \$18,530,136 (8.36% increase) and calling for the 2026 Budget hearing to be held on December 1, 2025.** This recommendation is made with the understanding that we will continue to evaluate options for possible reduction of the levy prior to adoption of the 2025 budget in December 2025.

Adopt Resolution 2025-100 certifying the Preliminary 2026 EDA levy.

Adopt Resolution 2025-101 consenting to the 2026 HRA levy.

OVERVIEW

BACKGROUND INFORMATION

The City Council must certify a preliminary 2026 Property Tax Levy to Dakota County by September 30th. As you know, the final levy for the 2026 budget we set in December can be reduced from this preliminary levy, but it cannot be increased. For 2026, the funds included in the proposed levy are:

- General Fund
- Doug Woog Arena
- Debt Service
- Infrastructure Fund

Beyond the Infrastructure Fund, no property tax levy is being sought in 2026 for Capital Programs. In the Capital Programs fund, we are proposing no increase in Local Government Aid (LGA) for 2026. The total allocation of LGA for capital programs will be \$1,268,129 or 33.5% of our total LGA allotment (down from 33.7% in 2025).

Some other factors relating to the 2026 levy include the following:

- Our preliminary net local tax capacity for pay 2026 (as calculated by Dakota County) has increased by 4.00% (\$956,169); 15.46% of that increase is associated with new construction. The balance is value adjustments of existing properties.
- The estimated market value (EMV) of an average valued SSP home has increased from \$285,207 for pay 2025 to \$296,351 for pay 2026. This represents a 3.91% valuation increase.
- The 2026 preliminary levy increase is \$1,430,188 and results in a percentage increase of 8.36%.
- Our Fiscal Disparities distribution will be decreasing by 3.89% or \$123,525.
- Our Proposed Tax Capacity Rate, with an 8.36% levy increase, is projected to increase from 57.724% to 61.719% (or a 3.995% increase).

We must also certify the proposed 2026 Housing and Redevelopment Authority (HRA) and Economic Development Authority (EDA) levies by September 30th. The HRA levy is proposed at \$451,600 based on a taxable market value rate of 0.0185% and represents a 2.03% increase over 2025. This increase is driven by the growth in the City's tax base. The EDA levy is recommended at \$442,568 and also represents a 2.03% increase.

Dakota County will use the levy information from all taxing jurisdictions to prepare a 2026 property tax impact notice for each individual property owner pursuant to Minnesota's "Truth-In-Taxation" requirements. These notices are to be distributed between November 10th and November 25th. As part of the truth-in-taxation process, the City needs to hold a Public Hearing. Staff recommends it be held on Monday, December 1, 2025 with a continuation hearing scheduled for Monday, December 15, 2025 if required. These hearings provide a final opportunity for public input and Council modification of the 2026 tax supported fund budgets and proposed tax levies before certification to the County for collection.

During the period between tonight's preliminary certification and the final budget adoption, the City Council will:

1. Review and refine the preliminary 2026 property tax supported fund budgets and levies.
2. Review and refine all non-levy supported funds and budgets, including the 2026 fee schedule.
3. Continue reviewing the City's multi-year Capital Improvement Plan/Program (CIP) for adoption in December, with special emphasis on the 2026 capital projects.

2026 Levy Details

The proposed 2026 levy allocates property taxes to four funds: the General Fund, the Doug Woog Arena Fund, the Infrastructure Fund, and various Debt Service Funds. Here is a comparison of the proposed 2026 levy versus 2025 by fund:

	2025 Levy	2026 Preliminary	\$ Change	% Change
General Fund	\$ 13,576,420	\$ 14,692,435	\$ 1,116,015	8.22%
Doug Woog Arena	323,000	500,000	177,000	54.80%
Infrastructure Fund	1,725,000	1,850,000	125,000	7.25%
Debt Service	1,475,528	1,487,701	12,173	0.82%
Total	17,099,948	18,530,136	1,430,188	8.36%

SOURCE OF FUNDS

As indicated in each resolution.

ATTACHMENTS

1. Resolution 2025-099 Adopt 2026 preliminary City tax levy and budget
2. Resolution 2025-100 Adopt 2026 preliminary EDA tax levy and budget
3. Resolution 2025-101 Consent to the 2026 preliminary HRA tax levy and budget

City of South St. Paul
Dakota County, Minnesota

Resolution No. 2025-099

**Resolution Certifying the Preliminary 2026 Property Tax Levy to Dakota County and
Setting a Date for a Public Hearing on the 2026 Tax Supported Budgets and Property Tax
Levy**

WHEREAS, Minnesota law requires cities to certify proposed property tax levies to the County Auditor on or before September 30, 2025; and

WHEREAS, the City Council has thoroughly reviewed the proposed 2026 tax levies and related 2026 preliminary Budget for the property tax-supported funds; and

WHEREAS, Minnesota law requires cities to hold a Public hearing after 6:00 pm between November 25th and December 28th, for the purpose of gathering additional public input before adopting the final 2026 property tax levies and related 2026 Budgets for the property tax supported funds.

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

1. That the proposed preliminary tax levy of \$18,530,136 payable in 2026 be approved for certification to the County Auditor;
2. That the proposed Fiscal Year 2026 Budget (summary attached) relating to the General, Doug Woog Arena, Debt Service, and Capital Program Funds with Total Revenues of \$29,332,102 and Expenditures of \$28,655,049 is supported by the preliminary levy;
3. That a public hearing on the 2026 budget be held on December 1, 2025 with a continuation hearing scheduled for December 15, 2025, if necessary.

Adopted this 15th day of September, 2025.

City Clerk

CITY OF SOUTH ST PAUL, MN

ANNUAL BUDGET

SPENDING AND TAXES					
ALL TAX LEVY SUPPORTED FUNDS					
	Revised Budget 2024	Revised Budget 2025	Final Budget 2026	2025 TO 2026 CHANGE	
				\$	%
<u>TAXES</u>					
General Fund	\$13,320,065	\$13,576,420	\$14,692,435	\$1,116,015	
Doug Woog Arena	323,000	323,000	500,000	177,000	
Capital/Infrastructure Program	725,000	1,725,000	1,850,000	125,000	
Debt Service	1,475,444	1,475,528	1,487,701	12,173	
TOTAL	\$15,843,509	\$17,099,948	\$18,530,136	\$1,430,188	8.36%
<u>SPENDING</u>					
General Fund	\$21,225,186	\$21,863,221	\$23,205,932	\$1,342,711	6.14%
Doug Woog Arena	1,521,421	1,436,100	2,693,287	1,257,187	87.54%
Capital/Infrastructure Program	1,268,129	1,268,129	1,268,129	0	0.00%
Debt Service	1,475,444	1,475,528	1,487,701	12,173	0.82%
TOTAL	\$25,490,180	\$26,042,978	\$28,655,049	\$2,612,071	10.03%
Increased Taxes for:					
Operations					7.56%
Infrastructure Replacement					0.73%
Debt Service					0.07%
					<u>8.36%</u>

CITY OF SOUTH ST PAUL, MN

ANNUAL BUDGET

2026 BUDGET SUMMARY BY FUNCTION
ALL LEVY SUPPORTED FUNDS

	2026					<i>Revised</i> 2025 Budget	2025 to 2026 Change	
	General	Doug Woog Arena	Capital Programs / Infrastructure	Debt	Total Budget			
REVENUES								
Property Tax Levy:	14,692,435	500,000	1,850,000	1,487,701	18,530,136	17,099,948	1,430,188	8.36%
Local Government Aid (LGA)	2,516,455	-	1,268,129	-	3,784,584	3,760,748	23,836	0.63%
Fees and Fines	2,225,900	-	-	-	2,225,900	2,175,595	50,305	2.31%
Intergovernmental	1,132,036	-	-	-	1,132,036	1,102,763	29,273	2.65%
Charges for Services	2,289,406	990,340	-	-	3,279,746	3,149,503	130,243	4.14%
Miscellaneous	159,700	30,000	-	-	189,700	142,821	46,879	32.82%
Transfers In	190,000	-	-	-	190,000	190,000	-	0.00%
TOTAL REVENUES	23,205,932	1,520,340	3,118,129	1,487,701	29,332,102	27,621,378	1,710,724	6.19%
APPROPRIATIONS								
General Government	3,492,700	-	-	-	3,492,700	3,260,818	231,882	7.11%
Public Safety	11,911,565	-	-	-	11,911,565	11,605,964	305,601	2.63%
Public Works	5,423,366	-	-	-	5,423,366	5,183,023	240,343	4.64%
Community Development	854,084	-	-	-	854,084	843,019	11,065	1.31%
Culture and Recreation	849,217	1,393,287	-	-	2,242,504	2,267,497	(24,993)	-1.10%
Contingency	675,000	-	-	-	675,000	139,000	536,000	385.61%
Debt Service (external)	-	-	-	1,487,701	1,487,701	1,475,528	12,173	0.83%
Capital Improvements	-	1,300,000	1,268,129	-	2,568,129	1,268,129	1,300,000	102.51%
TOTAL APPROPRIATIONS	23,205,932	2,693,287	1,268,129	1,487,701	28,655,049	26,042,978	2,612,071	10.03%

CITY OF SOUTH ST PAUL, MN

ANNUAL BUDGET

GENERAL FUND SUMMARY OF REVENUE								
Description	2023 Actual	2024 Actual	2025		2026		Revised 2025 vs Requested 2026	
			Original	Revised	Requested	Final	\$	%
PROPERTY TAXES								
Property Taxes	12,687,172	13,389,420	13,576,420	13,576,420	14,692,435	-	1,116,015	8.22%
OTHER TAXES								
Tax Rate generated off TIF parcels	245,230	-	-	-	-	-	-	0.00%
FEES AND FINES								
Franchise Fees	1,546,225	1,346,855	1,525,000	1,525,000	1,509,000	-	(16,000)	-1.05%
Fines and Forfeits	132,500	155,527	138,000	138,000	141,000	-	3,000	2.17%
License and Permits - Business	130,101	163,265	132,445	132,445	163,550	-	31,105	23.49%
License and Permits - Non-business	448,487	369,611	380,150	380,150	412,350	-	32,200	8.47%
TOTAL FEES AND FINES	2,257,313	2,035,258	2,175,595	2,175,595	2,225,900	-	50,305	2.31%
INTERGOVERNMENTAL REVENUE								
Federal Grants and Aids	-	85,000	175,000	175,000	175,000	-	-	0.00%
State Grants and Aid (includes LGA)	2,338,396	3,307,356	3,199,917	3,199,917	3,227,809	-	27,892	0.87%
County Grants and Payments	85,265	80,910	79,500	79,500	79,500	-	-	0.00%
Local Grants and Payments	219,796	146,137	140,965	140,965	166,182	-	25,217	17.89%
TOTAL INTERGOVERNMENTAL	2,643,457	3,619,403	3,595,382	3,595,382	3,648,491	-	53,109	1.48%

CITY OF SOUTH ST PAUL, MN

ANNUAL BUDGET

GENERAL FUND SUMMARY OF REVENUE								
Description	2023 Actual	2024 Actual	2025		2026		Revised 2025 vs Requested 2026	
			Original	Revised	Requested	Final	\$	%
CHARGES FOR SERVICES								
Administration Charge	827,302	887,589	1,082,253	1,082,253	1,083,550	-	1,297	0.12%
Internal Service Charge	10,000	10,000	10,000	10,000	10,000	-	-	0.00%
PILOT (Payment in Lieu of tax)	49,013	59,276	49,000	49,000	55,000	-	6,000	12.24%
Engineering Project Fees	-	245,368	400,000	400,000	400,000	-	-	0.00%
Parks and Recreation	179,425	172,982	168,800	168,800	185,300	-	16,500	9.77%
Rents	50,000	50,000	50,000	50,000	50,000	-	-	0.00%
Planning & Code Enforcement	99,077	55,896	64,500	64,500	69,500	-	5,000	7.75%
Public Safety	2,475	2,082	1,100	1,100	2,000	-	900	81.82%
Public Works - Streets	2,882	150	3,000	3,000	3,000	-	-	0.00%
Antenna and Other Charges	182,847	273,734	160,000	160,000	200,000	-	40,000	25.00%
Barge Terminal & Mooring Fees	178,106	181,668	185,300	185,300	189,006	-	3,706	2.00%
Other	71,634	66,217	39,050	39,050	42,050	-	3,000	7.68%
TOTAL CHARGES FOR SERVICE	1,652,761	2,004,962	2,213,003	2,213,003	2,289,406	-	76,403	3.45%
MISCELLANEOUS								
Interest on Investments	216,206	225,427	100,000	100,000	150,000	-	50,000	50.00%
Year-end adjust to Fair Value	83,574	61,918	-	-	-	-	-	0.00%
Other Revenue	24,546	47,948	12,821	12,821	9,700	-	(3,121)	-24.34%
TOTAL MISCELLANEOUS	324,326	335,293	112,821	112,821	159,700	-	46,879	41.55%

CITY OF SOUTH ST PAUL, MN

ANNUAL BUDGET

GENERAL FUND SUMMARY OF REVENUE								
Description	2023 Actual	2024 Actual	2025		2026		Revised 2025 vs Requested 2026	
			Original	Revised	Requested	Final	\$	%
TRANSFERS IN								
Transfers in Storm Water Fee	40,000	40,000	40,000	40,000	40,000	-	-	0.00%
Transfers in Water/Sewer	100,000	100,000	100,000	100,000	100,000	-	-	0.00%
Transfers In Street Light Utility	20,000	20,000	20,000	20,000	20,000	-	-	0.00%
Transfer from HRA/EDA/Library	43,570	30,000	30,000	30,000	30,000	-	-	0.00%
TOTAL TRANSFERS IN	203,570	190,000	190,000	190,000	190,000	-	-	0.00%
TOTAL REVENUES	20,013,829	21,574,336	21,863,221	21,863,221	23,205,932	-	1,342,711	6.14%
Surplus/(Deficit)	1,401,582	705,396	-	-	-	-		
<u>DETAIL OF TAX LEVY</u>								
Current and Delinquent	9,682,154	10,446,860	10,400,315	10,400,315	11,639,855	-	1,239,540	
Fiscal Disparities	3,005,018	2,942,560	3,176,105	3,176,105	3,052,580	-	(123,525)	
General Fund Levy	12,687,172	13,389,420	13,576,420	13,576,420	14,692,435	-	1,116,015	8.22%

CITY OF SOUTH ST PAUL, MN

ANNUAL BUDGET

GENERAL FUND SUMMARY OF EXPENDITURES								
Description	2023 Actual	2024 Actual	2025		2026		Revised 2024 vs Requested 2025	
			Original	Revised	Requested	Final	\$	%
GENERAL GOVERNMENT								
Mayor and Council	173,657	165,918	185,884	185,884	195,816	-	9,932	5.34%
City Administration	570,617	621,047	595,113	595,113	670,209	-	75,096	12.62%
Human Resources	270,118	290,543	344,991	344,991	375,024	-	30,033	8.71%
City Attorney	321,590	807,687	299,000	321,000	344,000	-	0%	0.00%
City Clerk	222,137	288,977	240,859	240,859	295,818	-	54,959	22.82%
Finance	481,786	514,732	540,049	540,049	541,790	-	1,741	0.32%
Information Technology	719,570	780,019	868,269	868,269	902,418	-	34,149	3.93%
Recycling	23,127	22,439	23,713	23,713	25,464	-	1,751	7.38%
Community Affairs	131,259	138,569	140,940	140,940	142,161	-	1,221	0.87%
TOTAL GENERAL GOVERNMENT	2,913,861	3,629,931	3,238,818	3,260,818	3,492,700	-	208,882	6.41%
PUBLIC SAFETY								
Police Protection	7,304,019	7,923,097	8,810,167	8,810,167	9,141,539	-	331,372	3.76%
Fire Department	566,148	2,772,182	2,795,797	2,795,797	2,770,026	-	(25,771)	-0.92%
TOTAL PUBLIC SAFETY	7,870,167	10,695,279	11,605,964	11,605,964	11,911,565	-	305,601	2.63%
PUBLIC WORKS								
Engineering	688,795	738,233	775,304	775,304	643,068	-	(132,236)	-17.06%
Public Works (Streets)	2,019,835	2,353,223	2,462,186	2,551,274	2,859,004	-	307,730	12.06%
Buildings	307,945	431,756	407,167	407,167	439,721	-	32,554	8.00%
Parks Facilities and Maintenance	1,162,822	1,348,675	1,538,366	1,449,278	1,481,573	-	32,295	2.23%
TOTAL PUBLIC WORKS	4,179,397	4,871,887	5,183,023	5,183,023	5,423,366	-	240,343	4.64%

CITY OF SOUTH ST PAUL, MN

ANNUAL BUDGET

GENERAL FUND SUMMARY OF EXPENDITURES								
Description	2023 Actual	2024 Actual	2025		2026		Revised 2024 vs Requested 2025	
			Original	Revised	Requested	Final	\$	%
COMMUNITY DEVELOPMENT								
Development Services	575,193	629,422	650,683	650,683	635,997	-	(14,686)	-2.26%
Code Enforcement	149,185	176,941	192,336	192,336	218,087	-	25,751	13.39%
TOTAL COMMUNITY DEVELOPMENT	724,378	806,363	843,019	843,019	854,084	-	11,065	1.31%
PARKS AND RECREATION								
Parks Administration	285,654	311,396	330,460	330,460	361,676	-	31,216	9.45%
Splash Pool	86,821	116,553	99,149	99,149	107,876	-	8,727	8.80%
Northview Pool	93,139	139,290	116,547	116,547	-	-	(116,547)	-100.00%
Recreation Programs	251,842	298,241	285,241	285,241	379,665	-	94,424	33.10%
TOTAL PARKS AND RECREATION	717,456	865,480	831,397	831,397	849,217	-	17,820	2.14%
CONTINGENCY	-	-	161,000	139,000	675,000	-	536,000	385.61%
TRANSFERS OUT								
Transfer to Capital Project Funds	2,206,988	-	-	-	-	-	-	0.00%
Transfer to Central Garage	250,000	-	-	-	-	-	0%	0.00%
Transfer excess fund balance	1,027,985	434,879	-	-	-	-	-	0.00%
TOTAL TRANSFERS OUT	3,484,973	434,879	-	-	-	-	-	0.00%
TOTAL EXPENDITURES	19,890,232	21,303,819	21,863,221	21,863,221	23,205,932	-	1,342,711	6.14%

City of South St. Paul
Dakota County, Minnesota

Resolution No. 2025-100

Resolution Approving a 2026 Budget and Certifying the Preliminary 2026 Property Tax Levy Adopted by the South St. Paul Economic Development Authority (EDA)

WHEREAS, Minnesota Statute 469.107, Subdivision 1 provides that a City may, at the request of its Economic Development Authority (EDA), levy a tax each year upon all taxable property within the taxing district for the benefit of the EDA; and

WHEREAS, Minn. Stat. 469.107, subd. 1 also limits this levy to no more than 0.01813 percent of the estimated market value of the taxing district; and

WHEREAS, on September 15, 2025 the EDA met to review, discuss and voted to approve and recommend a proposed 2026 Budget in the amount of \$442,568; and

WHEREAS, the EDA also approved a 2026 tax levy of \$442,568 to financially support the proposed 2026 Budget; and

WHEREAS, the EDA actions on September 15, 2025 were memorialized in the adoption of EDA Resolution 2025-17;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South St. Paul that it approves and certifies a 2026 EDA special tax levy of \$442,568 and a 2026 EDA budget of \$442,568.

Adopted this 15th day of September 2025.

City Clerk

City of South St. Paul
Dakota County, Minnesota

Resolution No. 2025-101

**Resolution Consenting to the Preliminary 2026 HRA Special Property Tax Levy Adopted
by the South St. Paul Economic Development Authority (EDA)**

WHEREAS, State Statute 469.033 subd. 6 provides that subject to the consent by the resolution of the governing body of the city in and for which it was created, an authority may levy a tax upon all taxable property within the city for housing and redevelopment purposes; and

WHEREAS, Minn. Stat. 469.033, subd. 6 also limits this levy to no more than 0.0185 percent of the estimated market value of the taxing district; and

WHEREAS, on September 15, 2025 the Economic Development Authority (EDA) met to review and discuss a proposed 2026 Budget in the amount of \$751,600 and a 2026 tax levy of \$451,600 for housing and redevelopment purposes; and

WHEREAS, the EDA Board of Commissioners approved the 2026 budget and tax levy on September 15, 2025 in the adoption of EDA Resolution 2025-18; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South St. Paul that it approves and consents to certification of a 2026 tax levy in the amount of \$451,600 for housing and redevelopment purposes by the EDA.

Adopted this 15th day of September 2025.

City Clerk