



City of North St. Paul
City Council
Regular Meeting Agenda - AMENDED

December 7, 2021
6:30 PM

The City Council Meeting will be conducted on **December 7, 2021** at 6:30 p.m. The meeting location is the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

The City Council will also be meeting by interactive TV under Minn. Stat. 13D.02. Members of the public are permitted to attend the meeting in person, however, it is encouraged to participate in the meeting remotely. Instructions can be found below.

The **December 7, 2021** Zoom meeting can be accessed at

<https://tinyurl.com/NSPCityCouncil>

or by phone at 1-929-205-6099, meeting ID 821 4097 2224, password 362656.

You can also watch the meeting on our YouTube channel here tinyurl.com/NSPYouTube.

The City Council Zoom meeting will be 'open to the public to listen in but will be muted from contributing at all times with the exception of a Public Hearing and open to the public forum.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

Council Member Thorsen
Council Member Petersen
Council Member Wong
Council Member Cole
Mayor Furlong

IV. Adopt Agenda

V. Presentations

- A. North Haven Church presents Cub Foods gift cards to North St. Paul Police Department to be distributed to those in need.

VI. Consent Agenda

- A. November 16, 2021 workshop minutes
- B. November 16, 2021 regular meeting minutes
- C. November 16, 2021 HRA meeting minutes

- D. November 16, 2021 closed meeting minutes
- E. November 18, 2021 special meeting minutes
- F. General Claims \$916,469.89
- G. HRA Claims \$44,851.77
- H. City Manager Employment Agreement
- I. 2022 City Council Meeting Calendar
- J. North Suburban Access Professional and Technical Services Agreement
- K. Police Vehicle Replacements CIP Funds
- L. Notice to Declare Dog Non-Dangerous
- M. Records Management System Replacement & City Hall Amplifier for Emergency Communications
- N. Police Vehicle Agreement with Dakota County Technical College
- O. Approve the termination of the Financial Suite Software Services under the OpenGov Contract
- P. Building Permit Report - November 2021
- Q. Resolution Approving Acceptance of Donations Received November 2021.
- R. Towards Zero Death (TZD) Grant Agreement

VII. Meeting Open to Public

Note: This is a courtesy extended to persons wishing to address the council who are not on the agenda. A completed public comment form should be presented to the Deputy Clerk prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.

VIII. Public Hearings

- A. Berwald Addition Preliminary and Final Plat
- B. Truth-in-Taxation Hearing - 2022 Tax Levy and Budget

IX. City Business Action Items & Recommendations

- A. 2022 Budget and Levy Overview
 - 1. Adopt Resolution for 2022 Final General Fund Budget and Levy
 - 2. Adopt Resolution for 2022 Final EDA Levy
 - 3. Adopt Resolution for 2022 Final HRA Levy
- B. Adopt the Revised 2022 - 2031 Capital Improvement Plan
- C. Adopt the 2022 City Non-Levy Budgets
- D. 2022 Municipal Fee Schedule and Utility Rate Schedule, Ordinance No. _____
- E. Park & Recreation Budget Spending

- F. TIF Note Assignment related to Contract for Private Development with M/I Home and Tax Increment Financing District No. 4-7.

X. Reports of City Manager & Departments

XI. Reports of Council Commissions & Committees

XII. General Business

XIII. Closed Session

XIV. Adjournment

The next regularly scheduled City Council meeting is December 21, 2021.



To

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # V.A

Presentations

Subject

North Haven Church presents Cub Foods gift cards to North St. Paul Police Department to be distributed to those in need.

Background/Facts

Recommendation:

Attachments

None

Respectfully submitted,



To

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # VI.A

Consent Agenda

Subject

November 16, 2021 workshop minutes

Background/Facts

Recommendation:

Attachments

1. 2021-11-16 cc workshop minutes

Respectfully submitted,

City of North Saint Paul
November 16, 2021
Proposed City Council Workshop Meeting Minutes

I. CALL TO ORDER

Mayor Furlong called the meeting to order at 5:00 p.m. The meeting was conducted at City Hall in the Council Chambers, and also via Zoom.

II. ROLL CALL

Present: Council Member Petersen
Council Member Wong
Council Member Cole
Mayor Furlong

Absent: Council Member Thorsen
Interim City Manager Brian Frandle

Staff: Deputy Clerk Jennie Kloos, Finance Director Dan Winek, Communications Consultant Kari Erpenbach, Public Works Director Ron Ritchie, Public Works Supervisor Randy Miller, City Engineer Morgan Dawley

III. ADOPT AGENDA

On motion by Council Member Petersen, seconded by Council Member Cole, with all present voting aye (4-0), motion carried to approve the agenda as presented.

IV. TOPIC(S)

A. Civic Ready Discussion

Communications Consultant Kari Erpenbach presented the council with information on CivicReady, which is an easy-to-use, reliable, mass notification tool that offers many applications to enhance communications with our residents. It allows City staff to communicate via email, text, landline, social media, and geo-targeting. In addition to the wide variety of communication channels, CivicReady also allows residents to select their language preferences so they can receive notifications from the City in their preferred language. Staff from all departments participated in a product demonstration where several different scenarios were presented, including:

- Power outage
- Hydrant flushing
- Garbage delays
- Community Policing
- Public emergencies
- Missing persons

The current technology the City uses only has 68 subscribers. The technology is unable to be updated and it also doesn't interact with the Park and Recreation software or OpenGov. This

tool was presented at a substantial discount (half price for the first year) and has multiple uses for the city.

B. Finance Department Overview

Finance Director Dan Winek updated City Council on the resignation of Accountant Kyle Staisca, which will leave a vacancy in the department. Mr. Winek stated he would like to hire a consultant to review the structure, ways of efficiencies and what other functions could be provided to the Finance Department. As part of a preliminary plan he would like to move forward getting proposals from a consultant on job titles, appropriate structure and succession planning. Mr. Winek stated that he has been very impressed on the dedication and professionalism with the Finance team, which includes Jackie, Barb, Taylor and Angie.

In the interim period prior to rehiring for the vacant Accountant position, Mr. Winek is going to look at reallocating some of the work load with current staff, and hiring a temporary employee to fill the Accountant position with someone who has experience, knowledge and an individual he can trust. Mr. Winek's spouse is qualified and he would like to hire her with limited hours and for a limited duration. This would help bridge the gap to get through the consultant's overview and getting a City Manager on board. After City Council discussion, Mr. Winek has the support from the City Council and should work closely with Interim City Manager Frandle on details.

Mr. Winek gave an update on the software program that the City Council had approved on June 2020. A contract was executed with OpenGov. Three of the four components have been up and running and have been successful. The Financial Suite component was to be in place by the end of 2021, which will not happen. Mr. Winek has concerns with issues he has encountered for implementation and communications. The City Attorney has reviewed the contract with OpenGov to find out what can be done and what the recourses are on discontinuing the Financial Suite component of OpenGov. There is a clause within the contract that gives us a one time out of the financials and expires on December 31, 2021 with a 10-day notice. He is recommending at this time to not move forward with OpenGov Financials component. The item will be brought back to council at the next meeting for final determination.

C. 2022 Budget Details

On December 7, 2022, the City will hold the Truth and Taxation Hearing and on December 21, 2022, the City will approve the 2022 budget. To date, all budgets have been presented to the City Council. Staff is still reviewing the Electric Fund due to rate increases. Staff has prepared a brief summary of the general fund budget development process and attached line item details for all budgets. Highlights to mention include the 2022 levy is at 5.99%, the general fund has increased 5.86%, personnel and benefits components have increased 10.35%, and all other line items in the general fund, a .19% increase.

D. 7th Avenue Improvements (2022) – 1st Street to Helen Street On-Street Parking Configuration

City Engineer Morgan Dawley stated in a recent review meeting between Engineering and Public Works staff, questioning the design standpoint of what to do between Helen and 1st St with regards to parking. In summary there are a few items of concern. Currently, parking is parallel and there have been some discussions in the past to change the configuration from parallel to diagonal parking. Using preliminary schematics, parallel parking allows for approximately 44 parking spots and for diagonal, approximately 56. Other impacts to consider is the 2011 investment by the City for the corridor beautification. If we were to change the parking

stalls to diagonal, we would need to remove all of that. There would also be increase in the project if changing the parking to diagonal with an estimate of approximately \$350,000-\$400,00. Mr. Dawley and Public Works Director Ron Ritchie are looking for feedback from the City Council on this project.

Council member Petersen inquired on handicap parking. Mr. Dawley stated they are being conscientious of that and that the standard is 1 stall per 25.

The general consensus from the City Council would be to keep the on-street parking configuration as parallel.

OTHER BUSINESS

None.

VI. ADJOURNMENT

There being no further business, on motion by Council Member Wong, seconded by Council Member Petersen, with all present voting aye (4-0), Mayor Furlong adjourned the workshop meeting at 6:35 p.m.

Terrence J. Furlong, Mayor

Attest:

Jennie Kloos, Deputy Clerk

**City of North Saint Paul
November 16, 2021
Proposed Regular City Council Meeting Minutes**

I. CALL TO ORDER

Mayor Furlong called the meeting to order at 6:43 p.m.

II. THE PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

III. ROLL CALL

Present: Council Member Petersen
Council Member Cole
Council Member Wong
Mayor Furlong

Absent: Council Member Thorsen (excused), Interim City Manager Brian Frandle

Staff: Interim City Manager Brian Frandle, Deputy City Clerk Jennie Kloos, Finance Director Daniel Winek, City Attorney Soren Mattick, Communications Consultant Kari Erpenbach.

IV. ADOPT AGENDA

On motion by Council Member Cole, seconded by Council Member Petersen, with all present voting aye (4-0), motion carried to approve the agenda as submitted.

V. PRESENTATIONS

A. Fire Prevention Poster Awards

Mayor Furlong introduced Fire Chief Jason Mallinger. Chief Mallinger presented the results of the Firefighter Prevention Week poster contest, which was last held in 2019. He added it has been great to be back in schools again, talking to the kids, and great to be here in Council Chambers with everyone. He introduced Assistant Chief Brent Fyksen and Fire Fighter McKenzie Foster, both of whom have played a critical role in planning and implementing the event.

Chief Mallinger stated the Fire Department visited 6 elementary schools, and firefighters spent 30 hours with over 1100 students, teaching fire safety and prevention, and make an impact on students so that they can learn how to prevent fires inside and outside of the home. The theme of this year's contest, "Learn the Sounds of Fire Safety", focuses attention on the sounds of smoke alarms and carbon monoxide alarms and what actions should be taken for each type of alarm.

Chief Mallinger stated the contest, open to all K-5 students attending school within the City of North St. Paul, had over 500 entries. First place winners will be entered in the Minnesota State Fire Association Fire Prevention poster contest. In the past, there have been entries from North

St. Paul in all levels at the State contest. Winners receive an award and check: 3rd place - \$25; 2nd place - \$50, and 1st place - \$75. Prizes are also awarded at the State level.

Awards were presented to the contest winners:

K-1st Grade

3rd place - Adam Yang - Christ Lutheran

2nd place - Kiefer Engstrom - St. Peter

1st place - Moira Vane - Christ Lutheran

2nd-3rd Grade

3rd place - Edwin Vu - Cowern Elementary

2nd place - Nina Travon - North Metro

1st place - Sonya Palkowich - North Metro

4th-5th Grade

3rd place – James Heinz – St. Peter

2nd place – Anna Wakeman – Christ Lutheran

1st place – Hadley Geisfeldt – Christ Lutheran

VI. APPROVAL OF CONSENT AGENDA

Mayor Furlong stated Police Chief Baebenroth has requested City Council approval to order a squad car now, the cost of which is already included in the 2022 Capital Improvement Plan (CIP), due to back log and supply issues. He requested feedback from the City Attorney.

City Attorney Soren Mattick stated he would defer to Finance Director Daniel Winek, but the squad car is already in the CIP so it is an anticipated expense. He added, once the car is ordered, the City Council will have given permission to purchase the vehicle, but the purchase would still be reviewed for approval under Claims. He noted City Council approval of the squad car on tonight's Consent Agenda would clarify that the City Council has approved expenditure of these funds.

Finance Director Daniel Winek stated funding for the squad car was already approved through the 2022 CIP, and funds are available. He added it would be appropriate for the City Council to give approval to move that forward now.

Mr. Mattick stated, for purposes of clarification, the Police Chief will place an order for the squad car if the City Council gives authorization tonight for the purchase.

Council Member Wong expressed concern, from a process standpoint, about approving the expense without any documentation.

Mayor Furlong requested clarification from City Staff regarding the total cost for the squad car. He added this item could be added to tonight's meeting agenda for further discussion.

Mr. Mattick stated there is nothing to discuss without further documentation, and Consent Agenda is for items that do not require discussion.

Mr. Winek stated \$65,000 per vehicle is included in the 2022 CIP, which has already been approved by the City Council. He added the Police Chief is following purchasing guidelines by requesting City Council approval in this calendar year. He noted the City Council would not normally see the vehicle order as it was already approved, although it would be on the Claims Report.

Council Member Wong stated she feels it is important to have some sort of documentation, and she would welcome a discussion at the next workshop or regular meeting.

Mr. Winek stated, depending upon the time frame, this item could be added to the December 7, 2021 meeting agenda. Mayor Furlong stated the Police Chief made it clear the vehicle needs to be ordered sooner rather than later.

Council Member Wong asked which vehicle is being replaced. Mr. Winek stated the oldest vehicle is a 2015 Ford Explorer that will be replaced in 2022.

Council Member Wong stated she feels the City Council can postpone this item for discussion at the next City Council meeting.

On motion by Council Member Petersen, seconded by Council Member Wong, with all present voting aye (4-0), motion carried to approve the consent agenda, Resolution No. 2021-117 consisting of:

- A. October 26, 2021 special council meeting minutes.
- B. November 2, 2021 regular meeting minutes.
- C. General Claims \$1,020,655.04.
- D. HRA Claims \$6,513.03.
- E. 2022 Annual Polling Place Designation. Resolution No. 2021-118.
- F. Monthly Building Permit Report – October 2021.
- G. Resolution Approving Acceptance of Donations Received October 2021. Resolution No. 2021-119.
- H. Hometown Holiday Lights Display Contest.

VII. MEETING OPEN TO PUBLIC

John Schmahl stated he was unable to find any information on the City website about the City Council meeting and interviews on November 10, 2021. He noted he spoke with Deputy Clerk Jennie Kloos who indicated that there was no packet or agenda, but information was posted at City Hall, and the meeting started at 5:00 p.m.

R.T. Luczak thanked the City Council for the opportunity to speak remotely. He stated the volleyball season is in full swing with competition schedules set and the gyms are full. He added two areas of the roof are still leaking, and the ballasts are out above the stairs and in the restrooms.

Mr. Luczak stated he recently submitted facility-related documents to Council Members Cole and Wong as well as supplemental documents today to the Deputy Clerk. He added, at the last City Council meeting, there was discussion regarding the process for figuring out what the property should be leased for and what the lease amount was when the hockey program occupied the building. He noted he found that documentation as well as public record documents regarding the

hockey program lease from former City Manager Ziemer. He thanked the City Council for their help and support.

VIII. PUBLIC HEARINGS

There were no scheduled hearings.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

-None.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

Mayor Furlong stated Interim City Manager Brian Frandle was unable to attend the meeting due to illness.

Communications Staff Kari Erpenbach stated segments of the sidewalk in the downtown area are under warranty and are being fixed by North Country. She added City Staff are working with Sentinel management to remove the barricades. She noted the Sentinel has asked that the barricades stay in place for a few more days until construction on the front of the building is completed.

Ms. Erpenbach stated the Sentinel submitted their rental license request yesterday. She added City Staff are working on scheduling inspections and licensing. She noted a ribbon cutting and tour are scheduled for Friday, November 20, 2021 at 3:00 p.m., and a bigger event will be planned when the restaurant opens.

Ms. Erpenbach stated Hillcrest Brake and Alignment will host a catalytic converter etching and painting event on Saturday, November 21, 2021. She added residents can sign up on the City website.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Cole stated the Parks & Recreation Commission has completed a preliminary Parks Improvement Plan. He added the Commission's next meeting is scheduled for November 17, 2021 at 7:30 p.m. in the Sandburg Room.

Council Member Cole stated the Economic Development Association (EDA) met last week and approved a proposal from St. Paul Port Authority to provide support and assistance for development opportunities, including the Lillie News building.

Council Member Cole stated the EDA is schedule to meet November 14, 2021, at 3:00 p.m. in the Sandburg Room.

Council Member Wong stated the Arts & Culture Commission recently had SmartSheet training and are working diligently on by-laws and projects for 2022.

Council Member Wong stated the next Planning Commission meeting is scheduled for December 2, 2021, at which the Commission will review the Sign Code Ordinance and other topics, including

outdoor patio seating tables for the downtown area in collaboration with businesses, as well as trail connections.

Council Member Petersen stated the 19th Avenue student build house is under construction, with roof trusses ready to be installed. She added the house is looking good, and the students are working hard.

Council Member Petersen stated the Business Association will not meet in December 2021. She added the Board wishes everyone a Happy Holidays.

Council Member Petersen stated information regarding the Holiday Lights Contest will be available on the City website beginning on Monday November 22, 2021.

Council Member Petersen stated the League of Minnesota Cities Board meeting will be held November 18, 2021. She added it will be her last meeting, and she will be spotlighting North St. Paul with a snowman drawing contest and passing out treats.

Council Member Petersen stated a recent article in the Minneapolis Star Tribune gave a history of the City of North St. Paul, “the working man’s utopia”.

Council Member Petersen stated Minnesota Women in City Government will be hosting Women’s Suffrage Day on November 20, 2021, to commemorate the 100-year anniversary of the right to vote for women in the United States.

Mayor Furlong stated the Veteran’s Day event held at the Veteran’s Park was very well-attended.

XII. GENERAL BUSINESS

General business

Council Member Cole stated he is excited for the Holiday Lights competition. He added there was phenomenal participation last year, and he looks forward to the competition in 2021.

Council Member Cole stated the Holiday Hop is planned for December 4, 2021.

Council Member Cole stated the memorial service at Veteran’s Park was very well-attended, although it was a windy and cold day. He added the high school choir performed, and the North High School ROTC participated as well. He noted it was a very moving event.

Council Member Petersen wished everybody a happy Thanksgiving.

Council Member Petersen stated the Prayer Breakfast was an awesome event, and the Mayor did a great job with greetings. She thanked the City of Oakdale for including representatives from North St. Paul at their table.

Council Member Petersen stated a Polar hockey event is scheduled for Friday, November 20, 2021 at 3:00 p.m.

Mayor Furlong stated the keynote speaker at the prayer breakfast was Lieutenant Colonel Brian Birdwell who survived the 9/11 attacks when a plane crashed into the Pentagon. He added Lt. Col. Birdwell was badly burned over 65% of his body and shared his survival story and spiritual journey.

Mayor Furlong stated North St. Paul churches are planning a donation program for the Police Department and first responders to provide funding for Cub Foods gift cards that they will carry with them when they are out on patrol.

Mayor Furlong stated the Sentinel building ribbon cutting ceremony is scheduled for Friday November 20, 2021 at 3:00 p.m. He added the City Council will be attending the event.

Mayor Furlong stated Hillcrest Automotive will be offering catalytic converter spray painting and emblem signing. He added the event is scheduled for November 20, 2021 from 9:00 a.m. – 12:00 p.m.

XIII. RECESS

On motion by Council Member Wong and seconded by Council Member Petersen, with all present voting aye (4-0), the meeting went into recess at 7:26 p.m. to go into the HRA meeting.

XIV. CLOSED SESSION

On motion by Council Member Wong and seconded by Council Member Cole, with all present voting aye (4-), the meeting was reconvened and went into closed session at 7:39 p.m.

The meeting will be closed as permitted by section 13D.03 to discuss the City's labor negotiation strategy related to the City's negotiations with the International Brotherhood of Electrical Works (IBEW), Local 160 (Supervisory Unit), Teamsters Public and Law Enforcement Employees Union, Local 320 (Public Works and Electrical) and Law Enforcement Labor Services, Local 211 (Patrol) unions.

XV. ADJOURNMENT

There being no further business, on motion by Council Member Petersen, seconded by Council Member Wong, with all present voting aye (4-0), Mayor Furlong adjourned the meeting at 8:37 p.m.

Terrence J. Furlong, Mayor

Attest: _____
Jennie Kloos, Deputy Clerk



To

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # VI.C

Consent Agenda

Subject

November 16, 2021 HRA meeting minutes

Background/Facts

Recommendation:

Attachments

1. 2021-11-16 HRA minutes

Respectfully submitted,

**Housing and Redevelopment Authority
November 16, 2021
Proposed Regular Meeting Minutes**

North St. Paul City Hall – Council Chambers
2400 Margaret Street

I. CALL TO ORDER

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

II. ROLL CALL

Present: Chair Terry Furlong, Commission Members, Candy Petersen, Lisa Wong, and Tim Cole.

Absent (excused): Commission Member Scott Thorsen and Interim Executive Director Brian Frandle

Staff: Jennie Kloos, Dan Winek

III. DIRECTOR REPORTS & PROJECT UPDATES

There were no reports.

IV. HRA ACTION ITEMS & RECOMMENDATIONS

A. Approve Student Built House Retaining Wall Bid:

Public Works Director, Ron Ritchie stated that 3 bids were received to replace old flagstone retaining wall on the east side of the student built house located at 2487 19th Ave. Mr. Ritchie is recommending the low bid from White Bear Lawn and Snow in the amount of \$25,980.00.

Member Petersen moved and Member Cole seconded, to approve the bid from White Bear Lawn and Snow in the amount of \$25,980.00 to replace the retaining wall for the student-built house located at 2487 19th Ave. Motion passed 4-0.

V. FUTURE BUSINESS

No items were stated for future business.

VI. ADJOURNMENT

Member Cole moved and Member Wong seconded to adjourn. Motion passed 4-0. Meeting adjourned at 7:38 p.m.

Next regular meeting: TBD as needed.

Terrence J. Furlong, Chair

Attest: _____
Jennie Kloos, Deputy Clerk

**City of North Saint Paul
November 16, 2021
Proposed Closed Session City Council Meeting Minutes**

I. CALL TO ORDER

Mayor Furlong called the meeting to order at 7:43 p.m.

II. ROLL CALL

Present: Council Member Petersen
Council Member Wong
Council Member Cole
Mayor Furlong

Absent: Council Member Thorsen

Staff: Deputy Clerk Jennie Kloos, Finance Director Dan Winek, City Attorney Soren Mattick

III. TOPIC

The meeting will be closed as permitted by section 13D.03 to discuss the City's labor negotiation strategy related to the City's negotiations with the International Brotherhood of Electrical Works (IBEW), Local 160 (Supervisory Unit), Teamsters Public and Law Enforcement Employees Union, Local 320 (Public Works and Electrical) and Law Enforcement Labor Services, Local 211 (Patrol) unions.

IV. ADJOURNMENT

There being no further business, on motion by Council Member Petersen, Seconded by Council Member Wong, with all present voting aye (4-0), Mayor Furlong adjourned the meeting at 8:37 p.m.

Terrence J. Furlong, Mayor

Attest: _____
Jennie Kloos, Deputy Clerk

**City of North Saint Paul
November 18, 2021
Proposed Special City Council Meeting Minutes**

The interviews were conducted via Zoom and in person.

Present: Council Member Thorsen
Council Member Petersen
Council Member Cole
Council Member Wong
Mayor Furlong

CITY MANAGER INTERVIEWS

City Manager Interviews were conducted on November 10th and November 18th.

The motion is to offer the position of the North St. Paul City Manager to John Stark and negotiate the terms of employment with the negotiation team, City Council Member Wong and City Council Member Cole. This action allows the negotiation team to negotiate the terms and eliminates the need for additional Council meetings. The final terms of employment would be officially acted upon at a future Council meeting.

On motion by Council Member Wong, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to approve the offer of City Manager to John Stark.

ADJOURNMENT

There being no further business, on motion by Council Member Cole, Seconded by Council Member Wong, with all present voting aye (5-0), Mayor Furlong adjourned the meeting at 6:09 p.m.

Terrence J. Furlong, Mayor

Attest: _____
Brian Frandle, Interim City Manager / Clerk



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Accounting Technician
DATE: December 7, 2021
SUBJECT: Recommendation of approval of GENERAL claims list.

Claim Date

11/19/2021 Payroll Register DD		\$110,957.77
11/19/2021 Payroll Direct Payables		\$101,848.24
11/19/2021 Fire Payroll Register DD		\$12,867.18
11/19/2021 Fire Payroll Direct Payables		\$4,079.26
12/3/2021 Payroll Register DD		\$112,426.75
12/3/2021 Payroll Direct Payables		\$104,535.26
12/8/2021 A/P Payroll Direct Payables - Union Dues	139345	\$240.26
	Payroll Subtotal	<u>\$446,954.72</u>

11/22/2021 Void Lost Check#138417 Reissue new check	139344	\$	61.35
12/8/2021 A/P Checks	139346-139452	\$	467,376.19
12/8/2021 Drafts	001265-001266	\$	2,077.63
	AP Subtotal	\$	<u>469,515.17</u>

Grand Total \$ 916,469.89

Approved this 7th day of December 2021

/s/ Terrence J. Furlong, Mayor by Consent Resolution

/s/ Brian Frandle, Interim City Manager/Clerk by Consent Resolution

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 11/19/2021

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	60	110,957.77
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	60	110,957.77

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 05021 11/19/2021 PAYROLL - 9

VENDOR SET: 01 City of North St Paul *** DRAFT/OTHER LISTING ***

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
A01055		AFSME COUNCIL 5						
	I-AFS202111177367	UNION DUES	D	11/19/2021		98.88	001248	98.88
E05000		EFTPS						
	I-T1 202111177367	FEDERAL WITHHOLDING	D	11/19/2021		17,157.55	001249	
	I-T3 202111177367	FICA TAXES	D	11/19/2021		15,049.70	001249	
	I-T4 202111177367	MEDICARE TAXES	D	11/19/2021		5,172.20	001249	37,379.45
H08033		H S A BANK						
	I-444202111177367	HSA ACCOUNT	D	11/19/2021		5,449.50	001250	5,449.50
I09137		I C M A DISTRIBUTION CENTER						
	I-2 202111177367	EMP/EMPR DEFERRED COMP	D	11/19/2021		11,050.98	001251	
	I-21 202111177367	EMP/EMPR DEFERRED COMP	D	11/19/2021		2,468.16	001251	
	I-26 202111177367	LOAN PAYMENTS TO ICMA	D	11/19/2021		294.09	001251	
	I-2IR202111177367	EMP/EMPR DEFERRED COM	D	11/19/2021		1,825.00	001251	15,638.23
M12900		MNEFTS						
	I-T2 202111177367	MN Income Tax WH	D	11/19/2021		7,862.82	001252	7,862.82
M13320		MN STATE RETIREMENT SYSTEM						
	I-12 202111177367	POST DEDUCTIONS	D	11/19/2021		900.00	001253	
	I-2MN202111177367	POST DEDUCTIONS	D	11/19/2021		75.00	001253	975.00
P16470		P E R A						
	I-91 202111177367	6634-00 REG PERA	D	11/19/2021		15,224.52	001254	
	I-92 202111177367	6634-00 PERA PD	D	11/19/2021		19,079.82	001254	
	I-94 202111177367	6634-00 PERA DCP ELECTED	D	11/19/2021		140.02	001254	34,444.36

* * B A N K T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	7	0.00	101,848.24	101,848.24
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	7	0.00	101,848.24	101,848.24

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 11/19/2021

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	27	12,867.18
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:	1	

TOTAL CHECKS:	27	12,867.18

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 05022 11/19/2021 FIRE PAYROLL -
VENDOR SET: 01 City of North St Paul *** DRAFT/OTHER LISTING ***
BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT

E05000		EFTPS						
	I-T1	202111177368	FEDERAL WITHHOLDING	D 11/19/2021		1,302.46	001255	
	I-T3	202111177368	FICA TAXES	D 11/19/2021		1,952.00	001255	
	I-T4	202111177368	MEDICARE TAXES	D 11/19/2021		456.48	001255	3,710.94
M12900		MNEFTS						
	I-T2	202111177368	MN Income Tax WH	D 11/19/2021		368.32	001256	368.32

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	0.00	4,079.26	4,079.26
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	2	0.00	4,079.26	4,079.26

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 12/03/2021

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	57	112,426.75
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	57	112,426.75

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 05030 12/3/2021 PAYROLL - 9
 VENDOR SET: 01 City of North St Paul *** DRAFT/OTHER LISTING ***
 BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
A01055		AFSME COUNCIL 5						
	I-AFS202111307376	UNION DUES	D	12/03/2021		98.88	001258	98.88
E05000		EFTPS						
	I-T1 202111307376	FEDERAL WITHHOLDING	D	12/03/2021		17,959.38	001259	
	I-T3 202111307376	FICA TAXES	D	12/03/2021		15,098.52	001259	
	I-T4 202111307376	MEDICARE TAXES	D	12/03/2021		5,264.52	001259	38,322.42
H08033		H S A BANK						
	I-444202111307376	HSA ACCOUNT	D	12/03/2021		5,399.50	001260	5,399.50
I09137		I C M A DISTRIBUTION CENTER						
	I-2 202111307376	EMP/EMPR DEFERRED COMP	D	12/03/2021		11,050.98	001261	
	I-21 202111307376	EMP/EMPR DEFERRED COMP	D	12/03/2021		2,468.16	001261	
	I-26 202111307376	LOAN PAYMENTS TO ICMA	D	12/03/2021		294.09	001261	
	I-21R202111307376	EMP/EMPR DEFERRED COM	D	12/03/2021		1,825.00	001261	15,638.23
M12900		MNEFTS						
	I-T2 202111307376	MN Income Tax WH	D	12/03/2021		8,128.88	001262	8,128.88
M13320		MN STATE RETIREMENT SYSTEM						
	I-12 202111307376	POST DEDUCTIONS	D	12/03/2021		900.00	001263	
	I-2MN202111307376	POST DEDUCTIONS	D	12/03/2021		75.00	001263	975.00
P16470		P E R A						
	I-91 202111307376	6634-00 REG PERA	D	12/03/2021		15,474.86	001264	
	I-92 202111307376	6634-00 PERA PD	D	12/03/2021		20,497.49	001264	35,972.35

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	7	0.00	104,535.26	104,535.26
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	7	0.00	104,535.26	104,535.26

PACKET: 05020 11/19/2021 PAYROLL - 8
VENDOR SET: 01 City of North St Paul **** CHECK LISTING ****
BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT

L12385		LOCAL UNION #160						
	I-11	202111027294	UNION DUES	R 12/08/2021		120.13	139345	
	I-11	202111177367	UNION DUES	R 12/08/2021		120.13	139345	240.26

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	240.26	240.26
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	1	0.00	240.26	240.26

PACKET: 05026 REISSUE 138417

VENDOR SET: 01

BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
1	SEARIGHT, DESEANA							
	I-000202105106863	US REFUND	R	11/22/2021		61.35CR	139344	61.35

* * T O T A L S * *		NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:		1	0.00	61.35	61.35
HANDWRITTEN CHECKS:		0	0.00	0.00	0.00
PRE-WRITE CHECKS:		0	0.00	0.00	0.00
DRAFTS:		0	0.00	0.00	0.00
VOID CHECKS:		0	0.00	0.00	0.00
NON CHECKS:		0	0.00	0.00	0.00
CORRECTIONS:		0	0.00	0.00	0.00
REGISTER TOTALS:		1	0.00	61.35	61.35

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 05035 Regular Payments

VENDOR SET: 01

BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	JANETTE CASTRO							
	I-202112037388	JANETTE CASTRO:	R	12/08/2021		100.00CR	139346	100.00
1	KIA YANG							
	I-202112037389	KIA YANG:	R	12/08/2021		150.00CR	139347	150.00
1	MAO VANG							
	I-202112037390	MAO VANG:	R	12/08/2021		300.00CR	139348	300.00
1	MICHEAEL MCKEE							
	I-202112037391	MICHEAEL MCKEE:	R	12/08/2021		650.00CR	139349	650.00
A01034	ADVANCED GRAPHIX INC							
	I-207841	REFLECTIVE LETTERING #2137	R	12/08/2021		86.00CR	139350	
	I-207909	REFLECTIVE LABELS #540 & #520	R	12/08/2021		265.40CR	139350	
	I-208000	PD LICENSE PLATE DECALS	R	12/08/2021		330.00CR	139350	681.40
A01090	ALADTEC INC							
	I-2021-3729	PD SCHEDULING SUBSCRIPTION	R	12/08/2021		2,995.00CR	139351	2,995.00
A01184	AMAZON CAPITAL SERVICES							
	I-1469-73CV-TCTC	VARIOUS SUPPLIES FOR PD	R	12/08/2021		187.63CR	139352	
	I-19PJ-FGJF-TWL3	BATTERIES, WEBBING, THREAD	R	12/08/2021		116.68CR	139352	
	I-1C6V-R7GG-FDCG	TISSUES & CALCULATOR TAPE	R	12/08/2021		37.98CR	139352	
	I-1C6V-R7GG-FL6G	NOTEBOOKS, MAGNETS, BOARD	R	12/08/2021		910.72CR	139352	
	I-1DF6-XH1H-317T	MIXER FOR CONCRETE	R	12/08/2021		189.00CR	139352	
	I-1GRD-X6M4-4ND6	LIGHTS & MARKER SET	R	12/08/2021		78.98CR	139352	
	I-1RJ4-7TJF-1XPM	PRINTER PAPER	R	12/08/2021		115.90CR	139352	
	I-1TYL-NXR3-X4KX	TONER CARTRIDGES	R	12/08/2021		32.58CR	139352	1,669.47
A01196	AMERICAN LEGAL PUBLISHING CORP							
	I-11754	OCT 2021 S-13 EDITING	R	12/08/2021		352.00CR	139353	
	I-11756	OCT 2021 S-13 FOLIO EDITING	R	12/08/2021		31.20CR	139353	383.20
A01310	ASPEN MILLS							
	I-283091	PD UNIFORM ADMIN MANCINI	R	12/08/2021		621.60CR	139354	
	I-283096	PD UNIFORM CHIEF	R	12/08/2021		263.00CR	139354	
	I-283896	PD UNIFORM CHIEF	R	12/08/2021		129.10CR	139354	
	I-283960	FD UNIFORM SKY	R	12/08/2021		335.40CR	139354	
	I-283968	PD UNIFORM #923	R	12/08/2021		138.50CR	139354	
	I-283970	PD UNIFORM CHIEF	R	12/08/2021		138.50CR	139354	
	I-284338	PD CSO UNIFORM ANDERSON	R	12/08/2021		1,021.07CR	139354	
	I-284387	PD UNIFORM CSO BOMCHILL	R	12/08/2021		1,030.87CR	139354	3,678.04

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VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
A1651	IEH AUTO PARTS LLC I-391078963	507 FILTERS FOR PMA SERVICE	R	12/08/2021		42.83CR	139355	42.83
A20235	AUTONATION, INC I-131116	600 TIRE PRESSURE SENSORS	R	12/08/2021		142.16CR	139356	142.16
B02023	BAKER TILLY MUNICIPAL ADVISORS I-BTMA12244	UTLTY RATE STUDY SERVICES	R	12/08/2021		5,000.00CR	139357	5,000.00
B02047	BAYCOM INC I-EQUIPINV_035301	ARBITRATOR HD KIT W/VC35 CA	R	12/08/2021		4,839.00CR	139358	4,839.00
B02085	BIO-TEC EMERGENCY SERVICES I-133423	SQUAD #2127 CLEAN UP	R	12/08/2021		150.00CR	139359	
	I-133428	SQUAD CLEAN UP #2124 & #2130	R	12/08/2021		300.00CR	139359	
	I-133451	JUN 2021 BIOHAZARD CLEANUP	R	12/08/2021		1,500.00CR	139359	
	I-133466	SQUAD #2127 BIO-HAZ CLEAN UP	R	12/08/2021		150.00CR	139359	
	I-133506	SQUAD #2131 BIO-HAZ CLEAN UP	R	12/08/2021		250.00CR	139359	2,350.00
B02161	BOYER TRUCKS I-007P19658	860 TEMP SENSOR & AIR VALVE	R	12/08/2021		191.12CR	139360	191.12
B02759	BECKER FIRE & SAFETY SERVICES LLC I-5200	EXTINGUISHER REFILL/RECHARGE	R	12/08/2021		193.80CR	139361	193.80
C03002	CAMPBELL KNUTSON PA I-2076-0000G-162	OCT 2021 LEGAL SERVICES	R	12/08/2021		5,549.66CR	139362	
	I-2076-0044G-45	OCT 2021 LEGAL SERVICES	R	12/08/2021		30.00CR	139362	
	I-2076-0054G-16	OCT 2021 LEGAL SERVICES	R	12/08/2021		195.00CR	139362	
	I-2076-0061G-39	OCT 2021 LEGAL SERVICES	R	12/08/2021		1,131.00CR	139362	
	I-2076-0066G-41	OCT 2021 LEGAL SERVICES	R	12/08/2021		258.00CR	139362	
	I-2076-0067G-38	OCT 2021 LEGAL SERVICES	R	12/08/2021		1,023.00CR	139362	8,186.66
C03041	FLEETPRIDE I-BRV012877	086 SUBLET TO FLEETPRIDE	R	12/08/2021		3,207.47CR	139363	3,207.47
C03065	CENTURY COLLEGE I-897730	LIEUTENANT INITIAL TRAINING	R	12/08/2021		1,575.00CR	139364	1,575.00
C03066	CINTAS I-4100264285	UNIFORM SERVICES	R	12/08/2021		8.57CR	139365	
	I-4100264331	UNIFORM SERVICES	R	12/08/2021		98.45CR	139365	
	I-4100264350	UNIFORM SERVICES	R	12/08/2021		76.99CR	139365	
	I-4100942412	UNIFORM SERVICES	R	12/08/2021		8.57CR	139365	
	I-4100942449	UNIFORM SERVICES	R	12/08/2021		76.99CR	139365	
	I-4100942452	UNIFORM SERVICES	R	12/08/2021		105.10CR	139365	
	I-4101623210	UNIFORM SERVICES	R	12/08/2021		8.57CR	139365	
	I-4101623282	UNIFORM SERVICES	R	12/08/2021		105.10CR	139365	
	I-4101623351	UNIFORM SERVICES	R	12/08/2021		76.99CR	139365	
	I-4102386189	UNIFORM SERVICES	R	12/08/2021		8.57CR	139365	
	I-4102386236	UNIFORM SERVICES	R	12/08/2021		105.10CR	139365	
	I-4102386277	UNIFORM SERVICES	R	12/08/2021		76.99CR	139365	

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VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
	I-4102978595	UNIFORM SERVICES	R	12/08/2021		8.57CR	139365	
	I-4102978735	UNIFORM SERVICES	R	12/08/2021		105.10CR	139365	869.66
VOID	VOID CHECK		V	12/08/2021			139366	**VOID**
C03075	CENTRAL WOOD PRODUCTS							
	I-467804	WOOD CHIPS FOR PLAYGROUNDS	R	12/08/2021		1,785.00CR	139367	
	I-467929	WOOD CHIPS FOR PLAYGROUNDS	R	12/08/2021		3,570.00CR	139367	5,355.00
C03091	CES IMAGING							
	I-INV133204	NOV 2021 COPIER LEASE	R	12/08/2021		260.40CR	139368	260.40
C03139	COMCAST							
	I-202112037384	INTERNET SERV CH 11/27-12/26	R	12/08/2021		129.71CR	139369	129.71
D04085	DIRKS BROS LLC							
	I-11152128072	098 SHOP TOOLS	R	12/08/2021		119.50CR	139370	119.50
E05009	EAST CENTRAL SOLID WASTE COMMISSION							
	I-202112017377	OCT 2021 TIPPING FEES	R	12/08/2021		439.50CR	139371	439.50
E05053	EDUCATION RESOURCE PARTNERS. INC							
	I-139	COMM CONSULT 10/11-10/22	R	12/08/2021		2,535.00CR	139372	
	I-140	COMM CONSULT 10/25-11/4	R	12/08/2021		1,620.00CR	139372	
	I-141	COMM CONSULT 11/8-11/19	R	12/08/2021		2,265.00CR	139372	6,420.00
E05112	ELK RIVER WINLECTRIC CO							
	I-347529 01	PVC CONDUIT	R	12/08/2021		3,985.00CR	139373	3,985.00
E05125	EMERGENCY APPARATUS MTN							
	I-120761	RESCUE 540 REPAIRS/MAINT	R	12/08/2021		3,156.13CR	139374	
	I-120762	LADDER 530 REPAIRS/MAINT	R	12/08/2021		2,930.28CR	139374	
	I-120773	VEHICLE REPAIR ENGINE 520	R	12/08/2021		782.14CR	139374	6,868.55
E05126	EMERGENCY AUTOMOTIVE TECHNOLOGIES INC							
	I-OAK21118A	SQUAD BUILD OUT #2135	R	12/08/2021		3,211.73CR	139375	
	I-SVC29453	EQUIPMENT REMOVAL #2124	R	12/08/2021		650.00CR	139375	3,861.73
E05178	ENGRAPHICS INC							
	I-55716	DAN WINEK NAMEPLATE INSERT	R	12/08/2021		25.87CR	139376	25.87
E10050	ERICKSON BELL BECKMAN & QUINN PA							
	I-1021211	OCT 2021 LEGAL SERVICES	R	12/08/2021		7,189.86CR	139377	7,189.86

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A / P CHECK REGISTER

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PACKET: 05035 Regular Payments

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
F06001	FACTORY MOTOR PARTS CO							
	I-112-175398	713 BRAKE PADS & ROTORS	R	12/08/2021		245.29CR	139378	
	I-19-875413	713 BRAKE PADS & ROTORS REAR	R	12/08/2021		246.05CR	139378	
	I-74-281186	713 BATTERY	R	12/08/2021		137.39CR	139378	628.73
F06002	FASTENAL							
	I-MNT11111584	NUTS/BOLTS FOR STREET SIGNS	R	12/08/2021		25.55CR	139379	25.55
F06005	GARY L. FISCHLER & ASSOCIATES, PA							
	I-3802807	PRE EMPLOYMENT EVALUATION	R	12/08/2021		650.00CR	139380	650.00
F06184	FORTERRA PIPE & PRECAST							
	I-ST00029980	CONCRETE CONE MANHOLE REBUILD	R	12/08/2021		709.00CR	139381	709.00
F06475	FRA-DOR BLACK DIRT & RECY							
	I-2110223	BLACK DIRT	R	12/08/2021		396.00CR	139382	396.00
G07082	GENERAL REPAIR SERVICE							
	I-75799	OIL FOR LIFT STATION PUMPS	R	12/08/2021		277.44CR	139383	
	I-75826	SEALS FOR LIFT STATION PUMPS	R	12/08/2021		571.42CR	139383	848.86
G07156	GOODIN CO							
	I-02485505-00	ANTIFREEZE PW BLDG BOILERS	R	12/08/2021		1,830.71CR	139384	1,830.71
G07176	GOPHER STATE ONE CALL							
	I-1100637	OCT 2021 LOCATE TICKETS	R	12/08/2021		271.35CR	139385	271.35
G07280	GRAINGER INC							
	I-9107783285	712 FRONT STROBE LIGHT	R	12/08/2021		146.84CR	139386	146.84
G07287	GRAFFITI SOLUTIONS INC							
	I-25385	GRAFFITI REMOVER	R	12/08/2021		269.80CR	139387	269.80
G07291	iPROMOTEu							
	I-1915163GT4	BRACELETS & STICKERS	R	12/08/2021		600.89CR	139388	600.89
H08025	HEJNY RENTALS INC							
	I-345530	STUMP GRINDER RENTAL	R	12/08/2021		285.55CR	139389	285.55
H08127	HILLCREST BRAKE & ALIGN							
	I-5889	VEHICLE REPAIR & MAINTENANCE	R	12/08/2021		118.95CR	139390	
	I-5921	VEHICLE REPAIR & MAINTENANCE	R	12/08/2021		1,204.69CR	139390	
	I-5932	VEHICLE REPAIR & MAINTENANCE	R	12/08/2021		73.22CR	139390	
	I-5936	VEHICLE REPAIR & MAINTENANCE	R	12/08/2021		241.81CR	139390	
	I-6245	VEHICLE REPAIR & MAINTENANCE	R	12/08/2021		68.95CR	139390	
	I-6283	VEHICLE REPAIR & MAINTENANCE	R	12/08/2021		159.95CR	139390	
	I-6311	VEHICLE REPAIR & MAINTENANCE	R	12/08/2021		651.96CR	139390	
	I-6376	VEHICLE REPAIR & MAINTENANCE	R	12/08/2021		217.18CR	139390	
	I-6419	VEHICLE REPAIR & MAINTENANCE	R	12/08/2021		60.00CR	139390	2,796.71

PACKET: 05035 Regular Payments

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
H08165	HOME DEPOT							
	I-1010768	VB & TENNIS NETS	R	12/08/2021		20.25CR	139391	
	I-1022461	HOCKEY RINK	R	12/08/2021		7.68CR	139391	
	I-12170	PAINT FOR HOCKEY BOARDS	R	12/08/2021		15.93CR	139391	
	I-2023429	TOOLS	R	12/08/2021		233.17CR	139391	
	I-3023094	BUCKETS	R	12/08/2021		53.12CR	139391	
	I-312722	WIRE	R	12/08/2021		320.58CR	139391	
	I-4011753	TRASH CANS FOR RECYCLING BINS	R	12/08/2021		171.94CR	139391	
	I-4516161	LIGHTING FOR PD	R	12/08/2021		99.00CR	139391	
	I-6011403	HOCKEY RINK	R	12/08/2021		7.47CR	139391	
	I-6022638	TOOLS FOR SEWER TRUCK	R	12/08/2021		248.85CR	139391	
	I-6023039	RAKES	R	12/08/2021		49.96CR	139391	1,227.95
H08183	HUGO FEED MILL & ELEVATOR CO							
	I-118152	STRAW BALES FOR LIVE BURNS	R	12/08/2021		522.50CR	139392	522.50
I09024	IDENTISYS							
	I-547209	ID CARD MACHINE LEASE	R	12/08/2021		1,099.00CR	139393	1,099.00
K09100	KATH FUEL OIL SERVICE CO							
	I-728678	098 WASHER FLUID FOR VEHICLES	R	12/08/2021		42.00CR	139394	
	I-729528	098 GALLON DRUM OF OIL	R	12/08/2021		591.25CR	139394	
	I-731186	098 GREASE FOR EQUIPMENT	R	12/08/2021		423.93CR	139394	1,057.18
K11454	KWIK TRIP INC							
	I-202112027379	OCT 2021 FUEL & WASHES	R	12/08/2021		340.14CR	139395	340.14
L12047	LANDIS GYR TECHNOLOGY INC							
	I-90347287	OCT 2021 SAAS MNTHLY FEE	R	12/08/2021		754.88CR	139396	754.88
M13027	MARCO TECHNOLOGIES LLC							
	I-INV9310610	MICROPHONE REPAIRS	R	12/08/2021		338.00CR	139397	
	I-INV9378038	SHREDDING SERV 11/9-12/8	R	12/08/2021		84.50CR	139397	422.50
M13028	METRO PRODUCTS INC							
	I-163057	098 SHOP SUPPLIES	R	12/08/2021		270.99CR	139398	270.99
M13035	MACQUEEN EQUIPMENT CO							
	I-P38307	556 WATER FILTERS	R	12/08/2021		107.64CR	139399	107.64
M13056	CITY OF MAPLEWOOD							
	I-011869	2021 FIRE TRAINING FACILTY USE	R	12/08/2021		8,000.00CR	139400	8,000.00

PACKET: 05035 Regular Payments

VENDOR SET: 01

BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
M13074	MET COUNCIL ENVIRONMENTAL SVCS							
	I-202112037392	NOV 2021 SAC FEES	R	12/08/2021		4,920.30CR	139401	4,920.30
M13081	MUNICIPAL EMERGENCY SERVICES							
	I-IN1635852	NOZZLES FOR RESCUE #540	R	12/08/2021		1,052.51CR	139402	
	I-IN1643134	5 SETS OF FF PROTECTIVE GEAR	R	12/08/2021		12,559.92CR	139402	13,612.43
M13110	MENARDS-OAKDALE							
	I-30715	LOCK SETS FOR HAUSE PARK	R	12/08/2021		87.97CR	139403	
	I-30990	PVC PARTS FOR CASEY CLEAN OUT	R	12/08/2021		8.48CR	139403	
	I-31069	CONNECTORS	R	12/08/2021		47.96CR	139403	
	I-31325	PAINT FOR ROTARY PK BATHROOM	R	12/08/2021		39.66CR	139403	
	I-31737	ENGRAVER	R	12/08/2021		49.96CR	139403	234.03
M13192	MN BENEFIT ASSOC							
	I-2021-0145296-1	DEC 2021 INSURANCE	R	12/08/2021		71.17CR	139404	71.17
M13207	MN DEPT OF ADMIN- DATA PRACTICES OFFICE							
	I-00000674921	INTRO TO DATA PRACTICES - JK	R	12/08/2021		125.00CR	139405	125.00
M13232	MN DEPT OF LABOR & INDUSTRY							
	I-ALR0122436X	ANNUAL ELEVATOR PERMIT CH	R	12/08/2021		100.00CR	139406	
	I-ALR0125508X	ANNUAL ELEVATOR PERMIT CC	R	12/08/2021		100.00CR	139406	200.00
M13291	MN PEIP							
	I-1135926	DEC 2021 HEALTH INSURANCE	R	12/08/2021		33,545.41CR	139407	33,545.41
M13357	MOTOROLA SOLUTIONS							
	I-8281267341	FIELD EQUIPMENT	R	12/08/2021		3,061.00CR	139408	3,061.00
M13374	MINNESOTA NATIVE LANDSCAPES							
	I-31303	WEED CONTROL SOUTHWOOD PK	R	12/08/2021		1,050.00CR	139409	1,050.00
M14074	MNSPECT LLC							
	I-8800	OCT 2021 INSPECTION SERVICES	R	12/08/2021		25,936.29CR	139410	25,936.29
N07096	NAPA AUTO PARTS							
	I-3617-125109	509 SHIELD	R	12/08/2021		25.73CR	139411	
	I-3617-125133	098 CONTACT CLEANER	R	12/08/2021		10.72CR	139411	
	I-3617-125596	503 WIRE FOR SANDER HOOK UP	R	12/08/2021		21.32CR	139411	
	I-3617-125642	503 LOOM	R	12/08/2021		4.36CR	139411	
	I-3617-127190	515 B GROMMETS	R	12/08/2021		5.98CR	139411	
	I-3617-127215	711 TOOL RENTAL TO FIX EXHAUST	R	12/08/2021		81.01CR	139411	
	I-3617-127422	606 POWER FUSE SANDER SALTER	R	12/08/2021		5.92CR	139411	155.04

PACKET: 05035 Regular Payments

VENDOR SET: 01

BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
N14125	NESCO, LLC							
	I-TU36625	711 SUBLET FOR BUCKET CONTROL	R	12/08/2021		396.74CR	139412	396.74
N14183	NINENORTH							
	I-2021-138	JUNE 2021 CABLE CASTING SERV	R	12/08/2021		1,802.00CR	139413	
	I-2021-240	OCT 2021 CABLECASTING SERV	R	12/08/2021		2,230.00CR	139413	
	I-2021-265	NOV 2021 CABLE CASTING SERV	R	12/08/2021		2,019.00CR	139413	6,051.00
O15001	O'REILLY AUTO PARTS							
	I-2074-181111	SPRAY PAINT	R	12/08/2021		137.88CR	139414	137.88
P16120	PERFORMANCE PLUS LLC							
	I-122323	FD NEW EMPLOYEE SCREENING	R	12/08/2021		1,062.00CR	139415	1,062.00
P16261	PINE CREEK SERVICES							
	I-21796	NOV 2021 WINDOW WASHING	R	12/08/2021		200.00CR	139416	200.00
P16285	PLUNKETT'S PEST CONTROL							
	I-7319380	NOV 2021 PEST CONTROL PW	R	12/08/2021		39.36CR	139417	
	I-7320680	NOV 2021 PEST CONTROL CH	R	12/08/2021		34.86CR	139417	74.22
P16336	POMPS TIRE SERVICE INC							
	I-210563088	713 TIRES	R	12/08/2021		528.28CR	139418	528.28
P16390	LINDE GAS & EQUIPMENT							
	I-66725103	098 OXYGEN & ACETYLENE REFILL	R	12/08/2021		26.79CR	139419	26.79
P16435	PREMIUM WATERS							
	I-318453057	BOTTLES WATER FOR PD	R	12/08/2021		66.00CR	139420	66.00
R18010	RAMSEY COUNTY							
	I-EMCOM-009629	OCT 2021 FLEET SUPPORT FD/PD	R	12/08/2021		567.84CR	139421	
	I-EMCOM-009647	OCT 2021 CAD SERVICES	R	12/08/2021		937.99CR	139421	
	I-EMCOM-009678	OCT 2021 911 DISPATCH SERVICES	R	12/08/2021		6,847.61CR	139421	
	I-PRRRV-001692	2021SPECIAL ASSMNT SERVICES	R	12/08/2021		1,122.50CR	139421	9,475.94
R18135	ROC INC							
	I-83593	DEC 2021 JANITORIAL SERV CH	R	12/08/2021		2,971.10CR	139422	
	I-83598	DEC 2021 JANITORIAL SERV PW	R	12/08/2021		1,204.50CR	139422	
	I-83599	DEC 2021 JANITORIAL SERV LIBRY	R	12/08/2021		880.00CR	139422	5,055.60
R18170	CITY OF ROSEVILLE							
	I-0230475	2021 NETWORK EQUIPMNT REPLNT	R	12/08/2021		3,198.06CR	139423	
	I-0230491	NOV 2021 IT SUPPORT SERVICES	R	12/08/2021		18,533.40CR	139423	21,731.46

12/03/2021 4:41 PM

A / P CHECK REGISTER

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PACKET: 05035 Regular Payments

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
S19003	INNOVATIVE OFFICE SOLUTIONS LLC							
	I-IN3544903	OFFICE SUPPLIES	R	12/08/2021		31.50CR	139424	
	I-IN3551164	OFFICE SUPPLIES	R	12/08/2021		24.79CR	139424	
	I-IN3559018	OFFICE SUPPLIES	R	12/08/2021		63.18CR	139424	
	I-IN3567634	OFFICE SUPPLIES	R	12/08/2021		30.96CR	139424	150.43
S19178	SHERWIN-WILLIAMS							
	I-8093-1	PAINT FOR HOCKEY BOARDS	R	12/08/2021		86.54CR	139425	86.54
S19213	SHERWIN WILLIAMS							
	I-6935-6	PAINT FOR CASEY HOCKEY RINK	R	12/08/2021		194.03CR	139426	194.03
S19409	STAR TRIBUNE							
	I-I00404810-10082021	NOTICE PUBLICATION	R	12/08/2021		134.93CR	139427	
	I-I00405229-10172021	NOTICE PUBLICATION	R	12/08/2021		240.80CR	139427	
	I-I00406262-10242021	NOTICE PUBLICATION	R	12/08/2021		95.36CR	139427	
	I-I00406943-10312021	NOTICE PUBLICATION	R	12/08/2021		655.20CR	139427	1,126.29
S19415	STEPP MFG							
	I-060272	BLACKTOP TRAILER	R	12/08/2021		38,616.00CR	139428	38,616.00
S19433	STAPLES ADVANTAGE							
	C-3490472337	PICKUP NO RESHIP	R	12/08/2021		46.59	139429	
	I-3493336537	OFFICE SUPPLIES	R	12/08/2021		53.93CR	139429	
	I-3493407634	OFFICE SUPPLIES	R	12/08/2021		71.29CR	139429	78.63
S19450	STREICHERS							
	I-L1532583	PRACTICE AMMO	R	12/08/2021		716.40CR	139430	
	I-L1533578	PRACTICE AMMO	R	12/08/2021		209.50CR	139430	925.90
S19497	SWEEPER SERVICES							
	I-21165	556 SUBLET TO SWEEPER SERV	R	12/08/2021		2,554.97CR	139431	2,554.97
S23325	STILLWATER MEDICAL GROUP							
	I-1349972	NEW EMPLOYEE TESTING PD	R	12/08/2021		424.00CR	139432	424.00
T19150	T A SCHIFSKY & SONS INC							
	I-21-214/#4	2021 MAINTENANCE OVERLAY	R	12/08/2021		56,785.00CR	139433	
	I-21-214/#5	2021 MAINTENANCE OVERLAY	R	12/08/2021		18,686.52CR	139433	
	I-67893	ASPHALT FOR PATCHING	R	12/08/2021		510.92CR	139433	75,982.44
T20076	TOSHIBA FINANCIAL SERVICES							
	I-5017578392	NOV 2021 COPIER LEASE	R	12/08/2021		62.99CR	139434	
	I-5017578393	NOV 2021 COPIER LEASE	R	12/08/2021		240.35CR	139434	
	I-5017578394	NOV 2021 COPIER LEASE	R	12/08/2021		146.39CR	139434	
	I-5017578395	NOV 2021 COPIER LEASE	R	12/08/2021		285.88CR	139434	
	I-5017704883	COPIER OVERAGES	R	12/08/2021		7.53CR	139434	743.14

PACKET: 05035 Regular Payments

VENDOR SET: 01

BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
T20126	TENNIS SANITATION LLC							
	I-2910444A	FEE FROM R&E CLOSURE 2/15-3/5	R	12/08/2021		13,960.80CR	139435	
	I-3085958	OCT 2021 2538 SEPPALA	R	12/08/2021		273.00CR	139435	
	I-3085960	OCT 2021 2290 1ST ST N	R	12/08/2021		91.00CR	139435	
	I-3085961	OCT 2021 2400 MARGARET	R	12/08/2021		91.00CR	139435	
	I-3085962	OCT 2021 SOLID WASTE	R	12/08/2021		45,990.25CR	139435	60,406.05
T20161	THOMPSON REUTERS - WEST							
	I-845300717	NOV 2021 SOFTWARE SUBSCRIPTN	R	12/08/2021		222.90CR	139436	222.90
T20191	TIMESAVER OFF SITE SECRETARIAL INC.							
	I-M26833	OCT 2021 SECRETARIAL SERV	R	12/08/2021		374.00CR	139437	
	I-M26874	CC SECRETARIAL SERVICES	R	12/08/2021		412.63CR	139437	786.63
T20192	T-MOBILE							
	I-202112037386	FD/PD CARDS/TABLETS 10/9-11/8	R	12/08/2021		394.99CR	139438	
	I-202112037387	FD/PD CARDS/INTRNT 10/11-11/10	R	12/08/2021		294.79CR	139438	689.78
T20215	TOKLE INSPECTIONS INC							
	I-202112037393	NOV 2021 ELECTRICAL INSPECTS	R	12/08/2021		1,381.60CR	139439	1,381.60
T20285	TRI STATE BOBCAT INC							
	I-A95324	740 FRONT HUB BEARINGS	R	12/08/2021		889.90CR	139440	
	I-A95343	740 LEFT FRONT CV SHAFT	R	12/08/2021		469.61CR	139440	1,359.51
T20296	TRITECH SOFTWARE SYSTEMS							
	I-335713	LETG SOFTWARE ANNUAL FEE	R	12/08/2021		18,252.73CR	139441	18,252.73
T20461	TWIN CITY HARDWARE							
	I-PSI2078871	LOCK REPAIR LIBRARY	R	12/08/2021		165.00CR	139442	
	I-PSI2082421	NEW LOCK	R	12/08/2021		529.26CR	139442	694.26
T20470	TWIN CITY WATER CLINIC INC							
	I-16849	OCT 2021 WATER SAMPLES	R	12/08/2021		256.00CR	139443	256.00
T20472	TWIN CITY POWDER COATING LLC							
	I-36876	SAND BLASTING ST LIGHTS	R	12/08/2021		3,695.82CR	139444	3,695.82
U21098	GALLS, LLC							
	I-019546526	PISTOL TACO BELT MOUNT	R	12/08/2021		29.00CR	139445	29.00
U21215	UPS							
	I-0000R93F25431	SHIPPING CHARGES	R	12/08/2021		333.15CR	139446	
	I-0000R93F25451	SHIPPING CHARGES	R	12/08/2021		51.31CR	139446	384.46

PACKET: 05035 Regular Payments

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
V22041	VAN IWAARDEN ASSOCIATES							
	I-202112027382	OCT 2021 ACCOUNTING REPORT	R	12/08/2021		3,200.00CR	139447	3,200.00
V22049	VEIT DISPOSAL SYSTEMS							
	I-T1 0000024909	CONSTRUCTION DEBRIS	R	12/08/2021		149.59CR	139448	149.59
W23155	WHEELCO TRUCK & TRAILER PARTS							
	I-INV112127	860 SPRING PING RIGHT UPPR PIN	R	12/08/2021		257.12CR	139449	257.12
W23500	WSB & ASSOCIATES INC							
	I-R-013350-000-31	SEPT 2021 MCKNOGHT ACCESS	R	12/08/2021		2,241.25CR	139450	
	I-R-014391-000-28	SEPT 2021 ST & UTLTY IMPRVTS	R	12/08/2021		1,532.25CR	139450	
	I-R-014750-000-22	SEPT 2021 MARGARET & 7TH REDEV	R	12/08/2021		1,166.75CR	139450	
	I-R-015098-000-15	SEPT 2021 7TH MAJOR SUB/REZONE	R	12/08/2021		145.00CR	139450	
	I-R-017142-000-7	SEPT 2021 GEN SERV WATER	R	12/08/2021		290.00CR	139450	
	I-R-017143-000-7	SEPT 2021 GEN SERV SAN SEWER	R	12/08/2021		217.50CR	139450	
	I-R-017144-000-9	SEP 2021 GEN SERV SURFACE WAT	R	12/08/2021		2,497.50CR	139450	
	I-R-017145-000-9	SEP 2021 GEN SERV STREETS	R	12/08/2021		601.50CR	139450	
	I-R-017146-000-5	SEP 2021 GEN SERV ELECTRIC	R	12/08/2021		1,248.00CR	139450	
	I-R-017235-444-10	SEP 2021 GEN PLANNING SERVICES	R	12/08/2021		3,910.00CR	139450	
	I-R-017756-000-6	SEP 2021 ZCU-21-02 NO HIGH ADD	R	12/08/2021		1,564.00CR	139450	
	I-R-017847-000-5	SEP 2021 RISK ASSEMENT ERP	R	12/08/2021		195.00CR	139450	
	I-R-018162-000-3	SEP 2021 6TH AVE PARKING LOT	R	12/08/2021		3,958.25CR	139450	
	I-R-018869-000-2	SEP 2021 ZCU-21-05 CENTURY CUP	R	12/08/2021		2,289.50CR	139450	
	I-R-018973-000-1	SEP 2021 ANCHOR BLK CP-22-05	R	12/08/2021		2,459.00CR	139450	24,315.50
VOID	VOID CHECK		V	12/08/2021			139451	**VOID**
X14164	XCEL ENERGY							
	I-0462497222	NAT GAS PW BLDG 10/14-11/14	R	12/08/2021		1,701.58CR	139452	
	I-0462510716	NAT GAS COM CTR 10/14-11/14	R	12/08/2021		3,400.77CR	139452	
	I-0462951592	NAT GAS HAUSE PK 10/14-11/14	R	12/08/2021		81.60CR	139452	
	I-0462969728	NAT GAS CITY HALL 10/14-11/14	R	12/08/2021		1,865.19CR	139452	
	I-0463005130	NAT GAS CASEY LK 10/17-11/15	R	12/08/2021		129.80CR	139452	
	I-0463103388	NAT GAS WELL#1 10/17-11/15	R	12/08/2021		35.51CR	139452	
	I-0463103658	NAT GAS WELL#3 10/14-11/14	R	12/08/2021		88.45CR	139452	
	I-0463103751	NAT GAS MCKNIGHT 10/14-11/14	R	12/08/2021		27.65CR	139452	
	I-0463104007	NAT GAS HAUSE 10/14-11/14	R	12/08/2021		73.76CR	139452	
	I-0463104047	NAT GAS WELL#2 10/17-11/15	R	12/08/2021		45.33CR	139452	
	I-0463104093	NAT GAS WELL#5 10/14-11/14	R	12/08/2021		59.03CR	139452	
	I-0463104522	NAT GAS WELL#4 10/14-11/14	R	12/08/2021		64.92CR	139452	7,573.59

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT

PACKET: 05035 Regular Payments

VENDOR SET: 01

BANK : AP PREMIER BANK

*** DRAFT/OTHER LISTING ***

VENDOR	NAME / I.D.	DESC	ITEM	PAID	DISCOUNT	AMOUNT	ITEM	ITEM
			TYPE	DATE			NO#	AMOUNT
F06476	FP MAILING SOLUTIONS							
	I-202112037383	NOV 2021 POSTAGE	D	11/18/2021		500.00CR	001265	500.00
T20192	T-MOBILE							
	I-202112037385	NOV 2021 CELL PHONE	D	12/03/2021		1,577.63CR	001266	1,577.63

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	105	0.00	467,376.19	467,376.19
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	0.00	2,077.63	2,077.63
VOID CHECKS:	2	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	109	0.00	469,453.82	469,453.82

TOTAL ERRORS: 0

TOTAL WARNINGS: 0



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: HRA Chairman and Commissioners
FROM: Jacquelyn Lutmer, Accounting Technician
DATE: December 7, 2021
SUBJECT: Recommendation of approval of HRA claims list.

Claim Date

12/8/2021 A/P Check Register	139453-139460	\$ 44,851.77
	Total	<u>\$44,851.77</u>

Approved this 7th day of December 2021

/s/ Terrence J. Furlong, Mayor by Consent Resolution

/s/ Brian Frandle, Interim City Manager/Clerk by Consent Resolution

PACKET: 05036 HRA AP PACKET

VENDOR SET: 01

BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
C03002	CAMPBELL KNUTSON PA							
	I-2076-0093G-3	OCT 2021 LEGAL SERVICES	R	12/08/2021		1,101.14CR	139453	1,101.14
L12462	LYMAN LUMBER COMPANY							
	I-801259	ROOF TRUSSES	R	12/08/2021		10,365.27CR	139454	
	I-802172	LUMBER	R	12/08/2021		3,508.87CR	139454	
	I-995069	BUILDING SUPPLIES	R	12/08/2021		698.12CR	139454	
	I-998957	LUMBER	R	12/08/2021		5,754.10CR	139454	
	I-999968	LUMBER	R	12/08/2021		1,082.68CR	139454	21,409.04
M13109	MENARDS-MAPLEWOOD							
	I-83600	RING SHANK	R	12/08/2021		42.98CR	139455	
	I-84377	NAILS	R	12/08/2021		32.98CR	139455	
	I-84477	NAILS	R	12/08/2021		11.59CR	139455	87.55
M13110	MENARDS-OAKDALE							
	I-31834	MENARDS-OAKDALE	R	12/08/2021		132.96CR	139456	132.96
M13289	MIDSTATE EXCAVATING							
	I-21-268	HOUSE DEMO 2487 19TH	R	12/08/2021		20,350.00CR	139457	20,350.00
O15032	ON-SITE SANITATION							
	I-0001221021	RESTROOM SERV 2487 19TH	R	12/08/2021		63.00CR	139458	63.00
R18039	RAMSEY COUNTY PROPERTY RECORDS & REVENUE							
	I-202112027381	2021 PROPERTY TAXES	R	12/08/2021		1,626.48CR	139459	1,626.48
X14164	XCEL ENERGY							
	I-0462967972	NAT GAS 2393 MAGRT 10/14-11/14	R	12/08/2021		81.60CR	139460	81.60

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	8	0.00	44,851.77	44,851.77
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	8	0.00	44,851.77	44,851.77
TOTAL ERRORS: 0	TOTAL WARNINGS: 0			

**To**

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # VI.H

Consent Agenda

Subject

City Manager Employment Agreement

Background/Facts

The position was advertised on September 8, 2021, and applications were received through October 6, 2021. There were 24 applicants for the position, and candidates were initially ranked based on experience and education. The Council selected six people to bring in for the final interview process. Two candidates withdrew from consideration. Interviews that included a tour, department head staff panel and mayor/council panel were held on November 10th and 18th.

Recommendation:

Approve City Manager Employment Contract with John Stark and Resolution No. 2021-xxx

Attachments

1. NSPCityManagerEmploymentAgreement
2. Res 2021-xxx John Stark City Manager

Respectfully submitted,
Jennie Kloos, Deputy Clerk

City of North Saint Paul, Minnesota Employment Agreement

AGREEMENT made this 7th day of December 2021, by and between the CITY OF NORTH SAINT PAUL, a Minnesota municipal corporation ("Employer"), and John Stark ("Employee").

The parties agree as follows:

1. **POSITION.** Employer agrees to employ Employee as its City Manager. Employee agrees to serve as City Manager in accordance with state statutes, City ordinances and the Code of Ethics of the International and Minnesota City/County Management Associations, and to perform such other legally permissible and proper duties and functions as the City Council shall from time-to-time assign.

2. **PENSION PLAN.** Employer shall contribute to PERA as required by State law for Employee or an alternate pension plan, if selected by Employee, authorized by State law.

3. **SALARY.** Employer shall pay Employee a salary of \$150,000 per year starting January 3, 2022. Employer and Employee agree that an initial performance review will be conducted on Employee after six (6) months and annually thereafter. The Employer agrees to consider an increase in compensation to the Employee dependent upon the results of the performance evaluation.

4. **SENIORITY.** For purposes of employment benefits such as sick leave, vacation leave, and the like, Employee will be credited with having completed 20 years of employment with the City upon his first day of employment.

5. **SICK LEAVE.** Effective upon Employee's first day of employment, Employee shall be credited with 20 days of accrued sick leave. In addition, Employee shall accrue sick leave in accordance with the City's personnel policies.

6. **VACATIONS.** Effective upon Employee's first day of employment, Employee shall be credited with 20 days of accrued vacation leave. In addition, Employee shall accrue vacation leave in accordance with the City's personnel policies.

7. **HOLIDAYS.** Employer shall provide Employee the same holidays as enjoyed by other non-union employees.

8. **GENERAL INSURANCE.** Employer shall provide Employee the same group hospital, medical, dental, life and disability insurance benefits as provided to all other non-union employees.

9. **DUES AND SUBSCRIPTIONS.** Employer shall budget and pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement.

10. **PROFESSIONAL DEVELOPMENT.** Employer shall budget and pay necessary and reasonable registration, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in his outside activities so he will not neglect his primary duties to the Employer.

11. **CIVIC CLUB MEMBERSHIP.** Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and Employer; and at Employer's expense.

12. **AUTOMOBILE.** Employee shall be paid a monthly allowance of \$350 for use of his personal automobile for Employer business.

13. **GENERAL EXPENSES.** Employer shall reimburse Employee reasonable miscellaneous job-related expenses which it is anticipated Employee will incur from time to time when provided appropriate documentation.

14. **HOURS OF WORK.** It is understood the position of City Manager requires attendance at evening meetings and occasionally at weekend meetings. It is understood by Employee that additional compensation and compensatory time shall not be allowed for such additional expenditures of time. It is further understood that Employee may absent himself from the office to a reasonable extent in consideration of extraordinary time expenditures for evening and weekend meetings at other than normal working hours.

15. **TERMINATION BENEFITS.** In the event Employee is terminated by the Employer during such time that Employee is willing and able to perform the duties of City

Manager, then in that event, Employer agrees to pay Employee at the time of receipt of his last paycheck a lump sum cash payment equal to six months aggregate salary and to continue to provide and pay for the benefits set forth in paragraph 9 for a period of six following termination. However, in the event Employee is terminated because of his malfeasance in office, gross misconduct, conviction for a felony, or conviction for an illegal act involving personal gain to Employee, then Employer shall have no obligation to pay the termination benefits.

If Employer at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than across-the-board reduction for all non-union employees, or if Employer refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee or Employee resigns following a formal suggestion by Employer that he resign, then Employee may, at his option, be deemed to be "terminated" on the effective date of Employee's resignation and the Employee shall also be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns his/her position with Employer, Employee agrees to give the Employer thirty (30) days advance notice. If Employee voluntarily resigns his position with Employer, there shall be no termination pay due to Employee.

16. **GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with Employer, subject only to the provisions of this Agreement.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed and executed on its behalf by its Mayor and Employee has signed this Agreement, in duplicate, the day and year first written above.

EMPLOYER:
CITY OF NORTH SAINT PAUL

EMPLOYEE:
JOHN STARK

BY: _____
Its Mayor

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

RESOLUTION APPOINTING A CITY MANAGER

WHEREAS, the City Council has agreed to offer the permanent position of City Manager to John Stark; and

WHEREAS, the following terms apply to the City Manager position:

- The effective date of appointment shall be Tuesday, December 7, 2021.
- Mr. Stark shall receive an annual salary of \$150,000 beginning January 3, 2021.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North St. Paul, it hereby appoints John Stark, as its City Manager beginning January 3, 2021 with the agreed upon terms in the Employment Agreement.

ADOPTED this 7th day of December 2021.

Motion by Council Member

Second by Council Member

Voting: Aye:
 Nay:
 Abstain
 Absent:

Terrence J. Furlong, Mayor

Attest:

Brian Frandle, Interim City Manager

**To**

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # VI.I

Consent Agenda

Subject

2022 City Council Meeting Calendar

Background/Facts

- According to City Ordinance, the City Council shall convene its regular meetings on the first and third Tuesday of each month. Regular meetings shall begin at 6:30 p.m. Special meetings may be called at any time at the discretion of the Mayor.
- Workshops are also scheduled for each evening of a regular meeting beginning at 5 p.m. Workshops may also be scheduled on an as needed basis by the City Manager.
- Per previous years the City Council cancels its first regular meeting in August to enable Council members to attend National Night Out events. That date for 2022 is August 2nd.
- There are two election dates in 2022. Tuesday, August 9th and Tuesday, November 8th.
- The City Council members also serve as the Board of Directors for the City's Housing and Redevelopment Authority. It is proposed the City Council schedule the HRA's meetings on an "as needed" basis for 2022, and that meetings shall take place immediately following regular council meetings.

Proposed Workshop (5:00 p.m.) & Regular Meeting Schedule (6:30 p.m.)			
January 4 & 18	February 1 & 15	March 1 & 15	April 5 & 19
May 3 & 17	June 7 & 21	July 5 & 19	August 16
September 6 & 20	October 4 & 18	November 1 & 15	December 6 & 20

Recommendation:

It is recommended the City Council adopt the above recommended City Council workshop and regular meeting schedule as presented.

Attachments

1. Res 2021-xxx 2022 CC Mtg Schedule

Respectfully submitted,
Jennie Kloos, Deputy Clerk

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

**RESOLUTION ADOPTING THE 2022
CITY COUNCIL MEETING SCHEDULE**

WHEREAS, City Ordinance ordains that the City Council (“Council”) shall convene its regular meetings on the first and third Tuesday of each month at 6:30 p.m.; and,

WHEREAS, the Council holds workshops on the same night as its regular council meetings, beginning at 5 p.m.; and,

WHEREAS, per previous years the City Council cancels its first regular meeting in August to enable Council members to attend National Night Out events. That date for 2022 is August 2nd.

WHEREAS, Council members also serve as the Board of Directors for the City’s Housing & Redevelopment Authority (“HRA”), and said meetings, unless otherwise noted, shall take place at the conclusion of regular Council meetings on an as-needed basis.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, the following 2022 City Council meeting schedule is hereby established:

Proposed Workshop (5:00 p.m.) & Regular Meeting Schedule (6:30 p.m.)			
January 4 & 18	February 1 & 15	March 1 & 15	April 5 & 19
May 3 & 17	June 7 & 21	July 5 & 19	August 16
September 6 & 20	October 4 & 18	November 1 & 15	December 6 & 20

ADOPTED this 7th day of December, 2021.

Motion by Council Member
Second by Council Member

Voting: Aye:
 Nay:
 Abstain:
 Absent:

Terrence J. Furlong, Mayor

Attest:

Brian Frandle, Interim City Manager/Clerk



To

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # VI.J

Consent Agenda

Subject

North Suburban Access Professional and Technical Services Agreement

Background/Facts

Recommendation:

Attachments

1. North St Paul 2022 Service Agreement_to sign

Respectfully submitted,
Kari Erpenbach, Communications

North Suburban Access NSAC

Professional and Technical Services Agreement

This contract is between the North Suburban Access Corporation, a Minnesota Municipal Corporation, (herein “the NSAC”) and the City of North St. Paul, Minnesota, a Minnesota municipal corporation (herein “the City”). NSAC and the City are referred to individually herein as a “Party” and collectively as the “Parties”).

Recitals

1. Under Minnesota law, the NSAC is empowered to provide such professional and technical services as are desired by the City.
2. The City desires to engage the NSAC for video webcasting services and archiving services (herein “the Services”).
3. The City represents that it is empowered to engage the NSAC.

Agreement

1. Term of Contract

- 1 **Duration.** This Agreement will become effective January 1, 2022 and have an initial term of one (1) year (“Initial Term”). At the expiration of the Initial Term or any renewal term, the Agreement will automatically renew for another period of one (1) year, unless notice to terminate this Agreement is provided no less than ninety (90) days prior to the end of the current term. If this Agreement is terminated prior to the completion of a one (1) year period, the NSAC will be entitled to payment, determined on a *pro rata* basis, for Services satisfactorily performed.
- 2 **Survival of Terms.** The following clauses will remain in effect after the termination of the Agreement: Section 5. Mutual Defense and Indemnification, Section 6. Insurance, Section 8. Ownership of Documents, Section 9. Records Access, Section 10. Government Data Practices and Intellectual Property, Section 12. Governing Law, Jurisdiction, and Venue; and Section 13. Disclosure.

2. Services Provided

Services. The NSAC will provide the Services described in Schedule A (attached).

Additional Services. The City may also request additional services during the term of the Agreement (see Section 1.1. Duration). If accepted by the NSAC, Schedule A will be amended to include a description of the additional services and according compensation. Unless otherwise specified, all terms of this Agreement will apply to any amendments to

Schedule A.

Standard of Care. To the extent any property, such as camera or computer equipment, is loaned by the NSAC to the City, the City will exhibit a standard of care consistent with Minnesota law.

City Assistance. Depending on the nature of the Services, the NSAC may from time to time require access to public and private lands or property. To the extent the City is legally and reasonably able, the City will provide access to and make provisions to enable the NSAC or its agents or employees to enter upon public and private land and property as required for the NSAC to perform the Services.

The City will furnish the NSAC with a copy of any special standards or criteria promulgated by the City relating to the Services, including, but not limited to, design and construction standards, that are necessary for the NSAC to prepare for its performance of the Services.

3. Payment

Compensation. The City will pay for all Services to be performed by the Contractor as specified in Schedule A (attached).

Fee Adjustment. The NSAC reserves the right to annually adjust the fees associated with the Services specified in Schedule A. Such adjustments, if any, will be enacted on January 1 of a given year. Prior to enacting any fee adjustments, the NSAC must provide written notice of such adjustments to the City at least ninety (90) calendar days prior to the effective date of the fee adjustment.

Invoices. The City must promptly pay the NSAC after the NSAC presents an invoice for those Services that have been actually performed. The NSAC must timely submit invoices.

Event Cancellation. The City agrees to pay 70% of the expected event amount for any cancellation unless sufficient prior notice is provided. "Prior Notice" is defined as at least 10 business days (including the day of the event) before the scheduled event.

4. Assignment, Amendments, Waiver, and Completeness

Assignment. Neither Party may assign, license, or transfer any rights or obligation under this Agreement without prior written consent of the other Party and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

Amendments. Any amendments to this contract must be made in writing and will not be effective until executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

Waiver. If either Party fails to enforce in a timely manner any provision of this Agreement, that failure does not waive the provision or the Party's right to enforce the provision.

Completeness. This Agreement contains all negotiations and agreements between the NSAC and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

5. Mutual Defense and Indemnification

To the fullest extent permitted by law, each Party agrees to defend, indemnify, and hold harmless the other Party and its employees, officials, and agents from and against all claims, actions, damages, losses, and expenses, including reasonable attorney fees, arising out of the Party's own negligence or performance or failure to perform its obligations under this Agreement. Each Party's indemnification obligation shall apply to the Party's subcontractor(s), or anyone directly or indirectly employed or hired by the Party, or anyone for whose acts the Party may be liable. The Party agrees this indemnity obligation shall survive the completion or termination of this Agreement.

6. Insurance NSAC, at its expense, shall procure and maintain in force for the duration of this Agreement the following minimum insurance coverages:

- A. General Liability. NSAC agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be endorsed as additional insured.
- B. Automobile Liability. If the NSAC operates a motor vehicle in performing the Services under this Agreement, NSAC shall maintain commercial automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000 combined single limit.
- C. Workers' Compensation. NSAC agrees to provide workers' compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. NSAC shall also carry employers liability coverage with minimum limits are as follows:
 - \$500,000 – Bodily Injury by Disease per employee
 - \$500,000 – Bodily Injury by Disease aggregate
 - \$500,000 – Bodily Injury by Accident

NSAC shall, prior to commencing the Services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.

The insurance requirements may be met through any combination of primary and umbrella/excess insurance.

NSAC's policies shall be the primary insurance to any other valid and collectible insurance available to the City with respect to any claim arising out of NSAC's performance under this Agreement.

NSAC's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days advanced written notice to the City

7. Nondiscrimination. In the hiring of employees to perform work under this Agreement, the Contractor shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.
8. Ownership of Documents. All reports, plans, specifications, data, maps, and other documents produced by NSAC in the performance of services under this Agreement shall be the property of the City.
9. Records Access. The Contractor shall provide the City access to any manuals, equipment documentation, and digital and physical recordings of City meetings for three (3) years after final payment

10.

Government Data Practices and Intellectual Property

1. ***Government Data Practices***. To the extent applicable, the City and NSAC must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this Clause by either the City or the NSAC.

Each Party shall notify the other of any Data Practices Act request for video recordings created pursuant to this Agreement. All requests for the release or sale of video recordings created pursuant to this Agreement shall be directed to and fulfilled by the NSAC.

11. Endorsement

The City must not claim that the NSAC endorses its products or services.

12. Governing Law, Jurisdiction, and Venue

Minnesota Law governs this Agreement. Venue for all legal proceedings arising from this Agreement shall be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Disclosure

The City consents to disclosure of its social security number, federal employer tax identification number, and Minnesota tax identification number, to the Commission as is necessary for compliance with Minnesota and other applicable law.

14. Severability

If any section or clause of this Agreement is held to be invalid or unenforceable, then the meaning of that section or clause shall be construed so as to render it enforceable to the extent feasible. If no feasible interpretation would save the section or clause, it shall be severed from this Agreement with respect to the matter in question, and the remainder of the Agreement shall remain in full force and effect. However, in the event that such a section or clause is essential or substantially alters the Agreement, the Parties shall negotiate a replacement section or clause that will achieve the intent of such unenforceable section or clause to the extent permitted by law.

15. Independent Contractor

.

It is expressly understood that the NSAC is an “independent contractor” and not an employee of the City. Employees of the NSAC performing work pursuant to this Agreement shall remain at all times employees only of the NSAC. The NSAC will be responsible for worker’s compensation, salary, and training. NSAC shall have control over the manner in which the Services are performed under this Agreement. NSAC shall supply, at its own expense, all materials, supplies, equipment, and tools required to accomplish the Services contemplated by this Agreement. NSAC shall not be entitled to any benefits from the City, including without limitation, insurance benefits, sick and vacation leave, workers’ compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits. Nothing in this Agreement shall be deemed to constitute a partnership, joint venture or agency relationship.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

Dated: _____

North Suburban Access Corporation

By: _____

Its: _____

Attest

By: _____

Its: _____

_____, **City Manager**

Dated: _____

By: _____

Its: _____

Schedule A. Services (North St. Paul).

Service	Quote	
<u>Municipal Production Services:</u> The NSAC agrees to provide the following: • Provide a municipal producer to record and broadcast LIVE City Council meetings, HRA meetings, and Planning Commission meetings, totaling 40 meetings, in accordance to Schedule B. If two meetings fall back to back, the cost will be billed as a single meeting plus a \$75 fee. There are 20 fee meetings. Dates of the meetings need to be sent to before start of the year. Cost per meeting is \$217. For each additional meeting a flat fee of \$230 per meeting will be charged. NSAC will provide a municipal producer to record and broadcast LIVE meetings in either in person, virtual, or hybrid. • Equipment and meeting room preparation; • Provide the timing of the discussion and agenda items for web links; • Provide backend support for closing, annotating, and posting the meeting for program the following day. • Provide Master Control services to ensure quality controls. The City agrees to provide the following: • 10 day notice for all hybrid meetings. • Provide a weekly schedule of live and/or recorded events of shows at least one week in advance of first event/show on the schedule. • Provide the NSAC with the name and telephone number and email address of an emergency contact who can answer questions about the cablecast and/or encoding of live events.	\$9,612 For Full Meeting Coverage and double meeting fee for 24 meetings	\$9,612 For Full Meeting Coverage and double meeting fee for 24 meetings
<u>Cassandar Web Streaming Platform:</u> The NSAC agrees to provide the following: • Custom made landing page with a proprietary platform, branded with city logo and colors to play live and store archived video content; • Ability to index, chapterize, and upload packets alongside meetings; Hosting and maintenance of the platform and site.	\$3,120 per year	\$3,120

Schedule A. Services (North St. Paul).

<u>Subtitling:</u> The NSAC agrees to provide the following: English subtitling for 35 meetings, in English or another language, delivered through the Cassandar platform to be seen on the live and recorded web stream, as well as on cable;	\$1,610.00	-
<u>Web streaming Services:</u> The NSAC agrees to provide the following: - Live web streaming of City Council meetings and Planning Commission meetings, of 35 meetings onto the Cassandar platform and YouTube. The cost is \$68 per meeting, per platform. - Encoded meetings and the accompanying agendas posted within 24 hours on the NSAC's website; - Post links between agenda items and their video discussion; Storage of recorded videos for 1 year; - Retained YouTube recording on the City's YouTube Channel. The City agrees to provide the following: - Comcast encoder to be relocated at the 2670 Arthur Street, Roseville, MN location. - The Haivision Encoder/Decoder will be used to transport live meetings, routed directly to channel 16 encoder and recorded for later playback. - Provide YouTube credentials to directly stream into YouTube. - Provide the NSAC with monthly schedule of all live meetings to be streamed and/or encoded for posting on the NSAC's website; - Notify the NSAC as soon as possible of the cancellation of a live event, including city meeting, which is scheduled for playback, of any change in the day or beginning time of any live event, including city meeting, or of any additions of special meeting to the schedule; - Provide the NSAC with the name and telephone number for a main contact of the cablecast. - Chapter marking information on the agenda will be provided by the City for meetings not utilizing the NSAC's municipal producers.	\$68 per meeting, per platform. 2 Platforms Web and YouTube	\$4,760

Schedule A. Services (North St. Paul).

<u>Cablecasting Services:</u> The NSAC agrees to provide the following: • Live broadcasting of City Council and Planning Commission meetings and applicable Advisory Commission meetings on appropriate channels; • Schedule the City channel with 21 playbacks per week; • Equipment does not need to be purchased by the city. The City agrees to provide the following: • Monthly schedule of cablecast playbacks.	\$310 per month	\$3,720
Community Bulletin Board: NSAC agrees to provide the following: • The community bulletin board coordination via Carousel. • Updating 8 slides per month with new graphics and new events. The City Agrees to provide the following: • A monthly list of events and items of interest for content.	\$1,680	-
<u>Consultation:</u> The NSAC agrees to provide the following: • Audio/Visual equipment maintenance related to municipal meeting coverage and delivery; and • Audio/Video equipment planning, and/or installation.	\$100 per hour Proposal for projects will need a contract	-
Total		\$21,212

Schedule B

Meeting Type	Date	Day	Time	Note
City Council	4-Jan	Tuesday	6:30pm	

Schedule A. Services (North St. Paul).

City Council	18-Jan	Tuesday	6:30pm	
City Council	1-Feb	Tuesday	6:30pm	Including workshop with start time at 5pm
City Council	22-Feb	Tuesday	5pm	Workshop
City Council	1-Mar	Tuesday	6:30pm	Including workshop with start time at 5pm
City Council	8-Mar	Tuesday	5:30pm	Workshop
City Council	15-Mar	Tuesday	6:30pm	Including workshop with start time at 5pm
City Council	5-Apr	Tuesday	6:30pm	Including workshop with start time at 5pm
City Council	19-Apr	Tuesday	6:30pm	Including workshop with start time at 5pm
City Council	3-May	Tuesday	6:30pm	Including workshop with start time at 5pm

Schedule A. Services (North St. Paul).

City Council	17-May	Tuesday	6:30pm	Including workshop with start time at 5pm
City Council	29-May	Tuesday	6:30pm	Including workshop with start time at 5pm
City Council	14-Jun	Tuesday	6:30pm	Including workshop with start time at 5pm
City Council	5-Jul	Tuesday	6:30pm	Including workshop with start time at 5pm
City Council	19-Jul	Tuesday	6:30pm	Including workshop with start time at 5pm
City Council	16-Aug	Tuesday	6:30pm	Including workshop with start time at 5pm
City Council	6-Sep	Tuesday	6:30pm	Including workshop with start time at 5pm
City Council	20-Sep	Tuesday	6:30pm	Including workshop with start time at 5pm

Schedule A. Services (North St. Paul).

City Council	4-Oct	Tuesday	6:30pm	Including workshop with start time at 5pm
City Council	18-Oct	Tuesday	6:30pm	Including workshop with start time at 5pm
City Council	1-Nov	Tuesday	6:30pm	Including workshop with start time at 5pm
City Council	15-Nov	Tuesday	6:30pm	Including workshop with start time at 5pm
City Council	6-Dec	Tuesday	6:30pm	Including workshop with start time at 5pm
City Council	20-Dec	Tuesday	6:30pm	Including workshop with start time at 5pm
Planning Comm.	6-Jan	Thursday	6:30pm	
Planning Comm.	3-Jan	Thursday	6:30pm	
Planning Comm.	3-Mar	Thursday	6:30pm	

Schedule A. Services (North St. Paul).

Planning Comm.	31-Dec	Thursday	6:30pm	
Planning Comm.	5-May	Thursday	6:30pm	
Planning Comm.	2-Jun	Thursday	6:30pm	
Planning Comm.	30-Jul	Thursday	6:30pm	
Planning Comm.	4-Aug	Thursday	6:30pm	
Planning Comm.	1-Sep	Thursday	6:30pm	
Planning Comm.	6-Oct	Thursday	6:30pm	
Planning Comm.	3-Nov	Thursday	6:30pm	
Planning Comm.	1-Dec	Thursday	6:30pm	
HRA Committee	TBD	Tuesday		immediately following the City Council meeting. 4 planned.

**To**

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # VI.K

Consent Agenda

Subject

Police Vehicle Replacements CIP Funds

Background/Facts

In 2022, four police squad vehicles are scheduled to be replaced, consistent with the approved 2022 City of North St. Paul Capital Improvement Project schedule.

All police vehicles are purchased through state contracted vendors. For the replacement of all four approved police squad cars and necessary emergency squad car components and labor, the total cost is \$309,709.38.

The total cost includes all necessary and standard components of emergency police vehicles, squad video and sound recording devices, squad equipment, radios, squad computers, squad printers, labor costs, and North St. Paul Police graphics.

The following vendors providing components to appropriately equip police vehicles are also state contracted vendors: Baycom, Ancom, EATI.

Recommendation:

I respectfully ask that you approve the replacement purchase of state contracted police vehicles on December 7, 2021. Approving this scheduled purchase immediately based on the recently approved CIP replacement schedule will incur a minimum cost savings of \$6,932.42 due to the 2022 expected price increases from the state contracted emergency vehicle build vendor, EATI. Additionally, one state contracted vehicle vendor has stated that further delay will also prevent the ordering of 2022 model police vehicles due to their assembly line operations.

Attachments

1. Replacement Summary
2. Res 2021-xxx Request to Purchase Four New Police Vehicles

Respectfully submitted,
Phil Baebenroth, Police Chief

2022 North St. Paul Police Squad Replacement – CIP Equipment Funds

	NSP Squads				TOTALS
	2138 - F150	2139 - Explorer HV	2140 - Explorer UM	2141 - Charger	
	Replaces 2131	Replaces 2130	Replaces 2128	Replaces 2132	
Base Price	38,904	47,652.30	48,098.30	34,231	168,885.60
Radar	2,339.25	2,339.25	2,339.25	2,339.25	9,357
Computer / Printer	4,263	4,263	4,263	4,263	17,052
Cameras	5,562	5,562	5,562	5,562	22,248
Build Up	20,254.97	17,639.84	15,327.25	16,102.22	69,324.28
Radio	4,807.5	4,807.5	4,807.5	4,807.5	19,230.00
Graphics	367.5	367.5		367.5	1,102.50
Stop Sticks	627.5	627.5	627.5	627.5	2,510.00
TOTALS	77,125.72	83,258.89	81,024.80	68,299.97	309,709.38

2022 Replacement squad orders include:

- 1 – Ford F150 Police Interceptor
- 2 – Ford Explorer Police Interceptors
- 1 – Dodge Charger Police Interceptor

Vehicle equipment includes:

- Speed Radar - Stalker
- Panasonic Squad Computer - Baycom
- Panasonic Squad Cameras - Baycom
- EATI - Additional build components and labor (lighting, wiring, secure rear compartment installation, technology installation)
- Squad Radio – Motorola / Ancom
- Stop Sticks – Stop Stick, Ltd.
- Squad Graphics - Advanced Graphix Inc.

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

**RESOLUTION TO REQUEST PURCHASE OF FOUR NEW
2022 POLICE PATROL VEHICLES**

WHEREAS, four police squad vehicles are scheduled to be replaced, consistent with the approved 2022 Capital Improvement Project schedule.

WHEREAS, all police vehicles are purchased through State contracted vendors.

WHEREAS, the proposed new Police Patrol Vehicles include 1 - Ford F150 Police Interceptor, 1 – Dodge Charger Police Interceptor, 2- Ford Explorer Police Interceptors and would be purchased from Tenvoorde Ford in St. Cloud and Dodge of Burnsville, MN via State of MN purchasing contract. For the replacement of all four approved police squad vehicles and necessary emergency squad components and labor, the total cost is \$309,709.38.

WHEREAS, Approving this scheduled purchase immediately based on the recently approved CIP replacement schedule will incur a cost savings due to the expected price increases from State contracted vendors and prevent delay in ordering due to assembly line operations.

NOW, THEREFORE, BE IT RESOLVED THAT the City of North St. Paul authorize the purchase of four 2022 Police Patrol Vehicles:

ADOPTED this 7th day of December, 2021.

Motion by Council Member
Second by Council Member

Voting: Aye:
 Nay:
 Abstain:
 Absent:

Terrence J. Furlong, Mayor

Attest:

Brian Frandle, Interim City Manager/Clerk

**To**

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # VI.L

Consent Agenda

Subject

Notice to Declare Dog Non-Dangerous

Background/Facts

On 10/11/2017, North St. Paul residents James and Laura Hallmark, were given a *NOTICE TO DECLARE DOG DANGEROUS* per Minnesota State Statute 347.54 your dog, "Sully", was declared dangerous. At this time there is no record of either James Hallmark or Laura Hallmark appealing this notice.

On 11/01/2021 Laura Hallmark contacted North St Paul Police Department to request "Sully" be removed from Dangerous Dog Status (Casefile number 21006765). James and Laura Hallmark have not had any further contacts with Law Enforcement or further contacts with Animal Control.

James and Laura Hallmark have been compliant with all North St Paul City Ordinances (95.19 Dangerous Animals) and Minnesota State Statutes 347.50 to 347.54.

James and Laura Hallmark provided updated vaccination records and Dangerous Dog registration for "Sully" since being deemed dangerous.

James and Laura Hallmark stated "Sully" has also been to a behavioral training class. The dog that was injured in the previous two incidents (17007772 & 16008067) has since passed and the resident has also moved. James and Laura Hallmark have had no animal complaints or further dog bites with the new residents or their domestic animals.

According to Minnesota State Statue 347.51.s3a a Dangerous Dog Designation review can be requested by the owner six (6) months after the dog is declared dangerous, up to one (1) time a year. The owner must provide evidence that the dog's behavior has changed due to the dog's age, neutering, environment, competition of obedience training that included modification of aggressive behavior, or other factors. If the animal control authority finds sufficient evidence that the dog's behavior has changee, the authority may rescind the danger dog designation.

At the time the dog, "Sully", was declared dangerous the appointed Animal Control Officer was Community Service Officer L Pack #950. As of the time of the request the

North St Paul Police Department does not currently have an appointed Animal Control Officer and all animal calls have been forwarded to Officer A. Mau.

Breed of Dog, Color, and Name: German Shepard, Sable, "Sully"

Sex/Neutered: Male/ Not Neutered

License Number: D0037

Complaint Casefile Number: 17007772 & 16008067

Recommendation:

This case has been presented to the City of North St. Paul Police Chief Phil Baebenroth who agrees the changes in behavior for "Sully" and compliance with Dangerous Dog conditions from James and Laura Hallmark have been satisfied.

Pending approval of the North St. Paul City Council at City Meeting on Tuesday, December 7th, 2021, James and Laura Hallmark will no longer have to deem their dog "Sully" as a Dangerous Dog according to Minnesota State Statute 347.54 or North St. Paul City Ordinance 95.19.

Attachments

None

Respectfully submitted,
Phil Baebenroth, Police Chief

**To**

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # VI.M

Consent Agenda

Subject

Records Management System Replacement & City Hall Amplifier for Emergency Communications

Background/Facts

At the City Council Workshop on 9/8/2021, Council approved the replacement of the soon to be expired police records management system (RMS). Based on preliminary quotes, the estimated costs associated with the replacement of the records management system were between \$150,000 - \$200,000. Council granted authorization for the purchase of the replacement system using \$169,000 from the Pandemic Fund.

Based on updated quotes from the same vendor, Central Square Technologies, the actual cost of the new records management system is \$60,224.92. Cost savings occurred due to the new quote incorporating the North St. Paul Police Department utilizing the Ramsey County servers and database that currently include other local municipalities.

With the new software and system, annual cost savings for the maintenance and updating of the records management system are also present. The current RMS system costs are \$18,252.73 annually. The new RMS system will cost \$7,248.29 annually for maintenance and licensing.

Recommendation:

I respectfully ask that you approve the RMS replacement agreement and project. Signing the agreement, along with the other municipalities involved with identical RMS transitions (Roseville, White Bear Lake, St. Anthony) will enable all of the cost savings that are presented in the agreement. With the cost saving that have occurred from this project, we have the opportunity to utilize those funds to install much needed and long overdue communication equipment to the North St. Paul City Hall building. Currently, the communication for North St. Paul Police Officers and the North St. Paul Fire Department is extremely difficult while personnel are inside of the building due to the building design. We are often unable to hear emergency calls from dispatch while personnel are working inside of the building. When we are able to hear emergency communications from dispatch, the radio transmissions are currently

broken or faint. When we attempt to voice information on our radios while in the building, we are faintly heard and communication is lost. The attached quote from Minnesota state contracted vendor, Ancom Communications, Inc is for \$34,800. Utilizing the cost savings from the RMS project, I respectfully recommend that this project also be approved in order to increase the ability of the North St. Paul Police Department, the North St. Paul Fire Department and the Ramsey County Emergency Communications Center to effectively communicate through the emergency dispatch system.

Attachments

1. RMS Summary
2. Central Square Quote
3. RMS Technology Quote
4. Ancom Quote
5. Res 2021-xxx Authorizing the Purchase of RMS Replacement and City Hall Amplifier for Emergency Communications.

Respectfully submitted,
Phil Baebenroth, Police Chief

North St. Paul Police Records Management System Transition Summary

Record Management System Conversion	
Product	Price
Central Square System	42993.82
Technology Upgrades	17231.1
TOTALS	60224.92

Order Details:

- Computer hardware and work station updates – Dell / HP
- Operating system software – Central Square
- Mobile application
- Administration management inventory systems
- Mobile accident reporting
- Mobile eCitations
- Mobile records
- Records database
- Citizen reporting
- Data conversion
- Training
- Data storage
- Maintenance

Software License and Service Agreement

North St. Paul Police Department

Pro Suite Contract

This Software License and Service Agreement (this “Agreement”) entered into as of this ____ day of _____ 20__ by and between North St. Paul Police Department (“Customer”), having its principal place of business at 2400 Margaret Street, North St. Paul, MN 55109 and CentralSquare Technologies LLC (“CentralSquare”), having its principal place of business at 1000 Business Center Drive, Lake Mary, FL 32746. Customer and CentralSquare may also be referred to herein individually as a “Party” or collectively as the “Parties”.

Customer will be part of the Ramsey County Sheriff system. The Ramsey County Sheriff will serve as the hosting agency (production site). Both Ramsey County Sheriff and Customer will enter into (or have entered into) and maintain a separate Software License and Service Agreement. In the event that Customer chooses to move to a standalone system, additional fees will be required for hardware, services, and CentralSquare Software necessary for that agency to be a standalone system, if applicable.

WHEREAS, Customer entered into a prior agreement for Software products with Law Enforcement Technology Group (“LETG”), a Zuercher Technologies company; and

WHEREAS, Customer is a currently licensed end user of the LETG Software; and

WHEREAS, through asset purchase, CentralSquare Technologies, LLC is the owner of all Zuercher Technologies’ products, services, and contractual obligations, including those of Zuercher’s subsidiaries; and

WHEREAS, Customer desires to discontinue use of the LETG solution and upgrade to the CentralSquare Software identified in Exhibit B to this Agreement; and

WHEREAS, this Agreement shall replace and supersede any and all prior agreements directly related to the LETG products being replaced by this Agreement and its Exhibits.

This Agreement details the responsibilities of CentralSquare and Customer with regard to the public safety software, hardware, and related services to be provided by CentralSquare under this Agreement.

Now, therefore, in consideration of the mutual covenants and promises contained in this Agreement, the Parties agree as follows:

1.0 Exhibits and Order of Precedence

The following Exhibits are incorporated into this Agreement:

1. Exhibit A: Statement of Work
2. Exhibit B: Pricing Detail
3. Exhibit C: Payment Schedule
4. Exhibit D: Maintenance Agreement

In the event of any inconsistency among the various documents that comprise this Agreement, the order of precedence shall be as follows: (i) the Agreement, followed by (ii) the Exhibits to the Agreement in the order in which they appear in 1.0, *Exhibits and Order of Precedence*.

2.0 License

2.1 Grant of the License

In consideration of Customer's payment of the license fees set forth in *Exhibit B: Pricing Detail*, and subject to the terms and conditions set forth herein, CentralSquare hereby grants to Customer, and Customer accepts, a perpetual, non-transferable and non-exclusive license to use certain CentralSquare software (the "Software") identified in *Exhibit B: Pricing Detail* only for Customer's own business purposes in object code format.

2.2 Copies and Modifications

Customer may make a copy of the Software solely for backup or archival purposes. No CentralSquare identifying marks, copyright or proprietary right notices may be deleted from any copies of the Software made by Customer. Customer shall not decompile, or create by reverse engineering or otherwise, the source codes from the object code supplied hereunder, or adapt the Software in any way or use it to create a derivative work. CentralSquare shall not be responsible in any way for Software performance if the Software has been modified, except as modified by CentralSquare.

2.3 Restrictions on Usage

Customer shall not allow any party, other than CentralSquare, to add, update, or delete database records or file system objects directly to or on the server or database except as provided for in the CentralSquare Documentation.

Customer shall not access any Server Hardware except as provided in the CentralSquare Documentation or cause any software except the Software provided under this Agreement to be installed on or executed on the Server Hardware.

2.4 Infringement

CentralSquare will at its expense defend against any claim, action or proceeding by a third party ("Action" herein) for infringement by the CentralSquare Software of copyright or trade secrets, provided that Customer immediately notifies CentralSquare in writing of such Action and cooperates fully with CentralSquare and its legal counsel in the defense thereof. CentralSquare may in its discretion (i) contest, (ii) settle, (iii) procure for Customer the right to continue using the CentralSquare Software, or (iv) modify or replace the CentralSquare Software so that it no longer infringes (as long as the functionality and performance described in the Specifications substantially remains following such modification or replacement.) Customer may participate in the defense of such Action at its own expense. If CentralSquare concludes in its sole judgment that none of the foregoing options are commercially reasonable, and Customer's use of the CentralSquare Software is permanently enjoined as a result of a judgment of a court of competent jurisdiction in such Action, then CentralSquare will return to Customer the CentralSquare Software license fee(s) paid by Customer under this Agreement less a prorated portion of said fee(s) for Customer's use of the CentralSquare Software (calculated by multiplying the ratio of the number of months of actual use in live operations to thirty-six (36) months times the license fees paid) and the licenses granted in this Agreement shall terminate. In addition, in the event such Action results in a money

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judgment against Customer which does not arise, wholly or in part, from the actions or omissions of Customer, its officers, directors, employees, contractors, agents, or elected officials, or a third party, CentralSquare will, subject to Section 5.0 herein, indemnify Customer therefrom.

Notwithstanding the above, CentralSquare shall have no duty under this Section 2.4 with respect to any claim, action or proceeding arising from or related to infringements (i) by Third Party Software, including operating system software, or hardware, (ii) arising out of modifications to the CentralSquare Software and/or Documentation not made by CentralSquare, (iii) resulting from use of the CentralSquare Software to practice any method or process which does not occur wholly within the CentralSquare Software, or (iv) resulting from modifications to the CentralSquare Software or Documentation prepared pursuant to specifications or other material furnished by or on behalf of Customer. This Section 2.4 states the entire obligation of CentralSquare regarding infringement of intellectual property rights, and it will survive the termination of this Agreement.

3.0 Delivery, Fees and Payments

3.1 Delivery of Software to Customer

The Software shall be delivered in executable object code form only. CentralSquare shall initially deliver and install copies of the Software as set forth in *Exhibit A: Statement of Work*, in the quantities set forth in *Exhibit B: Pricing Detail*. Except as stated in *Exhibit D: Maintenance Agreement*, CentralSquare shall not be responsible for providing any updates, enhancements, modifications, revisions, additions, replacements, conversions or maintenance to the Software.

3.2 Delivery of Server Hardware to Customer

CentralSquare shall ship Server Hardware provided under this Agreement as set forth in *Exhibit B: Pricing Detail* to Customer's location at a mutually agreeable time in the project timeline. Items shipped via commercial carrier are FOB destination at the fixed price stated in *Exhibit B: Pricing Detail*. It shall be Customer's responsibility to install all Hardware and to perform proper facility preparation (such as appropriate uninterrupted power, air conditioning, space, electrical drops, security, network equipment, network drops, etc.) not specified in this Agreement as being provided by CentralSquare, but necessary to accommodate equipment as specified in the Statement of Work before, during, and/or after installation.

3.3 Delivery of Services to Customer

CentralSquare will provide Services as set forth in *Exhibit A: Statement of Work*.

3.4 Fees

Customer will pay CentralSquare the fees, without deduction or offset, on the dates set forth in *Exhibit C: Payment Schedule*.

3.5 Late Payment

If Customer fails to pay any amount due within thirty (30) days of invoice date, Customer shall pay late

charges of one and one half percent (1.5%) or the highest allowed by law, whichever is lower, per month on such balance, together with all of CentralSquare's expenses, collection costs and reasonable attorneys' fees incurred in enforcing this Agreement.

3.6 Software Acceptance

Customer acknowledges that the CentralSquare Software shall be deemed accepted on the date of delivery. In the event that a Customer notifies CentralSquare of a material non-conformity in the Software as compared with the Statement of Work, CentralSquare shall use commercially reasonable efforts to correct the reported non-conformity in accordance with the support provisions set forth in Exhibit D: Maintenance Agreement. This provision does not apply to System Acceptance, which will be achieved in accordance with the implementation, acceptance, and Go Live process as defined in the Statement of Work.

3.7 Hardware Acceptance

Customer acknowledges that the Hardware shall be deemed accepted on the date of delivery. In the event that a Customer notifies CentralSquare of a material non-conformity in the Hardware as compared with the Statement of Work, CentralSquare shall use commercially reasonable efforts to correct the reported non-conformity.

3.8 Additional Components

Other components (hardware and/or software, collectively "Third-Party Components") may be desired for use with the System. CentralSquare assumes no responsibility under this Agreement for obtaining and/or supporting any Third-Party Components except as expressly agreed herein. This includes, but is not limited to, networking equipment, workstations, servers for third-party systems, mobile networking equipment, and mobile workstations, laptops, or tablets.

3.9 Third-Party Costs

Except as expressly agreed herein, CentralSquare assumes no responsibility for any third-party costs related to implementation of the System. This includes, but is not limited to, any third-party costs associated with the implementation of Interfaces as defined in *Exhibit A: Statement of Work*.

4.0 Rights and Obligations

4.1 Proprietary Rights

CentralSquare represents that it is the owner of or otherwise has the rights to the Software and that it has the right to grant the License. CentralSquare retains title to the Software and its associated Documentation, including, without limitation, all copies and audiovisual aspects thereof and all rights to patents, copyrights, trademarks, trade secrets and other intellectual property rights inherent therein and appurtenant thereto. Customer shall not, by virtue of this Agreement or otherwise, acquire any proprietary rights whatsoever in the Software or its associated Documentation, which shall be confidential information of CentralSquare and the sole and exclusive property of CentralSquare. CentralSquare hereby expressly reserves any right not expressly granted to Customer by this Agreement. No identifying marks,

copyright or proprietary right notices may be deleted from any copy of the Software provided to or made by Customer. All right and title to any third-party software provided by CentralSquare under this Agreement shall remain with the applicable vendor thereof. Nothing in this Agreement shall be construed as conveying title in the Software, its associated Documentation, or any third-party software to Customer.

4.2 Trademarks and Trade Names

Any and all trademarks and trade names, which CentralSquare uses in connection with the License granted hereunder, are and shall remain the exclusive property of CentralSquare. Nothing contained in this Agreement shall be deemed to give Customer any right, title or interest in any trademark or trade name of CentralSquare.

4.3 Confidentiality

Except as otherwise provided in this Agreement, Customer shall not sell, transfer, publish, disclose or otherwise make available any portion of the Software or its associated Documentation to others. Customer shall use its reasonable best efforts to cooperate with and assist CentralSquare in identifying and preventing any unauthorized use, copying or disclosure of the Software or any portion thereof or any of the algorithms or logic contained therein or any other deliverables.

4.3.1 CentralSquare agrees to maintain Customer's confidential business information and confidential data, including patient identifying data, to which CentralSquare gains access in confidence and to not disclose such information except as required to perform hereunder or as required by law. Customer will use reasonable efforts to identify or designate information or data as confidential at or within five (5) business days of disclosure. Notwithstanding the above, CentralSquare shall own the copyrights, trade secrets, patent rights and other proprietary rights in and may use without restriction knowledge, information, ideas, methods, know-how, and copyrightable expression learned or acquired (including without limitation any feedback, suggestions, or other information or materials) as a result of or in connection with this Agreement to make modifications and enhancements to the CentralSquare Software or Documentation. Customer shall acquire no intellectual property ownership rights to the CentralSquare Software or Documentation as a result of such use, whether as author, joint author, or otherwise. Confidential information does not include any information which (a) is generally available to the public or becomes generally known to the public through no act or omission of CentralSquare or any violation of confidentiality; (b) is disclosed to CentralSquare by third parties without breach of confidentiality obligations; (c) is already in the lawful or rightful possession of CentralSquare prior to receipt of the confidential information or (d) is developed independently by CentralSquare without use of the confidential information.

4.3.1.1 CentralSquare maintains a security program for managing access to customer data – particularly HIPAA and CJIS information ("Security Approved Personnel"). This includes 1) a pre-employment background check; 2) security training required by Federal CJIS regulations; and 3) criminal background checks/fingerprints required by Federal or State regulations. CentralSquare will work with the Customer to provide reasonably required documentation (such as the CJIS Security Addendum Certification form and VPN documents).

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4.3.1.2 If required by the Customer, CentralSquare will provide paper fingerprint cards for such Security Approved personnel with the fingerprinting performed in the state of the CentralSquare staff's job assignment. If the Customer requires fingerprints submitted in a form other than paper prints (such as Live Scan) or that such fingerprints be performed at the Customer's site, the Customer will reimburse CentralSquare for the cost of CentralSquare Security Approved Personnel traveling to the Customer's site or for a vendor (such as Live Scan) to travel to the applicable CentralSquare office location. This provision will apply during the installation of the Project and for the duration of the Customer's Maintenance Agreement.

4.4 Termination for Breach

CentralSquare may immediately terminate this Agreement, including all license rights granted herein, in the event Customer breaches any of its material confidentiality obligations regarding the Software and its associated Documentation.

4.5 Non-Confidential Information

Confidentiality obligations of the Parties shall not extend to information that:

- (a) is, as of the time of its disclosure, or thereafter becomes part of the public domain through a source other than the receiving party;
- (b) was known to the receiving party at the time of its disclosure and such knowledge can be proven by documentation;
- (c) is independently developed by the receiving party;
- (d) is subsequently learned from a third party not under a confidentiality obligation to the providing party; or
- (e) is required to be disclosed pursuant to court order, subpoena, or government authority, whereupon the receiving party shall provide notice to the other party prior to such disclosure.

4.6 Limited Warranties

4.6.1 Software Warranties

CentralSquare warrants that: (i) it owns or otherwise has the rights in the Software and has the right to license the Software as described in this Agreement. CentralSquare further warrants that for a period of twelve (12) months from the date of Go Live (the "Warranty Period"), the CentralSquare Software will perform in conformance with the CentralSquare Documentation and any applicable specifications set forth in *Exhibit A: Statement of Work*. CentralSquare's sole obligation or liability during the Warranty Period shall be to use commercially reasonable efforts to correct the Software upon receipt of written notice of a warranty defect from Customer, in a reasonable time in accordance with the provisions of *Exhibit D: Maintenance Agreement*. In the event CentralSquare fails to remedy material defects in the Software under this warranty, Customer's sole remedy and CentralSquare's sole liability shall be to receive a refund of any fee paid hereunder for the portion of the Software, if any, which contains an uncorrected material defect.

4.6.1.1 Wireless Service Limitations

Problems in the CentralSquare software or transmission of data caused by wireless services, including cell phone carriers, cell phone devices and operating systems, and any personal settings on the devices are not warranted by CentralSquare, or covered under the terms of this Agreement. The Customer's use of services provided by wireless service providers or carrier, or transmission of data from cell phone carriers, cell phones and operating systems, and the security, privacy, or accuracy of any data provided via such services is at the Customer's sole risk.

4.6.2 Hardware and Third-Party Software Warranties

CentralSquare warrants that, at the time of delivery, the Hardware will be new and unused. In addition, CentralSquare warrants that upon payment of the applicable fees, Customer will acquire good and clear title to the Hardware, free and clear of all liens and encumbrances.

All Hardware and Third-Party Software warranties provided by the manufacturer will be passed through to Customer. CentralSquare will be solely responsible for processing and managing of all Hardware and Third-Party Software warranty claims that may be necessary during the term of this Agreement.

CENTRAL SQUARE EXPRESSLY DISCLAIMS, AND CUSTOMER HEREBY EXPRESSLY WAIVES, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

4.7 Legal Relationship

It is expressly understood by Customer and CentralSquare that CentralSquare shall not be construed to be, and is not, an employee of Customer. CentralSquare shall provide services to Customer as an independent contractor with control over the time, means and methods for accomplishing the services outlined in this Agreement. CentralSquare further acknowledges that it is not entitled to such benefits as holiday time, vacation time, sick leave, retirement benefits, health benefits, or other benefits usually associated with employment.

4.8 Insurance Provision

CentralSquare, at all times during the term of this Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits as follows:

- (a) Commercial General Liability Insurance: Commercial general liability insurance with a limit of \$1,000,000 for each occurrence; \$2,000,000 in the aggregate.
- (b) Professional Liability Insurance: Professional liability insurance with a limit of \$5,000,000 each claim; \$5,000,000 in the aggregate.
- (c) Business Automobile Liability Insurance: Business automobile liability insurance or equivalent form with a limit of not less than \$1,000,000 for each accident. Such insurance shall include coverage for owned, hired and non-owned vehicles.

At Customer's request, CentralSquare shall provide properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement and which provide that such insurance may not be canceled, except on 30 days prior written notice to Customer.

5.0 Indemnification and Limitation of Liability

CentralSquare shall indemnify, defend and hold harmless Customer from any and all claims, lawsuits or liability, including attorneys' fees and costs, allegedly arising out of, in connection with, or incident to any loss, damage or injury to persons or property or arising from a wrongful or negligent act, error or omission of CentralSquare, its employees, agents, contractors, or any subcontractor as a result of CentralSquare's or any subcontractor's performance pursuant to this Agreement; however, CentralSquare shall not be required to indemnify Customer for any claims or actions caused to the extent of the negligence or wrongful act of Customer, its employees, agents, or contractors. Notwithstanding anything to the contrary in the foregoing, if a claim, lawsuit or liability results from or is contributed to by the actions or omissions of Customer, or its employees, agents or contractors, CentralSquare's obligations under this provision shall be reduced to the extent of such actions or omissions based upon the principle of comparative fault.

Notwithstanding the foregoing, the aggregate liability of CentralSquare for any reason and upon any cause of action or claim, including, without limitation, CentralSquare's obligation to indemnify and hold harmless under this agreement, shall be limited to direct damages which shall not exceed (i) the amount of the fees paid for the portion of the System giving rise to such claims in the aggregate, including, without limitation, breach of contract, breach of warranty, indemnity, negligence, strict liability, misrepresentations, and other torts; or (ii) for claims arising under annual maintenance, the amount of the maintenance fees paid for the term in which the claim arises.

IN NO EVENT SHALL CENTRALSQUARE, ITS SUBCONTRACTORS OR SUPPLIERS BE LIABLE WHETHER IN CONTRACT OR IN TORT FOR LOST PROFITS, LOST SAVINGS, LOST DATA, LOST OR DAMAGED SOFTWARE, OR ANY OTHER CONSEQUENTIAL OR INCIDENTAL DAMAGES ARISING OUT OF, OR OTHERWISE RELATED TO THIS AGREEMENT, REGARDLESS OF WHETHER CENTRALSQUARE HAS NOTICE OF THE POSSIBILITY OF ANY SUCH LOSS OR DAMAGE.

6.0 Termination

6.1 By CentralSquare for Cause

In addition to various other express rights of CentralSquare to terminate this Agreement set forth herein, CentralSquare shall also have the right to terminate this Agreement upon thirty (30) day's prior written notice and cancel any unfulfilled portion of it by written notice to Customer due to Customer's failure to comply with any material terms or conditions of this Agreement, or in other cases if: (i) Customer becomes bankrupt or insolvent or enters into any arrangement or composition with its creditors or if a receiver is appointed to direct the business of Customer, or (ii) Customer sells or assigns its rights, duties or obligations under this Agreement to any person or entity, in whole or in part, whether by assignment, merger, transfer or assets, sale of stock, operation of law or otherwise, without the express written permission of CentralSquare or (iii) upon Customer's breach of the License or confidentiality and nondisclosure provisions contained herein, or (iv) upon a violation of CentralSquare's proprietary rights hereunder. The termination of this Agreement shall automatically terminate and extinguish the License.

CentralSquare may exercise any rights available to it under Minnesota State law to terminate for cause upon the failure of Customer to comply with the terms and conditions of this Agreement; provided that

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CentralSquare shall give Customer written notice specifying Customer's failure and a reasonable opportunity for Customer to cure the defect.

6.2 By Customer for Cause

Customer may terminate this Agreement for cause based upon the failure of CentralSquare to comply with any material terms and/or conditions of the Agreement, provided that Customer shall give CentralSquare thirty (30) days' written notice specifying CentralSquare's failure. If within thirty (30) days after receipt of such notice, CentralSquare shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then Customer may, at its option, place CentralSquare in default and the Agreement shall terminate on the date specified in such notice.

6.3 Termination without Cause

After the fifth anniversary of the System Go Live date, this Agreement and the Software license granted herein may be terminated by either party by providing notice one-hundred eighty (180) days prior to the date the next annual maintenance payment is due.

6.4 Post-Termination Obligations

All provisions hereof relating to CentralSquare's proprietary rights, confidentiality, non-disclosure and non-solicitation shall survive the termination or expiration of this Agreement. Any fees due as per *Exhibit C: Payment Schedule* for work completed prior to termination shall still be paid by Customer. In the event of termination of this Agreement prior to implementation of the CentralSquare Software, or termination due to Customer's breach of CentralSquare's intellectual property rights, the license to the CentralSquare Software granted under this Agreement shall also terminate and Customer shall remove all CentralSquare Software from its computer system and at CentralSquare's direction, either return or destroy the Software and its associated Documentation.

7.0 Customer Responsibilities

Customer shall provide one primary Project Manager to be the main point of contact for CentralSquare. Duties of the Project Manager are outlined in *Exhibit A: Statement of Work*.

7.1 Delivery

Upon notice to Customer that the Software and Hardware is ready to be delivered, Customer shall ensure that personnel are available to receive Software and Hardware at the location designated for installation, at a date and time mutually agreed to by Customer and CentralSquare.

8.0 Miscellaneous

8.1 Force Majeure

Neither party shall be responsible for failure to fulfill its obligations hereunder or liable for damages resulting from delay in Delivery or performance as a result of war, acts of terrorism, fire, strike, riot or insurrection, natural disaster, delay of carriers, governmental order or regulation, complete or partial

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shutdown of plant, unavailability of equipment or software from suppliers, default of a subcontractor or vendor (if such default arises out of causes beyond such party's reasonable control), the actions or omissions of the other party or its employees or agents and/or other similar occurrences beyond the party's reasonable control (an "Excusable Delay"). In the event of any such Excusable Delay, Delivery or performance shall be extended for a period of time as may be reasonably necessary to compensate for such delay. The party affected by an Excusable Delay hereunder, shall provide written notice to the other party of such delay as soon as reasonably possible.

8.2 Governing Law

This Agreement and performance hereunder shall be governed by the law of the State of Minnesota, without giving effect to the principles of conflict of law of such state or international treaties.

8.3 Forum Selection

The Parties hereby submit to the exclusive jurisdiction and venue of Minnesota state, or federal courts with respect to any action between the Parties relating to this Agreement.

8.4 Assignment

This Agreement shall apply to, inure to the benefit of, and be binding upon the Parties hereto and upon their permitted successors in interest and permitted assigns. Customer may not assign, without the prior written consent of CentralSquare, which consent shall not be unreasonably withheld, Customer's rights, duties or obligations under this Agreement to any person or entity, in whole or in part, whether by assignment, merger, transfer of assets, sale of stock, operation of law or otherwise, and any attempt to do so shall be deemed a material breach of this Agreement.

8.5 Notice

Any notice provided pursuant to this Agreement, if specified to be in writing, shall be in writing and shall be deemed given (i) if by hand delivery, upon receipt hereof; (ii) if mailed, 7 days after deposit in the U.S. mails, postage prepaid, certified mail, return receipt requested. All notices shall be addressed to the Parties at the addresses set forth on the first page hereof.

8.6 Survival

All provisions of this Agreement relating to proprietary rights, confidentiality, non-disclosure and to payment of fees by Customer shall survive the termination of this Agreement.

8.7 No Waiver

The waiver or failure of either party to exercise any right in any respect provided for herein shall not be deemed a waiver of any further right hereunder.

8.8 Enforceability

If for any reason a court of competent jurisdiction finds any provision of this Agreement, or portion thereof, to be unenforceable, that provision shall be enforced to the maximum extent permissible so as to affect the intent of the Parties, and the remainder of this Agreement shall continue in full force and

effect.

8.9 Remedies

Unless otherwise specified herein, the rights and remedies of the Parties set forth in this Agreement are not exclusive and are in addition to any other rights and remedies available at law or in equity.

8.10 Headings

The headings of the sections of this Agreement are inserted for convenience only and shall not constitute a part hereof or affect in any way the meaning or interpretation of this Agreement.

8.11 No Third-Party Beneficiaries

The Parties agree that this Agreement is for the benefit of the Parties hereto and is not intended to confer any rights or benefits on any third party, and that there are no third-party beneficiaries as to this Agreement or any part or specific provision of this Agreement.

8.12 Limitation of Actions

No action, regardless of form, arising out of or relating to this Agreement or the subject matter hereof may be brought by either party more than two (2) years after the cause of action has initially arisen, with the exception of either Party's breach of its confidentiality or non-disclosure obligations herein or Customer's violation of CentralSquare's proprietary rights in the Software or any other software owned or licensed by CentralSquare.

8.13 Taxes

Customer shall, in addition to the payments required hereunder, pay all applicable sales, use, transfer or other taxes and all duties, whether international, national, state or local, however designated, which are levied or imposed by reason of the transactions contemplated hereby, excluding, however, income taxes on net profits which may be levied against CentralSquare. Customer shall reimburse CentralSquare for the amount of any such taxes or duties paid or accrued directly by CentralSquare as a result of this transaction. If Customer is a tax-exempt organization, Customer will provide CentralSquare with documentation required by the taxing authority to support such exemption at the time of Execution of this Agreement.

8.14 Non-Discrimination

CentralSquare agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and CentralSquare agrees to abide by the requirements of the Americans with Disabilities Act of 1990. CentralSquare agrees not to discriminate in its employment practices, and will render services under this Agreement without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities, or because of an individual's sexual orientation. Any act of discrimination committed by CentralSquare, or failure to comply with these obligations when applicable shall be grounds for termination of this

Agreement.

8.15 Change Orders

Change orders and out-of-scope work will be defined by written agreement.

8.16 Cooperative Purchasing

The parties agree that other public entities within the Customer's home State may use this Agreement, subject to CentralSquare approval, as a purchasing vehicle for CentralSquare's Software and Services. Certain terms and conditions specific to this Agreement shall be negotiated separately with such agencies, including: Pricing, Payment Terms, and System Acceptance. Each such agreement shall be fully independent of the other and this Agreement and Client shall not be a party to any such other agreements. A separate Statement of Work and Project Schedule will be developed for the applicable project, and a separate Software Support Agreement, or other ancillary agreements as required for the respective agency's project scope will be entered into with the respective agency.

8.17 Entire Agreement

This Agreement, and any Exhibits specifically incorporated therein by reference, constitutes the entire agreement between the Parties with respect to the subject matter. These documents supersede and merge all previous proposals of sale, communications, representations, understandings and agreements, whether oral or written, between the Parties with respect to the subject hereof.

This Agreement may not be modified except by a writing subscribed to by authorized representatives of both Parties.

This Agreement may be executed in any number of identical counterparts, and each such counterpart shall be deemed a duplicate original thereof.

9.0 Definitions

- (a) **Documentation:** All written, electronic, or recorded end user and system administrator documentation and functional descriptions therein that describe the uses, features, and functional capabilities of the System, and that are published or provided to Customer by CentralSquare.
- (b) **Executable Object Code:** Software code which has been compiled for use by the computer and is no longer directly readable or modifiable by humans.
- (c) **Execution of Agreement:** Date Agreement is signed by all enumerated Parties.
- (d) **Hardware:** All hardware, equipment, and other tangible non-Software items supplied to Customer by CentralSquare under this Agreement.
- (e) **Go Live:** The use of the System as a live, non-test-bed system. This can be exhibited by events such as the completion of the first real-world booking, the taking of the first real-world call for service, the entry of the first real-world case report, or a similar event dealing with real-world use.

Pro Suite Contract

- (f) **Software:** Any computer programs in object code form and any updates, enhancements, modifications, revisions, additions, replacements or conversions thereof owned by CentralSquare and set forth or identified in *Exhibit B: Pricing Detail* or subsequently licensed to Customer. Software specifically excludes any Third-Party Software.
- (g) **Server Hardware:** All hardware, equipment, and other tangible non-Software items supplied to Customer by CentralSquare under this Agreement listed as “Server Hardware” in *Exhibit B: Pricing Detail*.
- (h) **Services:** All project management, training, data conversion, and other services to be provided by CentralSquare under this Agreement.
- (i) **SSH:** Secure Shell. A cryptographic protocol for securing data which it transmitted over an insecure network.
- (j) **System:** The Software, Hardware, and Services to be purchased, developed, licensed, supplied, installed, configured, or implemented by CentralSquare under this Agreement.
- (k) **Third-Party Software:** Any software to be supplied by CentralSquare under this agreement that is purchased or licensed from any source external to CentralSquare for use with or integration into the System.

Pro Suite Contract

EACH PARTY'S ACCEPTANCE HEREOF IS EXPRESSLY LIMITED TO THE TERMS OF THIS AGREEMENT, INCLUDING ITS EXHIBITS, AND NO DIFFERENT OR ADDITIONAL TERMS CONTAINED IN ANY PURCHASE ORDER, CONFIRMATION OR OTHER WRITING SHALL HAVE ANY FORCE OR EFFECT UNLESS EXPRESSLY AGREED TO IN WRITING BY THE PARTIES.

North St. Paul Police Department

Signer's Name: _____

Signer's Title: _____

Signature

Date

CentralSquare Technologies, LLC

Signer's Name: _____

Signer's Title: _____

Signature

Date

Exhibit A: Statement of Work

CentralSquare will provide Software, Hardware and Services substantially similar to those outlined below, in the quantities specified in *Exhibit B: Pricing Detail*. Successful implementation and use of the software, hardware and services outlined herein are dependent upon the following: 1) the CentralSquare “SOFTWARE LICENSE AND SERVICE AGREEMENT” remaining in good standing with Ramsey County Sheriff’s Office, MN (hereinafter referred to as “Primary Agency”); and 2) Customer maintaining access and permission to use the CentralSquare System purchased by Primary Agency.

1.0 Software

The software detailed in the following sections includes, but is not limited to, the listed functionality.

Pro Suite Base	• Operating system software • Database software • Master name index • Master address index • Master vehicle index	• Secure intra-Customer messaging • Configurable dashboard • Web address links • No duplicate data entry • Authentication
Administration (Core)	• Equipment • Fleet Management • Inventory Management • Purchase Requisitions	• Service Dogs • Policy Manual • Full audit trail • Custom Forms
Administration – Agency Site License	• Allows Customer to access and use Primary Agency’s CentralSquare Administration system	
Mobile Core	• Grants access to the CentralSquare Mobile application	

Note: Many items are configurable by agency. All other configuration must be agreed upon between Customer and Primary Agency.

Pro Suite Contract

Mobile Accident Reporting	• Driver's license and vehicle registration scanning • Automated NCIC driver's license and registration queries • Prefill from NCIC return (for agency State only)	• Paper accident report creation and printing • Case report association
Mobile Pro eCitations	• Off-line operation • Driver's license and vehicle registration scanning • Case report association • Automated NCIC driver's license and registration queries	• Prefill from NCIC return (for agency State only) • Paper ticket creation and printing
Mobile Records	• Cases • Warrants	• Master index access (including mug shots and alerts)
Personnel (Core)	• Personnel Log	• Full audit trail
Personnel (Advanced)	• Commendations • Disciplinary Actions • Positions • Promotions	• Service History • Training • Citizen Feedback
Personnel – Agency Site Licenses	• Allows Customer to access and use Primary Agency's CentralSquare Personnel system	

Note: Many items are configurable by agency. All other configuration must be agreed upon between Customer and Primary Agency.

Pro Suite Contract

Records (Core)	• Case Reports • NIBRS/UCR Submission • Master Record Notes • Protection Orders • Warrants • Juvenile Referral List	• Pawn Property • Pistol Permits • Sex Offenders • Full audit trail
Records (Advanced)	• Field Identifications • Expungement • Intelligence Cases • Investigative Leads • Form Requirements	• Tow Calls • Bicycle Registrations • Parking Tickets • Custom Forms
Records - Agency Site License	• Allows Customer to access and use Primary Agency's CentralSquare Records system	

Note: Workflow and personnel related items are configurable by agency. All other configuration must be agreed upon between Customer and Primary Agency.

Reporting (Core)	• Pre-defined reports • Custom reports • Ad-hoc reports • Drag and drop report building • Export to PDF, XLS, XML, TXT	• Custom data filters • Statistical analysis • Scheduled reports • COMSTAT compatible • Emailed reports
Citizen Reporting	• Notification of report submissions • Standard incident/compliant types	• Google address verification • Customizable user disclaimer page

1.1 Interfaces

All costs related to CentralSquare's implementation of the following interfaces is represented in *Exhibit B: Pricing Detail*. Customer shall contact all interface third-party vendors notifying them about their integration to CentralSquare Suite. Any third-party costs or charges incurred related to the implementation of the following interfaces will be the responsibility of Customer.

Any interfaces that cannot be deployed as part of System go-live due to Customer or a third-party vendor not being ready for deployment shall not delay Software or Hardware Acceptance.

Customer shall not allow any party, other than CentralSquare, to add, update, or delete database records or file system objects directly to or on the server or database except as provided for in the CentralSquare Documentation.

CentralSquare backend server software is wholly managed by CentralSquare and the Customer shall not attempt to access it, except as provided in the CentralSquare Documentation. Customer shall not cause any software except the Software provided under this Agreement to be installed on or executed on the Server Hardware.

Refer to *Exhibit A: Statement of Work: 3.2 Implementation Process* overview for interface implementation information.

Standard Interfaces

The following are sold as standard interfaces. There will be no software modifications or changes to these standard interfaces:

1.1.1 Pro Suite – Additional Agency CIDN/NCIC Interface

This interface allows for additional agencies on the same system, other than Customer, to access and use the NCIC functionality described in original Statement of Work for Ramsey County Sheriff's Office, MN.

1.1.2 Pro Suite – Time Synchronization Interface

This is a one-way interface that uses NTP to keep all CentralSquare server's clocks in sync.

1.2 Data Conversion

CentralSquare will provide data conversion services from one (1) of Customer's current software database sources to one (1) CentralSquare database module. For example, Customer's current CAD database will be converted to CentralSquare CAD. The contents of the data conversion will be determined by the Data Conversion Specification documents.

CentralSquare will provide data conversion services for Customer's current GIS map data and from Customer's current software database vendors to CentralSquare software. The contents of the data conversion will be determined by the Data Conversion Specification and GIS Specification documents.

The listed data conversion services and their associated costs are based on CentralSquare's understanding of Customer's needs and current system. Any modules not explicitly listed in this section are not a part of the current project scope and will not be included in implementation. If additional module conversions are required, each one will come at an additional cost based on the scope of the work required for each.

Customer shall work with its existing vendors to obtain unencrypted data for conversion in one of the

Pro Suite Contract

following compatible formats:

- (a) MS SQL .bak files with database version and credential information from MSSQL Server 2008R2 or newer
- (b) MySQL .dump or .sql files with database version and credential information
- (c) PostgreSQL .sql files with database version and credential information
- (d) MS Access 2003 or newer .mdb files
- (e) CSV files with column headers and relationship mapping documentation
- (f) Oracle 10g or newer backup files

1.2.1 LETG Administration

Data will be converted into the CentralSquare Administration module from the LETG database and data will be provided in one of the formats listed above. Data will be in a form substantially similar to that of the provided.

1.2.2 LETG Personnel

Data will be converted into the CentralSquare Personnel module from the LETG database and data will be provided in one of the formats listed above. Data will be in a form substantially similar to that of the provided.

1.2.3 LETG RMS Records

Data will be converted into the CentralSquare Records module from the LETG database and data will be provided in one of the formats listed above. Data will be in a form substantially similar to that of the provided.

2.0 Services

2.1 Project Management

2.1.1 Customer Project Manager

Customer shall provide one primary Project Manager to be the main point of contact for CentralSquare.

A single, dedicated Project Manager will be assigned to manage the project for all Customers included in this installation.

Customer will identify a CentralSquare Build Team. With assistance from CentralSquare Implementation Analysts, Customer's Build Team is responsible for the configuration of CentralSquare software. The Build Team should expect to devote 10-20% of each week of implementation to CentralSquare configuration work.

Customer's Project Manager and Build Team will work within standard business hours (7:00 AM CST to 6:00 PM CST, Monday through Friday) to enable mutual availability to work with CentralSquare on configuration and project activities.

2.1.1.1 Customer's Dedicated Project Manager Responsibilities

1. Have the authority to speak for Customer from a project perspective.
2. Designate people responsible for specific roles as needed, examples below:

Pro Suite Contract

- (a) Module Subject Matter Experts (SMEs)
 - (b) Hardware Project Manager
 - (c) CentralSquare Build Team Members
 - (d) Data Conversion Review Team Members
 - (e) Interface points of contact at Customer (assigned per interface)
3. Involve Customer decision makers when needed
 4. Escalate issues to the CentralSquare project manager
 5. Eliminate roadblocks for completing project on schedule
 6. Sign various project documents and ensuring signoff documents and deliverables are provided to CentralSquare project manager in a timely manner
 7. Organize training schedules, training rooms, and training equipment
 8. Provide real world scenarios for testing and review

2.1.2 CentralSquare Project Manager and Project Team

From the start of the project, a CentralSquare project manager will work with Customer as the single point of contact for implementation of the CentralSquare Suite system. The project manager will develop and manage the implementation schedule and will coordinate with Customer to keep the project on track and on schedule. The project manager will conduct weekly status meetings to provide Customer with project updates.

The CentralSquare project team, under the direction of the project manager, will visit pertinent areas of Customer and will meet with key Customer personnel to understand Customer's operational needs and business rules. Team members will observe Customer's daily operations first-hand and use that information to identify how the CentralSquare Suite system would best be configured to match and enhance Customer's workflows. The project team will train Customer system administrators on configuration options and code table setup.

2.2 Implementation Process Overview

CentralSquare uses a multi-phase approach to ensure a successful implementation for each Customer. Trained and experienced members of the CentralSquare implementation team move through the process with Customers to ensure successful outcomes. Timelines will be discussed with Customer's project manager and will be mutually agreed upon to ensure a successful Go Live.

2.2.1 Kickoff Meeting

Upon contract signature, a kickoff meeting is scheduled to initiate the implementation process, setting up a statement of work, server installations and scheduling the Business Practice Review (BPR).

2.2.2 Business Practice Review

During this meeting, the CentralSquare project team works with Customer's build team and will demo CentralSquare Suite modules and guide the agency on their configuration tasks.

Pro Suite Contract

2.2.2.1 Configuration

Customer plays a large part in the configuration and setup of the final system. Configuration of CentralSquare software is guided by Consultants, via remote online sessions, but is considered a Customer responsibility to complete.

2.2.2.2 Data Conversion

Data not contained in systems listed in *Exhibit A: Statement of Work: 1.2 Data Conversion* will not be converted. Code tables, data mapping, and other system configuration will be entered by Customer with the assistance of a CentralSquare Consultant. Code tables will not be part of the converted data.

A major part of data conversion is review of data that has been converted to CentralSquare software. Customer plays a key role in this data review.

A thorough data conversion review by Customer is imperative for an effective and organized CentralSquare software Go Live. Customer should expect to devote 10-20% of each week of the data conversion process to CentralSquare configuration work. Each module converted will require participation of SMEs.

2.2.2.3 Interfaces

See *Exhibit A: Statement of Work: 1.1 Interfaces* for a list of included interfaces.

Customer tasks related to interfaces will start immediately after the initial CentralSquare kickoff meeting. Customer will set up conference calls with CentralSquare and each interface vendor within two weeks of contract signing or one week of kickoff call. Interfaces to and from CentralSquare software are created and tested internally before being available for Customer testing.

Customer is responsible for initiating and facilitating the relationship(s) between CentralSquare and the third-party interface vendor(s).

CentralSquare software interface specifications must be clearly defined in the Interface One Sheet or Interface Specifications Document. If applicable, each interface will be thoroughly tested by Customer before Go Live.

2.2.3 Final System Review

Throughout the project, implementation analysts from CentralSquare will schedule sessions with Customer's Build Team and end users to review any questions or concerns.

2.2.4 Train-the-Trainer and/or End User Training

CentralSquare offers several options for end user training. All of the training options provide hands-on use of the software with real-world examples. Class sizes are limited to ensure that each individual has sufficient time to practice using the system. When the go live date arrives, users are well-prepared to begin using the new software.

2.2.5 Go Live

CentralSquare provides remote support the day that the new system goes live. Any questions that arise are addressed immediately by the team, ensuring that the first day(s) using the new system goes smoothly.

2.2.6 *Software Acceptance*

Customer acknowledges that the Software shall be deemed accepted on the date of delivery. In the event that a Customer notifies CentralSquare of a material non-conformity in the Software as compared with the Statement of Work, CentralSquare shall use commercially reasonable efforts to correct the reported non-conformity in accordance with the support provisions set forth in *Exhibit D: Maintenance Agreement*.

2.2.7 *Hardware Acceptance*

Customer acknowledges that the Hardware shall be deemed accepted on the date of delivery. In the event that a Customer notifies CentralSquare of a material non-conformity in the Hardware as compared with the Statement of Work, CentralSquare shall use commercially reasonable efforts to correct the reported non-conformity.

2.3 Training and Go Live Support

2.3.1 *Training*

CentralSquare staff will provide for remote training.

2.3.1.1 System Configuration and Training

The first portion of training will be performed by the CentralSquare project team. Team members will train and guide Customer's Build Team in configuring the CentralSquare Suite system, setting up and maintaining code tables, managing users and user rights, among other options. Through CentralSquare-guided configuration of the system, the Build Team becomes well versed in the CentralSquare software system administration.

2.3.1.2 Train-the-Trainer and/or End User Training

Instructors will conduct detailed courses for each of Customer's user groups (such as dispatchers or officers). The content of each course will be tailored to the features and functionality in CentralSquare software that each group needs to know and use.

2.3.2 *Training Resources*

Training will be scheduled within standard business hours (7:00 AM CST to 6:00 PM CST, Monday through Friday).

The training facilities and equipment will be provided by Customer based on the following:

2.3.2.1 Instructor Resources

1. One (1) computer with a network connection
2. Most recent CentralSquare Suite version installed and tested (includes login)
3. Two (2) projectors and two (2) screens set up and tested
4. One (1) podium or desk for Instructor

2.3.2.2 Trainee Resources

1. Five (5) to ten (10) computers with network connections two (2) monitors required (three (3) monitors are suggested)
2. One (1) supervisor will attend every class to address policy questions
3. No more than ten (10) trainees in each class

Pro Suite Contract

4. Most recent CentralSquare Suite version installed and tested (includes login)
5. All third-party devices (i.e., printers, scanners, barcode reader, mugshot camera) connected and tested

2.3.3 Go Live Support

CentralSquare staff will assist users with questions that arise during Go Live and will reinforce skills learned during the training sessions. CentralSquare staff will be remote for Go Live.

Exhibit B: Pricing Detail

WHAT SOFTWARE IS INCLUDED?

NORTH ST. PAUL PD

PRODUCT NAME	QUANTITY	UNIT PRICE	DISCOUNT	TOTAL
Administration PS Pro Core (Agency Site License) License Fee	1	700.02	- 297.50	402.52
Mobile PS Pro Accident Reporting License Fee	8	250.01	- 850.00	1,150.05
Mobile PS Pro eCitations License Fee	8	350.01	- 1,190.00	1,610.07
Mobile PS Pro NCIC License Fee	8	0.00	- 0.00	0.00
Mobile PS Pro Records License Fee	8	950.02	- 3,230.00	4,370.19
Personnel PS Pro Advanced (Agency Site License) License Fee	1	2,160.05	- 918.00	1,242.05
Personnel PS Pro Core (Agency Site License) License Fee	1	0.00	- 0.00	0.00
PS Pro Additional Agency CJDN/NCIC Interface License Fee	1	2,499.96	- 0.00	2,499.96
Public Safety Citizen Reporting Annual Subscription Fee	1	2,500.00	- 0.00	2,500.00
Records PS Pro Advanced (Agency Site License) License Fee	1	2,000.05	- 850.00	1,150.05
Records PS Pro Core (Agency Site License) License Fee	1	6,000.15	- 2,550.00	3,450.15
Software Subtotal				28,260.54 USD
Discount				- 9,885.50 USD
Software Total				18,375.04 USD

SOFTWARE SUMMARY

Software Subtotal	28,260.54 USD
Software Discount	- 9,885.50 USD
Software Total	18,375.04 USD

WHAT SERVICES ARE INCLUDED?

SERVICES

DESCRIPTION	TOTAL
Citizen Reporting Configuration Services	6,550.00
Data Conversion - LETG Administration	937.50
Data Conversion - LETG Personnel	937.50
Data Conversion - LETG RMS	1,875.00
PS Pro Configuration and BPR	6,550.00
PS Pro Go-Live Support	10,550.00
PS Pro Project Management Services	5,906.85

Pro Suite Contract

PS Pro Training Services		6,550.00
	Services Subtotal	39,856.85 USD
	Discount	- 19,344.32 USD
	Services Total	20,512.53 USD

SERVICES SUMMARY

	Services Subtotal	39,856.85 USD
	Services Discount	- 19,344.32 USD
	Services Total	20,512.53 USD

WHAT HARDWARE IS INCLUDED?

SERVERS

PRODUCT NAME	QUANTITY	UNIT PRICE	TOTAL
PS Pro Server Upgrade Hardware	1	4,106.25	4,106.25
		Hardware Total	4,106.25 USD

HARDWARE SUMMARY

	Hardware Total	4,927.50 USD
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QUOTE SUMMARY

	Software Subtotal	28,260.54 USD
--	-------------------	---------------

Services Subtotal	39,856.85 USD
-------------------	---------------

Hardware Subtotal	4,927.50 USD
-------------------	--------------

Quote Subtotal	72,223.64 USD
----------------	---------------

Discount	- 29,229.82 USD
----------	-----------------

Quote Total **42,993.82 USD**

WHAT ARE THE RECURRING FEES?

TYPE	AMOUNT
FIRST YEAR MAINTENANCE TOTAL	4,748.29
FIRST YEAR SUBSCRIPTION TOTAL	2,500.00

Exhibit C: Payment Schedule

The total amount of this contract is **\$42,993.82**.

Customer must pay all applicable support fees for its existing LETG system up to the date of Go Live for the CentralSquare software in order to receive the upgrade discount.

The amounts due under this contract are as follows:

Upon contract execution	100%
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Commencing one year after the System reaches “Go Live,” an annual maintenance fee of \$4,748.29 and an annual subscription fee of \$2,500.00 will be due. Thereafter, the annual maintenance fee shall increase by an amount not to exceed 5% from the prior year.

These amounts do not include any taxes. See Agreement section [8.13 Taxes](#) for more information.

Exhibit D: Maintenance Agreement

1.0 Term

The initial term of annual Maintenance under this Exhibit D begins on the date of Go Live and ends twelve (12) months thereafter. The fee for the initial term is included as a line item in the pricing set forth in *Exhibit B: Pricing Detail*. Maintenance is renewable on an annual basis upon payment of the applicable maintenance and support fee. CentralSquare will invoice Customer prior to the end of each annual maintenance term.

2.0 Software Updates

While this Agreement remains in full force and effect, CentralSquare will maintain the Software by providing software updates and/or enhancements to Customer. All software updates provided to Customer by CentralSquare pursuant to the terms of this Agreement shall be subject to the terms and conditions of Section 2.0 License of this Agreement.

CentralSquare will install software updates remotely. Customer is responsible for guaranteeing that sufficient, capable personnel that possess the appropriate technology skills and public safety knowledge are available during the maintenance window. All updates will occur during normal business hours. Normal business hours are defined as: 08:00-17:00 CT. Software updates are offered in the following time slots: 08:00-10:00 CST, 10:00-12:00 CST, 13:00-15:00 CST. CentralSquare Technologies will work with the Customer to schedule an agreeable time to occur during these time slots.

2.1 Included Updates

Updates will be provided on an as-available basis and include the items listed below:

1. Bug fixes;
2. Enhancements to products licensed by Customer under this Agreement;

2.2 Not-Included Updates

Updates do not include:

1. Platform extensions including product extensions to different hardware platforms, different windowing system platforms, or different operating system platforms
2. New functions such as new modules, components, products, or applications.

3.0 Hardware Updates

Server Hardware updates consist of different types of hardware changes ranging from hardware replacement (such as replacing a hard disk), to hardware additions and hardware updates. Server Hardware updates require physical access to the servers. Customer is responsible for guaranteeing that sufficient, capable personnel that possess the appropriate technology skills and public safety knowledge are available during the maintenance window. All updates will occur during normal business hours. Normal business hours are defined as: 08:00-17:00 CT. Hardware updates are offered in the following time slots: 08:00-10:00 CST, 10:00-12:00 CST, 13:00-15:00 CST. CentralSquare Technologies will work with

Pro Suite Contract

the Customer to schedule an agreeable time to occur during these time slots.

4.0 Support

4.1 General Support

CentralSquare shall provide phone and email support for the Software licensed under this agreement and shall maintain a support center database to track any reported issues. No support will be provided for Software more than two versions back from the most recently released version.

Support does not include custom programming services or training.

Support is available 24 hours a day, seven days a week for CentralSquare Suite customers.

4.2 Remote Support

The BeyondTrust/Bomgar and/or SecureLink remote support solutions shall be the method of remote access to customer systems and/or data. These solutions meet all requirements as contained in Section 5.5.6 of the FBI CJIS Security Policy (Remote Access). Use of either of these solutions enable customer agencies to remain CJIS compliant for purposes of FBI and/or state regulatory agency audits.

VPN usage to connect to customer environments is prohibited. If previously contractually mandated, all costs associated with CentralSquare's use of any technological device to mitigate against the risk of such connection shall be the responsibility of Customer. This includes but is not limited to jumpboxes, virtual machines, etc. Any access to Customer's system and/or data shall be through the use of CentralSquare's unique user SSO credentials, and all such access must be capable of being logged in accordance with FBI CJIS Security Policy.

4.3 Server Hardware Maintenance

CentralSquare will maintain the Server Hardware necessary to host the Software. This does not include any hardware except the CentralSquare Technologies' supplied Server Hardware. "Server Hardware Maintenance" is defined as ensuring the operating system and/or applications as installed are current and up to date.

A standby server is available for purchase by customer. This server replicates the production environment and is available to the customer for use in the event of a hardware and/or software failure of the production server. The training server is similar to the production server but it is not a mirror image of same. The training server cannot be utilized as a production server or other means to support the agency with respect to the Pro application and/or interfaces thereto in the event of a hardware failure of the production server.

In the event of a hardware and/or software failure, if the customer does not purchase a standby server, the customer acknowledges that the customer will be down for an extended period of time which could include, but not be limited to, an extended period of time while replacement hardware and/or software is attained and/or configured for use.

4.4 Customer Responsibilities

4.4.1 Access to Premises

Customer shall provide CentralSquare with reasonable and timely access to the sites and personnel necessary for CentralSquare to perform its obligations under this Agreement.

4.4.2 CentralSquare Server Access

Customer will ensure that all CentralSquare Server Hardware are directly network accessible to CentralSquare at all times via SSH. There shall be no additional authorization or equipment required except as requested by CentralSquare. The persistent SSH secured service connection is mandatory and necessary for the proper functionality of the managed server component and/or the Pro application by the CentralSquare Technologies DevOps team. This connection is only utilized by CentralSquare Technologies' CJIS-compliant employees for purposes that include but are not limited to, contractually mandated backups, installation of major and minor software releases and/or execution of the managed service component of the Agreement.

4.4.3 Network Configuration Notification Requirements

Customer shall notify CentralSquare regarding all updates to Customer's network configuration, firewall changes, and IP address updates with a minimum twenty-four (24) hour notice prior to implementation of such changes.

4.4.4 System Administrator

Customer is responsible for naming one or more System Administrators to serve as a primary point of contact between Customer and CentralSquare. At least one System Administrator must be available at all times. Customer will ensure that the System Administrators possesses the appropriate technology and public safety knowledge and skills to perform this role sufficiently.

4.4.5 Security

Customer is responsible for providing all physical security. The customer is responsible for securing their network.

4.4.6 System Updates

Customer shall work in good faith to allow CentralSquare to install System updates as requested by CentralSquare.



Dell 24 Monitor - P2419H

Estimated Ship Date

Tuesday, January 4, 2022

15

\$129.74

\$1,946.10



Dell 24 Video Conferencing Monitor - C2422HE with stand

Estimated Ship Date

September 22, 2022

14

\$376.00

\$5,264.00



OptiPlex 7090 Small Form Factor

Estimated Ship Date

January 10, 2022 - January 14, 2022

11

\$657.00

\$7,227.00



Quotation Created: 11/23/2021



HP Elitebook 850 G8 – Standard Specs

I5 processor, 8 GB RAM, 256 GB SSD

Estimated Ship Date

February, 2022

2

\$1,189.00

\$2,378.00



HP Thunderbolt Dock 120W G2

Estimated Ship Date

April, 2022

2

\$208.00

\$416.00

TOTAL: \$17,231.10

TAX: \$0.00

TOTAL: \$17,231.10

North Saint Paul City Building Distributed Antenna System Proposal



1800 Cliff Road East
Burnsville, MN 55337
(952) 808-7699
12/1/2021



Contained herein is the proposal for installing and commissioning the Public Safety Radio Distributed Antenna Systems at the North Saint Paul City Building.

Introduction

ANCOM Communications is a Burnsville, MN based, Motorola-authorized two-way radio dealer providing sales, service and rental of Motorola two-way radios and pagers. Since 1991, ANCOM has worked with businesses to identify their communication needs and provide cost-effective, innovative solutions. Our customer base spans the utility, manufacturing, construction, chemical, government, and public safety industries.

ANCOM Technical Center (ATC) is a fully authorized Motorola Service Center. Since 1999, ATC has been serving the communications service needs of commercial and public safety customers throughout Minnesota and western Wisconsin. ATC is recognized as a “Motorola Service Elite Specialist.” (Motorola’s highest service facility designation) We are also classified as a Certified Service Center by the Electronics Technicians Association International, an independent national organization.

Our technicians are career professionals in the communications industry. We invest heavily on training and certification to ensure that our technical staff is at the fore-front of the quickly evolving field.

Experience with ARMER

ANCOM has worked with the ARMER system since its inception in 2004. We were a crucial part of the initial build out, and continue to be a part of each upgrade that takes place. This includes the minor things such as firmware upgrades for mobile and portable radios, as well as infrastructure upgrades at the site and dispatch PSAP levels.

We currently have service contracts with 72 municipalities/entities to support and maintain their ARMER equipment. Some of these include Goodhue County, Allina Health, and Scott County. Most of these contract customers are set up with automated alerting, and we can often resolve a problem before any end users experience issues.

Additionally, we work closely with MNDOT and are aware of ARMER system changes that could be system impacting for numerous agencies. This can save time, and ultimately money by avoiding unnecessary trips to a customer location.

DAS Experience

ANCOM has installed and commissioned many cellular enhancement systems across the Midwest in a variety of different types of venues. We have installed distributed antenna systems in commercial spaces, hospitals, industrial facilities, and stadiums. Each solution was completely custom designed for the customer's unique requirements.

We have good working relationships with all of the major carriers. This helps to ensure that your system, once tuned up, will meet or exceed all expectations.

We are a complete turn-key solution vendor. Our in-building team can deliver any or all aspects of a DAS project. From pre-site survey, to design, to construction, to optimization, every task is handled professionally in-house. This makes us much more responsive to "last minute" changes or modifications that can and do arise during construction.

Proposal Summary

Our proposal for the North Saint Paul City Building is to install an amplified coaxial DAS. This will consist of a donor antenna mounted on the roof of the building, a class A bi-directional amplifier, and a network of coaxial cable and antennas installed throughout the building.

The amplifier will be installed on the wall of the main level server room. This amplifier will filter, condition and amplify the radio signal from the ARMER system as well as the 700 MHz band 14 (FirstNet).

Cable from the donor antenna will enter the building through the existing penetration. ANCOM will test the existing unused coaxial cable that is currently installed between the server room and the antenna array to determine viability. If the coaxial cable passes our testing, we will use it for our donor antenna cable. If the cable is questionable, we will replace it entirely.

The amplifier will be connected, on the server side to the network of coaxial cable and antennas installed throughout the building. These antennas will distribute the ARMER and FirstNet signal to any subscriber unit located within the building.

The entire system will be tuned and adjusted to provide optimal signal flow in both directions. Upon completion of the install, we will perform signal testing inside the building to ensure proper operation and adequate coverage.

Closeout documentation including test results, as-built diagrams, and equipment cut-sheets will be provided to the customer once this project is completed.



COMMUNICATIONS INC
TECHNICAL CENTER INC

1800 EAST CLIFF ROAD, SUITE 17A BURNSVILLE, MINNESOTA 55337

SALES 952-808-0033 SERVICE 952-808-7699 FAX 952-808-0034

Quote Breakdown

The price for this system, as designed, is as follows:

Material Total:	\$ 23,975.00
Labor Total:	\$ 10,300.00
Donor Coax Replacement Labor: (Based on test results)	\$ 525.00
Grand Total <i>Without</i> Donor Coax Replacement:	\$ 34,275.00
Grand Total <i>Including</i> Donor Coax Replacement:	\$ 34,800.00

This quote is valid for 90 days from the date above.

Jake Nesdahl
Project Manager
Ancom Communications

Date:

Authority Having Jurisdiction

Date:

Assumptions:

- All work can occur during normal business hours, M-F (8:00 AM - 4:30 PM)
- Escorts will not be required
- Acceptable equipment locations are available for the required equipment.
- Access to all areas will be made available throughout the entire process from project start to completion.
- All labor is non-union.
- All AC power is to be existing or furnished by others.
- Assumes existing accessible cable pathways in all risers.
- System to be installed per the design and any changes may result in additional material and labor costs to be paid for by the customer.
- Delays beyond the control of ANCOM and their installers will result in additional costs to be paid for by the customer.
- Materials are ordered upon receipt of a purchase order for the full project cost, as well as 50% down.
- Project construction will be scheduled only after all materials have been received by ANCOM.
- This system does not include battery backup. If desired, ANCOM can provide battery backup for an additional cost.

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

**RESOLUTION AUTHORIZING THE PURCHASE OF
RECORDS MANAGEMENT SYSTEM REPLACEMENT &
CITY HALL AMPLIFIER FOR EMERGENCY COMMUNICATIONS**

WHEREAS, City Council approved the replacement of the soon to be expired police records management system (RMS) granting authorization of the purchase by using \$169,000 from the Pandemic Fund.

WHEREAS, Emergency communications for the North St. Paul Police Officers and the North St. Paul Fire Department is extremely difficult to hear while inside City Hall.

WHEREAS, Utilizing the Ramsey County servers and database system reduces the RMS purchase price, allowing for an opportunity for the purchase of the City Hall Amplifier for Emergency Communications from ANCOM with the Pandemic Funds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, It is recommended that the City Council approve the Records Maintenance System replacement and with the RMS cost savings, the purchase of a City Hall Amplifier for Emergency Communications from Minnesota State contracted vendor, ANCOM from the Pandemic Fund.

ADOPTED this 7th day of December 2021.

Motion by Council Member
Second by Council Member

Voting: Aye:
 Nay:
 Abstain:
 Absent:

Terrence J. Furlong, Mayor

Attest:

Brian Frandle, Interim City Manager/Clerk

**To**

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # VI.N

Consent Agenda

Subject

Police Vehicle Agreement with Dakota County Technical College

Background/Facts

Minn. Stat. § 471.85 authorizes the transfer of property to another public corporation for nominal or no consideration.

Dakota County Technical College has offered to provide mandated police pursuit training to eleven North St. Paul Police Officers in exchange for an inoperable Ford Explorer squad car currently owned by the City. The transfer is determined to be in the best interest of the City and the 2014 Police Ford Explorer (VIN **1M5K8AR4EGA55329**) has been declared surplus.

Recommendation:

I respectfully ask that you approve the exchange agreement with the Dakota County Technical College. This agreement with Dakota County Technical College will allow the police to satisfy mandated training required by the Minnesota Board of Peace Officer Standards and Training for Emergency Vehicle Operations and enhance the safe driving skills of North St. Paul Police Officers. This agreement will also allow students at the Dakota County Technical College to enhance their development in performing mechanical repairs on vehicles.

Attachments

1. Res 2021-xxx Approving Police Vehicle Agreement w DaCo
2. NSP Police squad exchange Explorer 2124

Respectfully submitted,
Phil Baebenroth, Police Chief

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

**RESOLUTION APPROVING POLICE VEHICLE AGREEMENT WITH DAKOTA
COUNTY TECHNICAL COLLEGE**

WHEREAS, Minn. Stat. §471.85 authorizes the transfer of property to another public corporation for nominal or no consideration; and

WHEREAS, Dakota County Technical College has offered to provide pursuit training to eleven North St. Paul Police Officers in exchange for an inoperable 2014 Ford Explorer Squad currently owned by the City; and

WHEREAS, a Customized Training Income Contract, as attached hereto has been prepared by the Dakota County Technical College; and

WHEREAS, such transfer is determined to be in the best interest of the City; and

WHEREAS, the North St. Paul Police Ford Explorer (VIN 1M5K8AR4EGA55329) has been declared surplus.

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

1. The City Manager is authorized and directed to transfer the Ford Explorer Squad.
2. The Mayor, City Manager, and the Chief of Police are hereby authorized and directed to execute any documents, including the Customized Training Income Contract necessary to carry out the intentions of this resolution.

ADOPTED this 7th day of December 2021.

Motion by Council Member
Second by Council Member

Voting: Aye
Nays:
Absent:
Abstain:

Terrance J. Furlong, Mayor

Attest:

Brian Frandle, Interim City Manager/ Clerk

- F.Y.	Cost Center	Obj. Code	Amount	Vendor #	P.O. #
2022	216-126				

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
DAKOTA COUNTY TECHNICAL COLLEGE
CUSTOMIZED TRAINING INCOME CONTRACT

Dakota County Technical College (hereafter "COLLEGE/UNIVERSITY") by virtue of its delegated authority from the Board of Trustees of the Minnesota State Colleges and Universities and **North St. Paul Police Department (2400 Margaret Street, North St. Paul, MN 55109)** (hereafter "PURCHASER") agree as follows:

- I. DUTIES OF THE COLLEGE/UNIVERSITY: The COLLEGE/UNIVERSITY agrees to provide the following:
 Title of Instruction/Activity/Service: **Emergency Vehicle Operations and Police Pursuit Training (MN Stat 626.8458, Subd. 5) for 10 officers**

 Date(s) of Instruction/Activity/Service: **2021-2024**

 Instructor/Trainer/Consultant: **As provided by DCTC**

 Location: **DCTC Driver Training Track**

 Other: **DCTC will facilitate the towing of the Ford Police Explorer from the current location in the City of North St. Paul public works facility (2303 N St Paul Dr, North Saint Paul, MN)**
- II. DUTIES OF THE PURCHASER: The PURCHASER agrees to provide:
1 - 2014 Ford Police Explorer
VIN #1 – 1M5K8AR4EGA55329
- III. SITE OF INSTRUCTION/ACTIVITY/SERVICE: **DCTC** shall make all of the arrangements, including any payment, for the location to be used for the Instruction/Activity/Service.
- IV. CONSIDERATION AND TERMS OF PAYMENT:
 - A. Cost. Cost of Instruction/Activity/Service (total or per hour): **One Ford Police Explorer as described above, as-is in current condition, in exchange for training 11 North St. Paul Police Officers in Emergency Vehicle Operations and Pursuit Training and providing squad vehicles for North St. Paul Police Officers to utilize while completing the training course (monetary value of \$5,500.00)**

 Other fees: **N/A**

Notwithstanding the thirty (30) day notice period established in paragraph VII, in the event that the PURCHASER desires to cancel or reschedule the Instruction/Activity/Service due to low enrollment, PURCHASER shall give at least **seven** days notice in writing to the COLLEGE/UNIVERSITY'S authorized agent to cancel or reschedule. If the Instruction/Activity/Service is canceled as provided herein, the COLLEGE/UNIVERSITY shall be entitled to payment calculated according to paragraph VII. If the Instruction/Activity/Service is rescheduled as provided herein, payment shall be according to this paragraph IV.

- B. Terms of Payment. The COLLEGE/UNIVERSITY will send an invoice for the Instruction/Activity/Service performed. The PURCHASER will pay within 30 days of receiving the invoice. Please send payment to:

Dakota County Technical College
Attn: Accounts Receivable
1300 145th Street East
Rosemount, MN 55068-2999

V. AUTHORIZED AGENTS FOR THE PURPOSES OF THIS CONTRACT:

- A. PURCHASER'S authorized agent: **Phil Baebenroth, Chief of Police – North St. Paul Police Department**
- B. COLLEGE/UNIVERSITY authorized agent:
Bob Trewartha, Director of Customized Training & Continuing Education

VI. TERM OF CONTRACT:

- A. Effective date: **December 8, 2021**
- B. End date: **December 31, 2024** or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.

VII. CANCELLATION. This contract may be canceled by the PURCHASER or the COLLEGE/UNIVERSITY at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the COLLEGE/UNIVERSITY shall be entitled to payment, determined on a pro rata basis, for work or Instruction/Activity/Service satisfactorily performed.

VIII. ASSIGNMENT. Neither the PURCHASER nor the COLLEGE/UNIVERSITY shall assign or transfer any rights or obligations under this contract without the prior written approval of the other party.

IX. LIABILITY. The PURCHASER shall indemnify, save, and hold the COLLEGE/UNIVERSITY, its representatives and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the COLLEGE/UNIVERSITY, arising from the performance of this contract by the PURCHASER or PURCHASER'S agents or employees. This clause shall not be construed to bar any legal remedies the PURCHASER may have for the COLLEGE/UNIVERSITY'S failure to fulfill its obligations pursuant to this contract.

X. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. The PURCHASER agrees that in fulfilling the duties of this contract, the PURCHASER is responsible for complying with the applicable provision of the Americans With Disabilities Act, 42 U.S.C. Section 12101, et seq. and regulations promulgated pursuant to it. The COLLEGE/UNIVERSITY IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

XI. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.

XII. GOVERNMENT DATA PRACTICES ACT. The PURCHASER must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the COLLEGE/UNIVERSITY in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the PURCHASER in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08 apply to the release of the data referred to in this Article by either the PURCHASER or the COLLEGE/UNIVERSITY.

In the event the PURCHASER receives a request to release the data referred to in this Article, the PURCHASER must immediately notify the COLLEGE/UNIVERSITY. The COLLEGE/UNIVERSITY will give the PURCHASER instructions concerning the release of the data to the requesting party before the data is released.

- XIII. RIGHTS IN ORIGINAL MATERIALS. The Dakota County Technical College shall own all rights, including all intellectual property rights, in all original materials, including any curriculum materials, inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically or magnetically recorded materials, and other work in whatever form, developed by the COLLEGE/UNIVERSITY and its employees individually or jointly with others or any sub PURCHASER in the performance of its obligations under this contract. This provision shall not apply to the following materials:

N/A or See Attached

- XIV. JURISDICTION AND VENUE. This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

- XV. OTHER PROVISIONS. (Attach additional page(s) if necessary): **Not Applicable**

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.
APPROVED:

1. **PURCHASER: North St. Paul Police Department**
PURCHASER certifies that the appropriate person(s) have executed the contract on behalf of PURCHASER as required by applicable articles, by-laws, resolutions, or ordinances.

2. **MINNESOTA STATE COLLEGES AND UNIVERSITIES**

Dakota County Technical College

By (authorized signature)
Title
Date

By (authorized College/University signature)
Title
Date

By (authorized signature)
Title
Date

MnSCU 003
07/07/03

**To**

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # VI.O

Consent Agenda

Subject

Approve the termination of the Financial Suite Software Services under the OpenGov Contract

Background/Facts

On June 20, 2020 the City Council approved a contract with OpenGov to provide Budget, Finance, Reporting and Permitting, License and Code Enforcement Software. The City of North St. Paul and OpenGov have successfully completed the implementation of the Budget, Reporting and Permitting, License and Code Enforcement Software components.

The Finance Software was scheduled per the scope of work incorporated into and a part of the contract to be completed by December 31, 2021. OpenGov will not make the scheduled timeframe and is projected to not be complete until March 31, 2022 or later. As presented to the City Council in a workshop on November 16, 2021, the Finance Department has a number of concerns regarding moving forward with the implementation.

At the direction of the City Council, staff has been working with the City's Attorney to examine options for the City regarding the contract with OpenGov and any potential additional costs related to the contract. It has been determined that moving forward with the existing contract with the Finance Software will not eliminate potential additional costs for the City as it relates to the Finance Software; however, the City Attorney has expressed the City is in a very good position to defend and minimize any potential additional costs if the City chooses to exercise its' one time right to terminate the subscription to the Finance software. If the City does not exercise this one time right, the City may be exposed to more additional costs. The one time right to terminate must be delivered by written notice to OpenGov within ten business days from December 31, 2021.

If the City gives timely written notice of its intent to terminate the subscription to the Financial Suite Software Services (a) City's \$14,800 payment obligation shall be waived; (b) City's payment obligations set forth in the Billing Table beginning on 1/1/2022 shall be reduced by 25%,; and (c) City's license to use the Financial Suite Software Services shall terminate.

Recommendation:

Staff is recommending the City Council approve the termination of the subscription to the Financial Suite Software Services under the OpenGov contract utilizing the one time right to terminate, authorize the City Manager to send the written notice of its intent to terminate the subscription to the Financial Suite Software Services and to direct staff to examine options related to the finance software including, but not limited to, OpenGov and Incode and come back to the City Council with a recommendation.

Attachments

1. Res 2021-xxx_RESOLUTION APPROVING THE TERMINATION OF THE FINANCIAL SUITE SOFTWARE SERVICES UNDER THE OPENGOV CONTRACT

Respectfully submitted,
Daniel Winek, Finance Director

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-XXX

**RESOLUTION APPROVING THE TERMINATION OF THE FINANCIAL SUITE
SOFTWARE SERVICES UNDER THE OPENGOV CONTRACT**

WHEREAS, on June 20, 2020 the City Council approved a contract with OpenGov to provide Budget, Finance, Reporting and Permitting, License and Code Enforcement Software; and

WHEREAS, the City of North St. Paul and OpenGov have successfully completed the implementation of the Budget, Reporting and Permitting, License and Code Enforcement Software components; and

WHEREAS, the Finance Software was scheduled per the scope of work incorporated into and a part of the contract to be completed by December 31, 2021; and

WHEREAS, OpenGov will not make the scheduled timeframe and is projected to not be complete until March 31, 2022 or later; and

WHEREAS, as presented to the City Council in a workshop on November 16, 2021, the Finance Department has a number of concerns regarding moving forward with the implementation; and

WHEREAS, the City has the one time right to terminate the subscription to the Finance software, but must deliver a written notice to OpenGov within ten business days from December 31, 2021; and

WHEREAS, if the City gives timely written notice of its intent to terminate the subscription to the Financial Suite Software Services (a) City's \$14,800 payment obligation shall be waived; (b) City's payment obligations set forth in the Billing Table beginning on 1/1/2022 shall be reduced by 25%; and (c) City's license to use the Financial Suite Software Services shall terminate.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of North St. Paul hereby approves the termination of the subscription to the Financial Suite Software Services under the OpenGov contract utilizing the one time right to terminate, authorize the City Manager to send the written notice of its intent to terminate the subscription to the Financial Suite Software Services and to direct staff to examine options related to the finance software including, but not limited to, OpenGov and Incode and come back to the City Council with a recommendation.

ADOPTED this 7th day of December, 2020.

Motion by Council Member

Second by Council Member

Voting: Aye:
 Nay:
 Abstain:
 Absent:

Terrence J. Furlong, Mayor

Attest:

Brian Frandle, Interim City Manager/Clerk



To

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # VI.P

Consent Agenda

Subject

Building Permit Report - November 2021

Background/Facts

Recommendation:

Attachments

1. November 2021 Building Permit Report

Respectfully submitted,
Cynthia Govan

NOVEMBER 2021 REPORT - BUILDING PERMITS

PERMIT #	PROJECT	VALUATION	PERMIT FEE	DATE ISSUED	APPLICANT	NUMBER	STREET
BP-21-424	New SFD	\$ 300,000.00	\$ 8,781.84	11/1/2021	Norcutt Homes	2082	KARI LANE
BP-21-425	New SFD	\$ 300,000.00	\$ 8,781.84	11/1/2021	Norcutt Homes	2086	KARI LANE
BP-21-469	Install Ramp & 5x5 Deck	\$ 5,000.00	\$ 225.10	11/3/2021	Homeowner	2600	7TH AVE E
BP-21-481	Re-Roof	\$ 1,406.00	\$ 96.25	11/1/2021	Tacheny Exteriors	2056	3RD ST N
BP-21-486	Re-Roof	\$ 9,700.00	\$ 229.20	11/5/2021	Apple Exteriors	2534	3RD AVE E
BP-21-495	Replace Entry Door	\$ 2,630.00	\$ 170.79	11/2/2021	Dorglass Inc	2357	11TH AVE E
BP-21-496	Replace Entry Door	\$ 2,630.00	\$ 170.79	11/2/2021	Dorglass Inc	2351	11TH AVE E
BP-21-497	Replace Entry Door	\$ 2,630.00	\$ 170.79	11/2/2021	Dorglass Inc	2339	11TH AVE E
BP-21-498	Replace Entry Door	\$ 2,630.00	\$ 170.79	11/2/2021	Dorglass Inc	2333	11TH AVE E
BP-21-499	Replace Entry Door	\$ 2,630.00	\$ 170.79	11/2/2021	Dorglass Inc	2455	3RD ST N
BP-21-506	Replace Window	\$ 2,780.00	\$ 118.04	11/16/2021	Minnesota Rusco	2423	INDIAN WAY
BP-21-507	Re-Roof & Install 2 Windows	\$ 12,100.00	\$ 273.70	11/15/2021	Crest Exteriors	2302	COWERN PL E
BP-21-509	Install 1 Patio Door	\$ 5,141.00	\$ 157.52	11/1/2021	Minnesota Rusco	1936	MARGARET ST N
BP-21-510	Install 8 Windows/1Patio Door	\$ 15,638.00	\$ 323.77	11/1/2021	Minnesota Rusco	1971	MEMORY LN
BP-21-513	Re-Roof	\$ 19,000.00	\$ 383.75	11/2/2021	1st Team Exteriors	2533	12TH AVE E
BP-21-515	Install Drain Tile	\$ 18,000.00	\$ 581.95	11/8/2021	Innovative Basement Authority	2658	6TH AVE E
BP-21-516	Re-Roof	\$ 14,500.00	\$ 312.10	11/2/2021	Clear Point Construction	2795	CHISHOLM AVE
BP-21-517	Re-Roof	\$ 6,125.00	\$ 179.11	11/2/2021	Clear Choice Restoration	2797	2ND ST N
BP-21-519	Re-Roof	\$ 31,983.09	\$ 563.39	11/2/2021	Built Strong Exteriors	2732	9TH AVE E
BP-21-520	Re-Roof	\$ 6,200.00	\$ 1,961.84	11/22/2021	Berwald Roofing Company	2616	4th Ave E
BP-21-521	Re-Roof	\$ 10,260.00	\$ 245.58	11/3/2021	Hoffman Weber Construction	2252	MOHAWK RD E
BP-21-522	Re-Roof	\$ 10,000.00	\$ 574.78	11/23/2021	Crest Exteriors	2302	COWERN PL E
BP-21-523	Remodel - water damage	\$ 4,000.00	\$ 208.04	11/13/2021	Steamatic of the Twin Cities	2268	17TH AVE E
BP-21-524	Re-Roof	\$ 12,000.00	\$ 262.55	11/4/2021	Wise Choice Construction Inc	2596	DIANNE ST
BP-21-525	Re-Roof	\$ 10,296.00	\$ 245.60	11/4/2021	Legacy Restoration	2464	HOLLOWAY AVE N
BP-21-527	Replace 5 Windows/1 Entry Door	\$ 8,800.00	\$ 212.65	11/5/2021	Mad City Home Improvement	2733	6TH AVE E
BP-21-529	Replace 5 Windows	\$ 5,803.00	\$ 167.85	11/5/2021	Champion Window Company Of MPLS LLC	1942	POLARIS PL
BP-21-533	Replace 5 Windows/1 Patio Door	\$ 9,691.00	\$ 234.20	11/12/2021	Home Depot USA	2710	6TH AVE E
BP-21-534	Replace 4 Windows	\$ 5,740.00	\$ 167.82	11/17/2021	Capital Siding Windows & Roofing	2174	ELDRIDGE AVE E
BP-21-535	Basement Remodel	\$ 15,000.00	\$ 522.42	11/19/2021	Homeowner	2648	19TH AVE E
BP-21-536	Replace 3 Windows	\$ 4,984.00	\$ 151.34	11/15/2021	Champion Window Company Of MPLS LLC	2570	DIANNE ST
BP-21-537	Replace 1 Windows	\$ 450.00	\$ 100.78	11/17/2021	Morning Star Remodeling	2213	1ST ST N
BP-21-539	Re-Roof	\$ 8,500.00	\$ 212.50	11/18/2021	Earth Friendly Builders LLC.	2352	NAVAJO RD
BP-21-540	Re-Roof	\$ 14,650.00	\$ 312.18	11/18/2021	New Image Exteriors LLC	1843	MARY JOE LN
BP-21-543	Replace 4 Windows	\$ 3,135.00	\$ 134.32	11/24/2021	Home Depot USA	2705	CHIPPEWA AVE
BP-21-544	Replace 2 Windows/1 Patio Door	\$ 8,038.00	\$ 217.27	11/24/2021	Minnesota Exteriors	2656	3RD AVE E
BP-21-546	Re-Roof	\$ 7,400.00	\$ 196.85	11/29/2021	McKinley Everest Consulting Inc	2412	13TH AVE E

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

RESOLUTION APPROVING ACCEPTANCE OF A DONATION NOVEMBER 2021

WHEREAS, the City of North St. Paul is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts; and

WHEREAS, the City Council must also ratify any terms or conditions placed on the donation by the donor; and

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city (November 1, 2021-November 30, 2021):

<u>Name of Donor</u>	<u>Amount</u>	<u>Department</u>
OW Williams	\$10.00	Park Fund
Peter & Ingrid Koller	\$10.00	Park Fund
Furlongs Liquor	\$5.00	Park Fund

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE be it resolved by the City Council of the City of North St. Paul as follows:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The City Clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

ADOPTED this 7th day of December, 2021.

Motion by Council Member
Second by Council Member

Voting: Aye:
Nay:
Absent:
Abstain:

Terrence J. Furlong, Mayor

Attest: _____
Brian Frandle, Interim City Manager/ Clerk

**To**

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # VI.R

Consent Agenda

Subject

Towards Zero Death (TZD) Grant Agreement

Background/Facts

“Minnesota TZD is the state’s cornerstone traffic safety program that employs an interdisciplinary approach to reducing traffic crashes, injuries, and deaths on Minnesota roads. The program’s vision is to reduce fatalities and serious injuries to zero. Minnesota TZD works to create a culture in which traffic deaths and serious injuries are no longer acceptable through the integrated application of the “4 E’s”: Education, Enforcement, Engineering, and Emergency Medical and Trauma Services. The program also uses data to target areas for improvement, employ proven countermeasures, implement best practices, and advance innovations and new technologies” (Minnesota TZD, 2021). The participation in the Minnesota Towards Zero Death traffic safety program will help to improve the safety of our roadways. Participation in this program by North St. Paul Police Officers is fully reimbursable due to the program funding source being a federal grant that has been awarded to the Minnesota Department of Public Safety and the St. Paul Police Department.

Recommendation:

I recommend we participate in this no-cost program and agreement to fully support the effort towards zero deaths on our public roadways.

Attachments

1. North St Paul PD TZD Contract
2. 2022_MASTER_Attachment_A_State_OTIS_Grant_Agreement_updated
3. 2022_Master_Attachment_B_Agency_Budgets_Final

Respectfully submitted,
Phil Baebenroth, Police Chief

Agreement
Between the City of Saint Paul and City of North Saint Paul

THIS AGREEMENT, made and entered into this ____ day of _____, 2021, is by and between the City of Saint Paul, Minnesota, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as “**City**” and City of North Saint Paul, a political subdivision of the State of Minnesota, hereinafter referred to as “**Provider.**”

The City and Provider, in consideration of the mutual terms and conditions, promises, covenants, and payments hereinafter set forth, agree as follows:

SECTION 1: Scope of Services.

A. Provider agrees to provide services or perform activities as related to its individual entity as described in the attached state grant award (Attachment A) and agrees to comply with all special conditions, financial reporting, and other requirements as detailed in Attachment A.

SECTION 2: Time for Completion.

A. The services described in Section 1 shall be commenced on October 1, 2021 and will be completed in accordance with the schedule mutually agreed upon with the City through September 30, 2022.

B. Provider shall not proceed with any task outside of the grant award without specific authorization from the Project Manager designated by the City.

C. There will be no extension of this contract beyond the date outlined above.

SECTION 3: Billings, Payment and Reporting.

A. For the Provider’s faithful performance of this Agreement, the City hereby agrees to compensate the Provider in the amounts and according to the provisions of Attachment A. Total payments to the Provider shall not exceed \$10,052.00.

B. The above amounts shall fully compensate the Provider for all costs. No claim for services and/or costs provided by the Provider, not specifically provided for in this Agreement will be honored by the City.

C. The Provider shall submit an itemized invoice as well as detailed backup documents to the City on a quarterly basis. The Provider will be provided with the deadline for submitting the detailed backup after the grant reporting deadlines have been finalized. The Provider shall submit the detailed backup within the budget categories as detailed on Attachment B. Upon receipt of the invoice and verification of the charges by the Project Manager, payment shall be made by the City to Provider within thirty (30) days of the City receiving payment or reimbursement from the State of Minnesota for services provided under this Agreement.

D. Provider shall submit programmatic reporting as requested by the fiscal agent, City of Saint Paul, on a quarterly basis. No payments shall be made to Provider without programmatic reports completed by the due date.

E. In the event the Provider fails to comply with any terms or conditions of the Agreement or grant award (see Attachment A) or to provide in any manner the work or services as agreed to herein, the City reserves the right to withhold any payment until the City is satisfied that corrective action has been taken or completed. This option is in addition to and not in lieu of the City's right to termination as provided in other sections of this Agreement.

SECTION 4: Project Management.

A. The City requires the Provider to assign specific individuals as principal project members and to assure that the major work and coordination will remain the responsibility of this individual during the term of the Agreement. Removal of any principal project member without replacement by equally qualified individual or without the prior written approval of the City is grounds for termination of the Agreement by the City. Provider's principal project member is:

Officer Chris Rother
North Saint Paul Police Department
2400 Margaret Street
North Saint Paul, MN 55109

B. The Provider has designated Phil Baebenroth, Chief of Police and Daniel Winek, Finance Director as the Project Managers for this Agreement, and the individuals to whom all communications pertaining to the Agreement shall be released. The Project Managers shall have the authority to transmit instructions, receive information, authorize amendments or changes to the Agreement, and interpret and define the Provider's policies and decisions pertinent to the work covered by this Agreement.

SECTION 5: City Responsibilities.

A. City agrees to provide the Provider with access to any information from City documents, staff, and other sources needed by the Provider to complete the work described herein.

SECTION 6: Work Products, Records, Dissemination of Information.

A. For purposes of this Agreement, the following words and phrases shall have the meanings set forth in this section, except where the context clearly indicates that a different meaning is intended.

"Work product" shall mean any report, recommendation, paper, presentation, drawing, demonstration, or other materials, whether in written, electronic, or other format that results from the Provider's services under this Agreement.

"Supporting documentation" shall mean any surveys, questionnaires, notes, research, papers, analyses, whether in written, electronic, or in other form, belonging to the Provider and pertaining to work performed under this Agreement.

"Business records" shall mean any books, documents, papers, account records and other evidences, whether written, electronic, or in other form, belonging to the Provider and pertaining to work performed under this Agreement.

B. All deliverable work products and supporting documentation that result from the Provider's services under this Agreement shall be delivered to the City and shall become the property of the City after final payment is made to the Provider with no right, title, or interest in said work products or supporting documentation vesting in the Provider.

C. Unless otherwise required under State or Federal data privacy law, the Provider agrees not to release, transmit, or otherwise disseminate information associated with or generated as a result of the work performed under this Agreement without prior knowledge and written consent of the City.

D. In the event of termination, all documents finished or unfinished, and supporting documentation prepared by the Provider under this Agreement, shall be delivered to the City by the Provider by the termination date and there shall be no further obligation of the City to the Provider except for payment of amounts due and owing for work performed and expenses incurred to the date and time of termination.

E. The Provider agrees to maintain all business records in such a manner as will readily conform to the terms of this Agreement to make such materials available at its office at all reasonable times during this Agreement period and for six (6) years from the date of the final payment under the contract for audit or inspection by the City, the Auditor of the State of Minnesota, or other duly authorized representative.

F. The Provider agrees to abide strictly by Chapter 13, Minnesota Statutes (Minnesota Government Data Practice Act) as well as any other applicable federal, state, and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units which are now or hereafter promulgated insofar as they relate to the Provider's performance of the provisions of this Agreement.

SECTION 7: Equal Opportunity Employment.

A. The Provider will not discriminate against any employee or applicant for employment for work under this Agreement because of race, color, religion, gender, age, sexual orientation, or national origin and will take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, gender, age, sexual orientation, or national origin.

This provision shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising, layoff or termination; rates of pay or their forms of compensation; and selection for training, including apprenticeship.

SECTION 8: Compliance with Applicable Law.

The Provider agrees to comply with all federal, state, and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental

units, which are now or hereafter promulgated insofar as they relate to the Provider's performance of the provisions of this Agreement. It shall be the obligation of the Provider to apply for, pay for, and obtain all permits and/or licenses required.

SECTION 9: Independent Contractor.

A. It is agreed by the parties that, at all times and for all purposes within the scope of this Agreement, the relationship of the Provider to the City is that of an independent contractor and not that of employee. No statement contained in this Agreement shall be construed so as to find the Provider an employee of the City, and the Provider shall be entitled to none of the rights, privileges, or benefits of City employees.

SECTION 10: Subcontracting.

A. The Provider agrees not to enter into any subcontracts for any of the work contemplated under this Agreement (unless specifically outlined in the grant) without obtaining prior written approval of the City.

SECTION 11: Hold Harmless.

That each party will responsible for their own acts or omissions for their employees, agents and officials. Nothing in this agreement shall constitute a waiver by either party of any statutory or common law defenses, immunities, or limits or exceptions on liability.

SECTION 12: Assignment.

A. The City and the Provider each binds itself and its successors, legal representatives, and assigns of such other party, with respect to all covenants of this Agreement; and neither the City nor the Provider will assign or transfer their interest in this Agreement without the written consent of the other.

SECTION 13: Termination.

A. This Agreement will continue in full force and effect until completion of the Provider's services as described herein unless either party terminates it at an earlier date. Either party to this Agreement may terminate it by giving no less than thirty (30) days written notice of the intent to terminate to the other party.

B. With Cause. The City reserves the right to suspend or terminate this Agreement if the Provider violates any of the terms or conditions of this Agreement or does not fulfill, in a timely and proper manner, its obligations under this Agreement as determined by the City. In the event that the City exercises its right to suspend or terminate under this Section, it shall submit written notice of suspension to the Provider, specifying the reasons therefore, and the date upon which such suspension becomes effective. Within ten days of receipt of such notice, the Provider shall take all actions necessary to cure the default. If the Provider fails to cure the default within the ten-day period, the Agreement is immediately terminated. Upon termination of this Agreement, the Provider shall discontinue further commitments of funds under this Agreement.

C. In the event of termination, the City will pay the Provider for all services actually timely, and faithfully rendered up to the receipt of the notice of termination and thereafter until

the date of termination. The Provider will deliver all work products and supporting documentation developed up to the date of termination prior to the City rendering final payment for services.

SECTION 14: Default by Provider.

A. In the event Provider fails or neglects to comply with any term or condition of this Agreement or to provide the services stated herein, City shall have the right, after written notice, to cease payment hereunder. This remedy shall be in addition to any other remedies, including termination, available to the City in law or equity.

SECTION 15: Amendment or Changes to Agreement.

A. The City or the Provider may request changes that would increase, decrease, or otherwise modify the Scope of Services.

B. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when reduced to writing and duly signed by the parties.

C. Modifications or additional schedules shall not be construed to adversely affect vested rights or causes of action which have accrued prior to the effective date of such amendment, modification, or supplement. The term “this Agreement” as used herein shall be deemed to include any future amendments, modifications, and additional schedules made in accordance herewith.

SECTION 16: Notices.

A. Except as otherwise stated in this Agreement, any notice or demand to be given under this Agreement shall be delivered by email to the designated project manager if the receipt of the message is confirmed, in person, or deposited in United States Mail. Any notices or other communications shall be addressed as follows:

To Provider:
Daniel Winek, Finance Director
City of North Saint Paul
2400 Margaret Street
North Saint Paul, MN 55109

To City:
Michele Bunce, Accountant
Saint Paul Police Department
367 Grove Street
Saint Paul, MN 55101

SECTION 17: Waiver.

A. Any failure of a party to assert any right under this Agreement shall not constitute a waiver or a termination of that right, this Agreement, or any of this Agreement’s provision.

SECTION 18: Survival of Obligations.

A. The respective obligations of the City and the Provider under these terms and conditions, which by their nature would continue beyond the termination, cancellation, or expiration hereof, shall survive termination, cancellation or expiration hereof.

B. If a court or governmental agency with proper jurisdiction determines that this Agreement, or a provision herein is unlawful, this Agreement or that provision, shall terminate. If a provision is so terminated but the parties legally, commercially, and practicably can continue this Agreement without the terminated provision, the remainder of this Agreement shall continue in effect.

SECTION 19: Interpretation of Agreement, Venue.

A. This Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation related to this Agreement shall be venued in the District Court of the City of Ramsey, Second Judicial District, State of Minnesota.

SECTION 20: Force Majeure.

A. Neither the City nor the Provider shall be held responsible for performance if its performance is prevented by acts or events beyond the party's reasonable control, including, but not limited to: severe weather and storms, earthquake or other natural occurrences, strikes and other labor unrest, power failures, electrical power surges or current fluctuations, nuclear or other civil military emergencies, or acts of legislative, judicial, executive, or administrative authorities.

SECTION 21: Entire Agreement.

It is understood and agreed that the entire Agreement supersede all oral agreements and negotiations between the parties relating to the subject matters herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the day and year first above written.

For the City:

For City of North Saint Paul:

Approved as to form:

By: _____
Judy Hanson
Assistant City Attorney

Date: _____

By: _____
Daniel Winek
Finance Director

Date: _____

By: _____
Robert L. Thomasser
Assistant Chief of Police

Date: _____

By: _____
Phil Baebenroth
Chief of Police

Date: _____

By: _____
John McCarthy
Director of Financial Services

Date: _____

By: _____
Brian Frandle
City Manager

Date: _____

By: _____
Melvin Carter
Mayor

Date: _____

By: _____
Terry Furlong
Mayor

Date: _____



Minnesota Department of Public Safety (“State”) Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, Minn. 55101	Grant Program: 2022 Enforcement Grant Contract Agreement No.: A-ENFRC2-2022-SPPD-002
Grantee: St. Paul Police Department 367 Grove Street St. Paul, Minn. 55101-2416	Grant Contract Agreement Term: Effective Date: October 1, 2021 Expiration Date: September 30, 2022
Grantee’s Authorized Representative: Commander Kathleen Brown St. Paul Police Department 367 Grove Street St. Paul, Minn. 55101-2416 Phone: (651) 266-5788 Email: kathleen.brown@ci.stpaul.mn.us	Grant Contract Agreement Amount: Original Agreement \$ 615,150.00 Matching Requirement \$ 1,800.00
State’s Authorized Representative: Shannon Grabow Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, Minn. 55101 Phone: (651) 201-7064 Email: shannon.grabow@state.mn.us	Federal Funding: CFDA 20.600, 20.608 & 20.616 FAIN: 69A37519300001640MNA, 69A3752030000405DMNL 69A3751930000405BMNH & 69A37520300004020MNO State Funding: N/A Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subd. 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2022 Enforcement Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 1620, St. Paul, Minn. 55101. The Grantee shall also comply with all requirements referenced in the 2022 Enforcement Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the



Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-ENFRC2-2022-SPPD-002/3000076044

Project No.(indicate N/A if not applicable): 22-04-01

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Organization: St Paul Police Department

A-ENFRC2-2022-SPPD-002

Budget Summary

Budget				
Budget Category	State Reimbursement	Local Match		
Dispatch/Admin - Other				
Dispatch/Admin - Other	\$10,700.00	\$0.00		
Total	\$10,700.00	\$0.00		
Dispatch/Admin - DWI				
Dispatch/Admin - DWI	\$25,050.00	\$0.00		
Total	\$25,050.00	\$0.00		
Corrections Assistance				
Corrections Assistance	\$10,000.00	\$0.00		
Total	\$10,000.00	\$0.00		
Enforcement - Distracted				
Enforcement - Distracted	\$41,000.00	\$0.00		
Total	\$41,000.00	\$0.00		
Enforcement - DWI				
Enforcement - DWI	\$374,100.00	\$0.00		
Total	\$374,100.00	\$0.00		
Enforcement - Move Over				
Enforcement - Move Over	\$2,300.00	\$0.00		
Total	\$2,300.00	\$0.00		
Enforcement - Pedestrian				
Enforcement - Pedestrian	\$65,000.00	\$0.00		
Total	\$65,000.00	\$0.00		
Enforcement - Seat Belt				
Enforcement - Seat Belt	\$48,200.00	\$0.00		
Total	\$48,200.00	\$0.00		
Enforcement - Speed				
Enforcement - Speed	\$37,000.00	\$0.00		
Total	\$37,000.00	\$0.00		
Mileage Expenses				
Mileage Expenses	\$0.00	\$0.00		
Total	\$0.00	\$0.00		
Training/Meeting Match				

2022 Enforcement

EXHIBIT A

Organization: St Paul Police Department

A-ENFRC2-2022-SPPD-002

Budget Summary

Training/Meeting Match	\$0.00	\$0.00
Total	\$0.00	\$0.00
TZD Conference Hotel Match		
TZD Conference Hotel	\$0.00	\$0.00
Total	\$0.00	\$0.00
Equipment		
Equipment	\$1,800.00	\$1,800.00
Total	\$1,800.00	\$1,800.00
Total	\$615,150.00	\$1,800.00

Office of Traffic Safety Grant Program Guidelines

Financial Requirements:

Payments under this grant agreement will be made from federal funds obtained by the State under the U. S. Department of Transportation's State and State and Community Highway Safety (CFDA) Numbers 20.600, 20.608, & 20.616. The grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any consequences imposed by the grantee's failure to comply with federal requirements.

Reimbursement of Funds

Only costs associated with approved activities on this project can be claimed for federal reimbursement. The grantee will report on all expenditures and program income pertaining to this grant agreement. Claims shall be supported by written documentation including receipts, invoices, and personnel time reports. All costs reimbursed with these federal funds must be actual costs to the billing agency. Federal grant funding cannot be used to supplant any personnel, programs, or activities currently funded by another source.

The State has an obligation to determine if fringe benefit costs to be reimbursed by this grant contract are reasonable. If requested, the grantee must furnish an explanation of the basis for such rates. Fringe benefits must be accounted for separately from salary costs on back-up documentation of invoices.

Expenditures for each state fiscal year of this grant contract must be for services performed within applicable state fiscal years. Every state fiscal year begins on July 1 and ends on June 30. NHTSA federally funded projects run on the federal fiscal year, beginning on October 1 and ending on September 30. The final claim for reimbursement for the project for costs incurred through June 30, 2022 (the first state fiscal year) must be received by July 31, 2022. The final claim for reimbursement for the project for costs incurred through September 30, 2022 must be received no later than October 25, 2022.

Reporting Requirement

Reporting requirements are those agreed upon terms in the Work Plan that was approved by OTS. All projects require a final report as described in the Work Plan that was approved by OTS.

Quarterly Invoices and Progress Reports are required to be submitted to the OTS on the following schedule (unless otherwise stated within grant documentation):

- ☐ Monday, Jan. 24, 2022: All project activity between Oct. 1 and Dec. 31, 2021
- ☐ Monday, April 18, 2022: All project activity between Jan. 1 and March 31, 2022
- ☐ Monday, July 18, 2022: All project activity between April 1 and June 30, 2022
- ☐ Monday, Oct. 24, 2022: All project activity between July 1 and Sept. 30, 2022

Final Report Requirement

A final Report is due Oct 24, 2022, unless otherwise stated within grant documentation.

Match

Matching funds are not a requirement for the grant, however, expenses related to the project that are paid for with state, county, municipal and/or private funding clearly demonstrate a vested interest and real commitment to the project. Appropriate matching funds must be reported on the invoice and documentation for them included with the invoice.

Budget Revision

The grantee shall submit a written budget revision request and obtain written approval from the OTS Authorized Representative before any expenditure may be made based on a revised budget.

Record Retention

Under [Minn. Stat. 16B.98, subd. 8](#), the grantee shall retain all financial records for a minimum of six years after the expiration of the grant agreement or until any audit findings and/or recommendations from prior audit(s) have been resolved between the grantee and DPS, whichever is later.

Program Income

Is any revenue/cash received for an activity funded by the grant or contract? Program income would include a fee for services (such as a registration fee for a conference or class in full or in part subsidized with federal funds) or fees from the sale of commodities or items made with grant funds. The grantee is responsible for tracking all program income with the same level of detail as federal funds and reporting earned income to OTS along with invoices. Program Income can be either deducted from the costs of the project to OTS or can be an addition to the project budget provided by OTS; which option must be specified and detailed in the budget and work plan. Income approved and specified in the work plan and budget to be used as an addition to the project can only be used for purchases that would be considered allowable expenses.

Resolutions:

A Resolution from a city council or county board is required from the applicant agency. This resolution authorizing the agency to apply for and accept the grant funding is needed before the project begins. Information and an example of a resolution can be found in the RFP. Deviations from the example (such as including a specific dollar amount or an individual's name rather than title, or changing the date) will likely cause delays in processing grants and may not be acceptable. The OTS is unable to enter into an agreement until the resolution has been passed and a copy has been received by the state's authorized representative.

Equipment:

Because of the strict timelines for final claims for reimbursement, it is usually not possible to order, receive and pay for equipment during the last quarter.

Any piece of equipment that costs more than \$5,000 (including taxes, shipping and installation), is subject to the Buy America Act. Whether the NHTSA funds are used for the entire purchase or any portion of the purchase, it must be approved in writing by the NHTSA before it is ordered. Contact the OTS authorized representative to request that approval.

Any equipment requested to be purchased, either entirely or partially with grant funding, must be used to support the traffic safety program and pre-approved in writing by the OTS. Further, it shall be used primarily for grant-related purposes during the life of the equipment. The grantee may not deviate from this requirement. The grantee shall be responsible for all operating, maintenance, and repair costs of equipment purchased under this grant contract unless otherwise specified. Title to equipment acquired under this grant contract shall vest upon the grantee. Grantee must obtain prior written approval from OTS of any plan to trade-in, sell, surplus, or otherwise dispose of any piece of equipment purchased in whole or in part through this agreement.

Training Requirements

The grantee shall attend meetings and training as required by the Office of Traffic Safety.

Travel

Travel costs must be planned on a separate line in the budget and discussed in the work plan. When approved, reimbursement for travel and subsistence expenses actually and necessarily incurred by the

Grantee as a result of this grant contract will be paid in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the commissioner of Employee Relations which is incorporated into this grant contract by reference. The authorized representative must approve all out of state travel in writing prior to travel.

Approval of Subcontracts

All sub-contracts must be reviewed and approved in writing by the OTS authorized representative before the sub-contracting process begins. The OTS Coordinator must be provided with a copy of the sub-contract.

Invoices from a sub-contract not approved by the OTS Coordinator may not be eligible for federal reimbursement.

Evaluation and Monitoring

OTS shall have the authority to evaluate and monitor the performance and financial records of the grantee.

Risk Assessment:

The federal government requires a pre-award risk assessment for all grant applications. The Office of Traffic Safety has a section within the E-grants application to provide the information needed from applying agencies, in order to complete the risk assessment.

Federal and State Provisions

This grant agreement is subject to all applicable federal and state statutes and regulations, including, but not limited to the following: 2 CFR 200 and 2 CFR 1201

Nondiscrimination

(applies to subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 *et seq.*), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally- funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR at 74087 to 74100).

The State highway safety agency:

- Will take all measures necessary to ensure that no person in the United States shall, on the ground of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;
- Will administer the program in a manner that reasonable ensures that any of its sub recipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in the assurance;
- Agrees to comply (and require its sub recipients, contractors, subcontracts, a consultant to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and /or complaint investigation conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;

“During the performance of this contract/ funding agreement, the contractor / funding recipient agrees

- a) To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- b) Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR PART 21 herein;
- c) To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
- d) That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/ funding recipient unmade the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement in whole or in part; and
- e) To insert this, including paragraphs (a) through (e), in every subcontract and sub agreement and in every solicitation for a subcontract or sub-agreement, which receives Federal funds under this program.

Political activity (hatch act)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Certification regarding federal lobbying

(applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Restriction on state lobbying

(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Certification regarding debarment and suspension

(applies to subrecipients as well as States)

Instructions for Primary Certification (States)

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall Disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms *covered transaction civil judgement, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1300.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but it's not required, to check the System of Award Management Exclusion website (<https://www.sma.gov/>) may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions

The prospective primary participant certifies to the best of its knowledge and belief, that its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;

- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarment*, *suspension*, *ineligible*, *lower tier*, *participant*, *person*, *primary tier*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR Part 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1200.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals as well as the eligibility of any prospective lower tier participants, each participant may, but is not required, to check the System of Award Management Exclusions website (<https://www.sam.gov>)
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion --Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Buy America Act

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase only steel, iron and manufactured products produced in the United States with Federal funds, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

Prohibition on using grant funds to check for helmet usage

(applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

Policy on seat belt use

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information on how to implement such a program, or statistics on the potential benefits and cost-savings to your company or organization, please visit the Buckle Up America section on NHTSA's website at www.nhtsa.dot.gov. Additional resources are available from the Network Employers for Traffic Safety (NETS), a public-private partnership headquartered in the Washington, D.C. metropolitan area, and dedicated to improving the traffic safety practices of employers and employees. NETS is prepared to provide technical assistance, a simple, user-friendly program kit, and an award for achieving the President's goal of 90 percent seat belt use. NETS can be contacted at 1 (888) 221-0045 or visit its website at www.trafficsafety.org.

Policy on banning text messaging while driving

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or -rented vehicles, Government-owned, leased or rented vehicles, or privately-owned when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

Policy on vehicular pursuits

If Grantee is a law enforcement agency, the Grantee certifies that the Grantee has in place or is currently working on a policy for vehicular pursuits taking into account the model guidelines issued by the International Association of Chiefs of Police.

Entire Budget	DWI (RCTSI Events)	DWI (State-wide Waves)	Total DWI	Seatbelt (May 23- Jun 5)	Seatbelt (Sep 18-24)	Speed (July 1-31)	Move Over (8/31)	Distracted Driving (April 1-30)	Pedestrian	Grant Total
Maplewood Police	\$ 17,956.80	\$ 4,489.20	\$ 22,446.00	\$ 1,446.00	\$ 1,446.00	\$ 2,220.00	\$ 138.00	\$ 2,460.00	\$ -	\$ 30,156.00
Mounds View Police	\$ 11,971.20	\$ 2,992.80	\$ 14,964.00	\$ 964.00	\$ 964.00	\$ 1,480.00	\$ 92.00	\$ 1,640.00	\$ -	\$ 20,104.00
New Brighton Police	\$ 17,956.80	\$ 4,489.20	\$ 22,446.00	\$ 1,446.00	\$ 1,446.00	\$ 2,220.00	\$ 138.00	\$ 2,460.00	\$ -	\$ 30,156.00
North Saint Paul Police	\$ 5,985.60	\$ 1,496.40	\$ 7,482.00	\$ 482.00	\$ 482.00	\$ 740.00	\$ 46.00	\$ 820.00	\$ -	\$ 10,052.00
Ramsey County Sheriff	\$ 47,884.80	\$ 11,971.20	\$ 59,856.00	\$ 3,856.00	\$ 3,856.00	\$ 5,920.00	\$ 368.00	\$ 6,560.00	\$ -	\$ 80,416.00
Roseville Police	\$ 14,964.00	\$ 3,741.00	\$ 18,705.00	\$ 1,205.00	\$ 1,205.00	\$ 1,850.00	\$ 115.00	\$ 2,050.00	\$ 2,000.00	\$ 27,130.00
Saint Anthony Police	\$ 20,949.60	\$ 5,237.40	\$ 26,187.00	\$ 1,687.00	\$ 1,687.00	\$ 2,590.00	\$ 161.00	\$ 2,870.00	\$ -	\$ 35,182.00
Saint Paul Police	\$ 110,733.60	\$ 27,683.40	\$ 138,417.00	\$ 8,917.00	\$ 8,917.00	\$ 13,690.00	\$ 851.00	\$ 15,170.00	\$ 63,000.00	\$ 245,962.00
White Bear Lake Police	\$ 50,877.60	\$ 12,719.40	\$ 63,597.00	\$ 4,097.00	\$ 4,097.00	\$ 6,290.00	\$ 391.00	\$ 6,970.00	\$ -	\$ 90,442.00
	\$ 299,280.00	\$ 74,820.00	\$ 374,100.00	\$ 24,100.00	\$ 24,100.00	\$ 37,000.00	\$ 2,300.00	\$ 41,000.00	\$ 65,000.00	\$ 567,600.00

1st Quarter	DWI (RCTSI Events)	DWI (State-wide Waves)	Total DWI	Seatbelt (May 24- Jun 6)	Seatbelt (Sep 19-30)	Speed (July 1-31)	Move Over (8/31)	Distracted Driving (April 5-30)	Pedestrian	Grant Total
Maplewood Police (no Q1 \$)	\$ 4,489.20	\$ 2,244.60	\$ 6,733.80							\$ 6,733.80
Mounds View Police	\$ 2,992.80	\$ 1,496.40	\$ 4,489.20							\$ 4,489.20
New Brighton Police	\$ 4,489.20	\$ 2,244.60	\$ 6,733.80							\$ 6,733.80
North Saint Paul Police	\$ 1,496.40	\$ 748.20	\$ 2,244.60							\$ 2,244.60
Ramsey County Sheriff	\$ 11,971.20	\$ 5,985.60	\$ 17,956.80							\$ 17,956.80
Roseville Police	\$ 3,741.00	\$ 1,870.50	\$ 5,611.50						\$ 1,000.00	\$ 6,611.50
Saint Anthony Police	\$ 5,237.40	\$ 2,618.70	\$ 7,856.10							\$ 7,856.10
Saint Paul Police	\$ 27,683.40	\$ 13,841.70	\$ 41,525.10						\$ 15,750.00	\$ 56,525.10
White Bear Lake Police	\$ 12,719.40	\$ 6,359.70	\$ 19,079.10						\$ -	\$ 20,329.10
	\$ 74,820.00	\$ 37,410.00	\$ 112,230.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,750.00	\$ 128,480.00

2nd Quarter	DWI (RCTSI Events)	DWI (State-wide Waves)	Total DWI	Seatbelt (May 24- Jun 6)	Seatbelt (Sep 19-30)	Speed (July 1-31)	Move Over (8/31)	Distracted Driving (April 5-30)	Pedestrian	Grant Total
Maplewood Police	\$ 4,489.20		\$ 4,489.20							\$ 4,489.20
Mounds View Police	\$ 2,992.80		\$ 2,992.80							\$ 2,992.80
New Brighton Police	\$ 4,489.20		\$ 4,489.20							\$ 4,489.20
North Saint Paul Police	\$ 1,496.40		\$ 1,496.40							\$ 1,496.40
Ramsey County Sheriff	\$ 11,971.20		\$ 11,971.20							\$ 11,971.20
Roseville Police	\$ 3,741.00		\$ 3,741.00							\$ 3,741.00
Saint Anthony Police	\$ 5,237.40		\$ 5,237.40							\$ 5,237.40
Saint Paul Police	\$ 27,683.40		\$ 27,683.40						\$ 15,750.00	\$ 42,683.40
White Bear Lake Police	\$ 12,719.40		\$ 12,719.40						\$ -	\$ 13,969.40
	\$ 74,820.00	\$ -	\$ 74,820.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,750.00	\$ 91,070.00

3rd Quarter	DWI (RCTSI Events)	DWI (State-wide Waves)	Total DWI	Seatbelt (May 24- Jun 6)	Seatbelt (Sep 19-30)	Speed (July 1-31)	Move Over (8/31)	Distracted Driving (April 5-30)	Pedestrian	Grant Total
Maplewood Police	\$ 4,489.20		\$ 4,489.20	\$ 1,446.00				\$ 2,460.00		\$ 8,395.20
Mounds View Police	\$ 2,992.80		\$ 2,992.80	\$ 964.00				\$ 1,640.00		\$ 5,596.80
New Brighton Police	\$ 4,489.20		\$ 4,489.20	\$ 1,446.00				\$ 2,460.00		\$ 8,395.20
North Saint Paul Police	\$ 1,496.40		\$ 1,496.40	\$ 482.00				\$ 820.00		\$ 2,798.40
Ramsey County Sheriff	\$ 11,971.20		\$ 11,971.20	\$ 3,856.00				\$ 6,560.00		\$ 22,387.20
Roseville Police	\$ 3,741.00		\$ 3,741.00	\$ 1,205.00				\$ 2,050.00	\$ 1,000.00	\$ 7,996.00
Saint Anthony Police	\$ 5,237.40		\$ 5,237.40	\$ 1,687.00				\$ 2,870.00		\$ 9,794.40
Saint Paul Police	\$ 27,683.40		\$ 27,683.40	\$ 8,917.00				\$ 15,170.00	\$ 15,750.00	\$ 66,770.40
White Bear Lake Police	\$ 12,719.40		\$ 12,719.40	\$ 4,097.00				\$ 6,970.00	\$ -	\$ 25,036.40
	\$ 74,820.00	\$ -	\$ 74,820.00	\$ 24,100.00	\$ -	\$ -	\$ -	\$ 41,000.00	\$ 16,750.00	\$ 156,170.00

4th Quarter	DWI (RCTSI Events)	DWI (State-wide Waves)	Total DWI	Seatbelt (May 24- Jun 6)	Seatbelt (Sep 19-30)	Speed (July 1-31)	Move Over (8/31)	Distracted Driving (April 5-30)	Pedestrian	Grant Total
Maplewood Police	\$ 4,489.20	\$ 2,244.60	\$ 6,733.80		\$ 1,446.00	\$ 2,220.00	\$ 138.00			\$ 10,537.80
Mounds View Police	\$ 2,992.80	\$ 1,496.40	\$ 4,489.20		\$ 964.00	\$ 1,480.00	\$ 92.00			\$ 7,025.20
New Brighton Police	\$ 4,489.20	\$ 2,244.60	\$ 6,733.80		\$ 1,446.00	\$ 2,220.00	\$ 138.00			\$ 10,537.80
North Saint Paul Police	\$ 1,496.40	\$ 748.20	\$ 2,244.60		\$ 482.00	\$ 740.00	\$ 46.00			\$ 3,512.60
Ramsey County Sheriff	\$ 11,971.20	\$ 5,985.60	\$ 17,956.80		\$ 3,856.00	\$ 5,920.00	\$ 368.00			\$ 28,100.80
Roseville Police	\$ 3,741.00	\$ 1,870.50	\$ 5,611.50		\$ 1,205.00	\$ 1,850.00	\$ 115.00			\$ 8,781.50
Saint Anthony Police	\$ 5,237.40	\$ 2,618.70	\$ 7,856.10		\$ 1,687.00	\$ 2,590.00	\$ 161.00			\$ 12,294.10
Saint Paul Police	\$ 27,683.40	\$ 13,841.70	\$ 41,525.10		\$ 8,917.00	\$ 13,690.00	\$ 851.00		\$ 15,750.00	\$ 79,983.10
White Bear Lake Police	\$ 12,719.40	\$ 6,359.70	\$ 19,079.10		\$ 4,097.00	\$ 6,290.00	\$ 391.00		\$ -	\$ 31,107.10
	\$ 74,820.00	\$ 37,410.00	\$ 112,230.00	\$ -	\$ 24,100.00	\$ 37,000.00	\$ 2,300.00	\$ -	\$ 15,750.00	\$ 191,880.00

\$ 567,600.00



To

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # VIII.A

Public Hearings

Subject

Berwald Addition Preliminary and Final Plat

Background/Facts

The City of North St. Paul initiated a land registration with Ramsey County to clarify ownership and resolve title issues in the block where City Hall is located (located between Margaret and Charles Streets and HWY 36 E and Seppala Boulevard). As part of the process the City entered into a stipulation agreement in August 2021 with the other property owners within the subject block to (i.e. City of North St. Paul, Holiday Stationstores, LLC, Berwald Investment Company, LLP, Horizon Holdings, LLC, and Tranwanger Investments, LLC). A preliminary and final plat were subsequently prepared to consolidate the existing 18 lots into the seven lots as legally described in the stipulation agreement. The plat also establishes right-of-way for Centennial Drive, an existing city street. The stipulation agreement and the plats memorialize legal ownership of land within the subject block.

Recommendation:

Based on the findings described in this report, staff recommends the following action:

Approval of the Berwald Addition preliminary and final plat to memorialize August 2021 stipulation agreement of the same area.

Attachments

1. Berwald Addition Preliminary Plat
2. Berwald Addition Final Plat
3. Berwald Addition Stipulation Agreement
4. RESOLUTION Berwald Prelim and Final Plat

Respectfully submitted,
Brandy Howe, Planner

MEMORANDUM

Date: 12/7/2021
To: City Council Members
From: Brandy Howe, AICP, City Planner
CC: Brian Frandle, Interim City Manager
Re: Berwald Addition Preliminary and Final Plat

BACKGROUND

The City of North St. Paul initiated a land registration with Ramsey County to clarify ownership and resolve title issues in the block where City Hall is located (located between Margaret and Charles Streets and HWY 36 E and Seppala Boulevard). As part of the process the City entered into a stipulation agreement in August 2021 with the other property owners within the subject block to (i.e. City of North St. Paul, Holiday Stationstores, LLC, Berwald Investment Company, LLP, Horizon Holdings, LLC, and Tranwanger Investments, LLC). A preliminary and final plat were subsequently prepared to consolidate the existing 18 lots into the seven lots as legally described in the stipulation agreement. The plat also establishes right-of-way for Centennial Drive, an existing city street. The stipulation agreement and the plats memorialize legal ownership of land within the subject block.



Figure 1: Location Map

GENERAL STAFF REVIEW

Administrative Consideration

Exemption of Certain Types of Subdivisions from State Statute

Per the Subdivision Guide for Cities by the League of Minnesota Cities, certain platting procedures are not subject to a city's subdivision authority per Minn. Stat. § 462.352, including:

- *Lot consolidation, since subdivision refers only to separation of land.*

Plat Approval

- *Section 153.01 Plat and Subdivision Compliance; Approval. All plats and subdivisions of land in the city shall be made in accordance with the provisions of this chapter and shall have the approval of the Council by adoption of a Council resolution to that effect.*
- *Section 153.04 Grants of Public Street to City. No grant of a public street to the city by deed shall be filed without the approval of the Council by adoption of a resolution to that effect.*

Planning Commission Consideration

Consistency with Subdivision Ordinance

Per Minn. Stat. § 462.352, as noted above, this proposed plat is not subject to the City's subdivision authority. This item is brought forward to the Plan Commission as a matter of procedure; plats and street dedications within the City shall be approved by City Council.

Consistency with Zoning

As stated above, the intent of the plat is to clarify ownership and redraw the parcel boundaries accordingly. No new buildings or public infrastructure is proposed to be built. However, staff thought it prudent to demonstrate how the proposed lot layout will comply or not comply with the zoning ordinance.

The area is presently zoned MU-1 (light pink) and MU-3 (red); the lot requirements for those districts is listed in Table 1, below. Eight buildings presently exist in the subject block. Except for City Hall, which is two stories, all other buildings appear single story buildings.

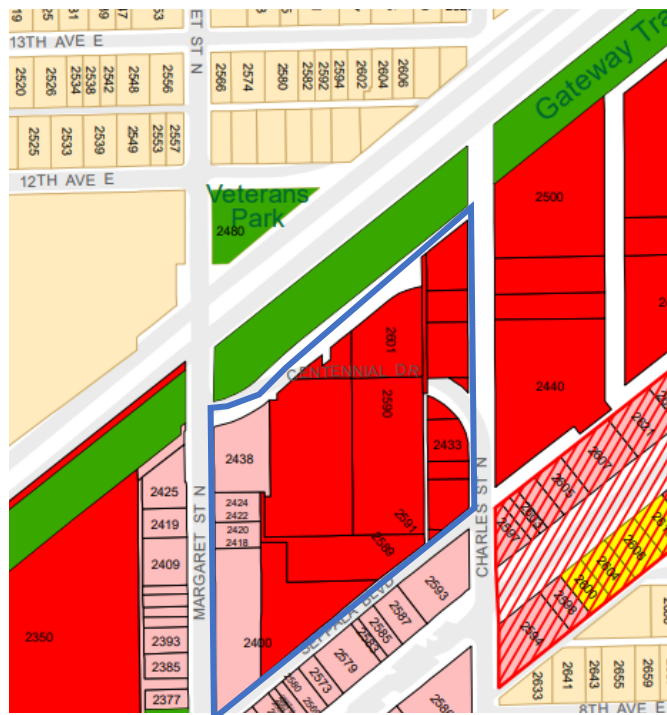


Figure 2: Zoning Map

Table 1: Zoning District Requirements

	Min. Lot Area	Lot Width	Front Setback	Rear Setback	Max Height
MU-1	10,000 SF	20 FT	0 FT	0 FT	3 stories
MU-3	35,000 SF	120 FT	25 FT	0 FT	5 stories

Non-Conformities

- *Section 154.009.A. Continuation of legal nonconformities; Except as otherwise provided by law, any nonconformity may be continued per the following standards including nonconforming uses (the lawful use or occupation of land or premises), nonconforming structures, and nonconforming lots (as defined in 154.003). Nonconformities may not continue through expansion (except as in division (C) "MU-3 zone expansion exception" which follows) but may be continued through repair, replacement, restoration, maintenance, or improvement, ...*

The reconfiguration/lot consolidation in this area will result in the creation of some nonconformities. Those areas are highlighted below in Table 2. Staff consulted with the City Attorney on the nonconformities for the existing structures. It was determined that because the request is to simply memorialize existing ownership of land and not subdivide into new parcels, a variance is not required.

Table 2: Dimensions of Platted Lots

Proposed Lots	Zoning	Lot Size	Lot Width	Front Setback	Rear Setback
Lot 1, Blk 1	MU-3	93,942	550 FT	0 FT	52 FT
Lot 1, Blk 2	MU-1, MU-3	25,682	161 FT	80 FT	6 FT
Lot 2, Blk 2	MU-3	173,872	380 FT	4 FT	38 FT
Lot 3, Blk 2	MU-3	12,279	100 FT	8 FT	9 FT
Lot 4, Blk 2	MU-3	18,445	123 FT	N/A	N/A
Lot 5, Blk 2	MU-1	15,259	138 FT	58 FT	1 FT
Lot 6, Blk 2	MU-1, MU-3	73,977	396 FT	13 FT	20 FT
NOTE: Setbacks and lot width are approximate					

Legal nonconformities may be improved, repaired, replaced, restored, and/or maintained. Nonconforming uses within the MU-3 zoning districts may be expanded subject to Section 154.009.C. while nonconforming uses within all other zoning districts cannot be expanded.

NOTIFICATIONS

Public hearing notices were published in the November 21 edition of the Star Tribune. Notification letters were mailed to property owners within 350 feet of the plat. The following agencies were notified as well: Ramsey County, Minnesota Department of Natural Resources, and Minnesota Department of Transportation.

- Ramsey County responded that it has no abutting roadways to these properties and therefore has no concerns or comments about this re-platting.
- The Minnesota Department of Transportation (MnDOT) reviewed the plans and has no comments as the proposed replat should have little or no impact on MnDOT's highway system.
- Plans were submitted to the Minnesota Department of Natural Resources for review. No comments were received as of November 23, 2021.

PLANNING COMMISSION REVIEW

The Planning Commission held a public hearing and considered the item on December 2, 2021.

RECOMMENDED ACTION

Based on the findings described in this report, staff recommends the following action:

Approval of the Berwald Addition preliminary and final plat to memorialize August 2021 stipulation agreement of the same area.

PRELIMINARY PLAT

~of~ BERWALD ADDITION
~for~ CITY OF NORTH. ST. PAUL

LEGEND

- DENOTES RAMSEY COUNTY CAST IRON MONUMENT
- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES FOUND MINDOT CAST IRON MONUMENT
- DENOTES FOUND PKNAIL OR SPIKE
- DENOTES BOLLARD
- DENOTES CATCH BASIN
- DENOTES CABLE PEDESTAL
- DENOTES CLEAN OUT
- DENOTES CURB STOP
- DENOTES ELECTRICAL BOX
- DENOTES GAS METER
- DENOTES GUY WIRE
- DENOTES HYDRANT
- DENOTES LIGHT POLE
- DENOTES MISCELLANEOUS MANHOLE
- DENOTES POWER POLE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES SIGN
- DENOTES STORM SEWER MANHOLE
- DENOTES TELEPHONE PEDESTAL
- DENOTES WATER VALVE
- DENOTES FENCE
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES EXISTING WATER MAIN
- DENOTES OVERHEAD UTILITY
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE
- DENOTES GRAVEL SURFACE
- DENOTES PAVER SURFACE

NORTH

GRAPHIC SCALE



1 INCH = 40 FEET

SEE SHEET 2 OF 2 SHEETS FOR
PROPERTY DESCRIPTION AND NOTES

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JAMES F. NAPIER
E. Napier

Date: 07/17/2021 License No. 25343

DRAWN BY: JEN JOB NO: 15238PP DATE: 10/09/2020

CHECK BY: BLR FIELD CREW: JH - CB

1. 01/07/2021 Rev per County comments JEN

2. 07/17/2021 Add addition Proposed Easements JEN

3. NO. DATE DESCRIPTION BY

NORTH LINE OF THE SOUTH 60 FEET
LAND CO'S RE-ARRANGEMENT NO. 2
IN BLOCK 21 OF NORTH ST. PAUL
REARRANGED ALONG THE
WEST LINE THEREOF

THE NORTH LINE OF LOT 28, THE NORTH ST.
PAUL CO'S RE-ARRANGEMENT NO. 21N
IN BLOCK 21 OF NORTH ST. PAUL
PROPER

THE NORTH LINE OF LOT 28, THE NORTH ST.
PAUL CO'S RE-ARRANGEMENT NO. 21N
IN BLOCK 21 OF NORTH ST. PAUL
PROPER

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PAUL CO'S RE-ARRANGEMENT NO. 21N
IN BLOCK 21 OF NORTH ST. PAUL
PROPER

THE NORTH LINE OF LOT 28, THE NORTH ST.
PAUL CO'S RE-ARRANGEMENT NO. 21N
IN BLOCK 21 OF NORTH ST. PAUL
PROPER

PRELIMINARY PLAT

~of~ BERWALD ADDITION
~for~ CITY OF NORTH. ST. PAUL

PROPERTY DESCRIPTION

Lot 14, North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper, except the North 13.4 feet thereof;

and

Lots 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26 and 27, North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper;

and

That part of Lot 28 lying southerly of the easterly extension of the south line of the North 13.4 feet of Lot 14, all in The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper, according to the recorded plat thereof, Ramsey County, Minnesota;

and

All those parts of Lots 7, 8, 9, 10, 11, 22, and 23, Block 21, North St. Paul Proper, Ramsey County, Minnesota, described as follows:

Beginning at the southeast corner of Lot 28, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper, according to the recorded plat thereof, Ramsey County, Minnesota; thence on an assumed bearing of North 00 degrees 17 minutes 56 seconds West, along the east line of said Lot 28, a distance of 301.05 feet; thence North 89 degrees 49 minutes 24 seconds East, a distance of 63.50 feet; thence South 00 degrees 17 minutes 56 seconds East, a distance of 94.72 feet; thence North 89 degrees 42 minutes 04 seconds East, a distance of 154.50 feet; thence South 00 degrees 17 minutes 56 seconds East, a distance of 33.35 feet to the south line of said Lot 11; thence South 51 degrees 17 minutes 34 seconds West, along the south line of said Lot 11 and also the south line of said Lots 9, 10, 22 and 23, a distance of 278.21 feet, to the point of beginning of the parcel of land described;

and

Those parts of Lots 1, 2, and 28, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper, and Lots 2 and 3, Block 21, North St. Paul Proper, Ramsey County, Minnesota, which are within a 60 foot wide strip of land, the centerline of said strip is described as follows:

Commencing at the Northwest corner of said Lot 2, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21; thence North (assumed bearing) 20 feet along the Northwest extension of the West line of said Lot 2; thence South 75 degrees 0 minutes 0 seconds West 34.16 feet to the point of beginning of the line to be described; thence North 75 degrees 0 minutes 0 seconds East 68.74 feet; thence Northeasterly 98.77 feet along a tangential curve concave to the Northwest having a radius of 200 feet and a central angle of 28 degrees 17 minutes 48 seconds; thence North 46 degrees 42 minutes 12 seconds East 39.59 feet and there terminating.

All of which lies South and East of the southerly right of way line of State Trunk Highway No. 36 as shown on the Minnesota Department of Transportation Right Of Way Plat No. 62-39 according to the recorded plat thereof, Ramsey County, Minnesota;

and

Lots 1, 2, and 3, of The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper, Ramsey County, Minnesota;

and

Lot 10 of The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper.

AND

Lots 7 and 8, North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper, All of which lies South and East of the southerly right of way line of State Trunk Highway No. 36 as shown on the Minnesota Department of Transportation Right Of Way Plat No. 62-39, according to the recorded plat thereof Ramsey County, Minnesota;

and

That part of the West 15 feet of those portions of Lots 2, 3, 4, and 5, Block 21, North St. Paul Proper, which lies easterly of Lot 28, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper; and that part of said Lot 28 which lies Northerly of the Westerly extension of the South line of said Lot 5; and those parts of Lots 1, 2, 3, 4, 5 and 6, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper, which lies southerly of:

A 60 foot wide strip of land, the centerline of said strip is described as follows:

Commencing at the Northwest corner of said Lot 2, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21; thence North (assumed bearing) 20 feet along the Northwest extension of the West line of said Lot 2; thence South 75 degrees 0 minutes 0 seconds West 34.16 feet to the point of beginning of the line to be described; thence North 75 degrees 0 minutes 0 seconds East 68.74 feet; thence Northeasterly 98.77 feet along a tangential curve concave to the Northwest having a radius of 200 feet and a central angle of 28 degrees 17 minutes 48 seconds; thence North 46 degrees 42 minutes 12 seconds East 39.59 feet and there terminating.

And lies South and East of the southerly right of way line of State Trunk Highway No. 36 as shown on the Minnesota Department of Transportation Right Of Way Plat No. 62-39, according to the recorded plat thereof Ramsey County, Minnesota.

AND

Lot 2, Harris' Rearrangement No. 1 in Block 21 of North St. Paul Proper, except the South 11 feet thereof, Lots 3, 4, 5, 6 and 7, Harris' Rearrangement No. 1 in Block 21 of North St. Paul Proper;

and

Lots 8, 9, 10, 11, 12, 13, 14, 15 and 16, Harris' Re-arrangement No. 1 in Block 21 of North St. Paul Proper;

and

Those parts of Lots 1, and 21, Block 21, North St. Paul Proper, Ramsey County, Minnesota, which lie Southeasterly of a line drawn parallel with and distant 16.00 feet southeasterly of the northwesterly lines of said Lots 1 and 21.

All of which lie South and East of the southerly right of way line of State Trunk Highway No. 36 as shown on the Minnesota Department of Transportation Right Of Way Plat No. 62-39, according to the recorded plat thereof, Ramsey County, Minnesota;

and

Those parts of Lots 2, 3, 4, and 5, Block 21, North St. Paul Proper, Ramsey County, Minnesota, which lie east of a line 15.00 feet east of the east line of Lot 28, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper,

All of which lie South and East of the southerly right of way line of State Trunk Highway No. 36 as shown on the Minnesota Department of Transportation Right Of Way Plat No. 62-39, according to the recorded plat thereof, Ramsey County, Minnesota;

And which lies southerly of a 60 foot wide strip of land, the centerline of said strip is described as follows:

Commencing at the Northwest corner of said Lot 2, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21; thence North (assumed bearing) 20 feet along the Northwest extension of the West line of said Lot 2; thence South 75 degrees 0 minutes 0 seconds West 34.16 feet to the point of beginning of the line to be described; thence North 75 degress 0 minutes 0 seconds East 68.74 feet; thence Northeasterly 98.77 feet along a tangential curve concave to the Northwest having a radius of 200 feet and a central angle of 28 degrees 17 minutes 48 seconds; thence North 46 degrees 42 minutes 12 seconds East 39.59 feet and there terminating.

and

That part of Lot 6, Block 21, North St. Paul Proper, Ramsey County, Minnesota, which lies east of the recorded plat of The North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper, Ramsey County, Minnesota.

and

Those parts of Lots 22 and 23 lying southeasterly of a line drawn parallel with and distant 16.00 feet southeasterly of the northwesterly lines thereof and those part of Lots 7, 8 and 11 all in Block 21, North St. Paul Proper, Ramsey County, Minnesota,

All of which lie North and East of the following described line:

Commencing at the southeast corner of Lot 28, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper, Ramsey Co., according to the recorded plat thereof, Ramsey County, Minnesota; thence on an assumed bearing of North 00 degrees 17 minutes 56 seconds West, along the east line of said Lot 28, to the north line of said Lot 7 and to the point of beginning of the line to be described; thence South 00 degrees 17 minutes 56 seconds East, along said east line of Lot 28, to a point 301.05 feet north of said southeast corner of Lot 28; thence North 00 degrees 49 minutes 24 seconds East, a distance of 63.50 feet; thence South 00 degrees 17 minutes 56 seconds East, a distance of 94.72 feet; thence North 89 degrees 42 minutes 04 seconds East, a distance of 154.50 feet; thence South 00 degrees 17 minutes 56 seconds East, a distance of 33.35 feet to the south line of said Lot 11 and said line there terminating;

and

Those parts of Lots 12, 13, 14, 15, 16, 17, 18, 19 and 20, Block 21, North St. Paul Proper, Ramsey County, Minnesota, which lie West of The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper and Harris' Re-arrangement No. 1 in Block 21 of North St. Paul Proper,

and

That part of Lot 28, The North St. Paul Land Co's Re-Arrangement No. 2 in Block 21 of North St. Paul Proper, lying between the Easterly extension of the South line of the North 13.4 feet of Lot 14, said additon and the Westerly extension of the South line of Lot 5, Block 21, North St. Paul Proper.

AND

Lots 9, 10, 11, 12 and 13, North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper;

and

The North 13.4 feet of Lot 14, North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper.

AND

Lots 4, 5, 6, 7, 8 and 9 of The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper, Ramsey County, Minnesota;

and

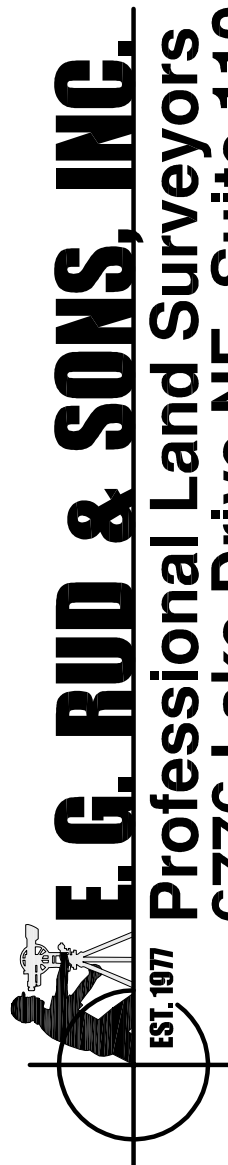
The South 11 feet of Lot 2, and all of Lot 1, Harris' Re-arrangement No. 1 in Block 21 of North St. Paul Proper, Ramsey County, Minnesota.

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 09/23/2020.
- Bearings shown are on the Ramsey County Coordinate System.
- Topography shown is a combination of current field work and past field work performed over the years.

DEVELOPMENT DATA

TOTAL BOUNDARY AREA = 446,936 S.F. ± 10.26 ACRES
PROPOSED NUMBER OF LOTS = 7



Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

www.egrud.com

DRAWN BY:	JEN	JOB NO.:	15238PP		DATE:	10/08/2020
CHECK BY:	BLR	FIELD CREW:	JH - CB			
	1	01/07/2021	Rev per County comments	JEN		
	2	07/17/2021	Add addition Proposed Easements	JEN		
	3					
NO.		DATE		DESCRIPTION		BY

BERWALD ADDITION



KNOW ALL MEN BY THESE PRESENTS: That the City of North Saint Paul, a Minnesota municipal corporation, fee owner of the following described property situated in the City of North Saint Paul, County of Ramsey, State of Minnesota:

Lot 14, North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper, except the North 13.4 feet thereof;

and

Lots 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26 and 27, North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper;

and

That part of Lot 28 lying southerly of the easterly extension of the south line of the North 13.4 feet of Lot 14, all in The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper, according to the recorded plat thereof, Ramsey County, Minnesota;

and

All those parts of Lots 7, 8, 9, 10, 11, 22, and 23, Block 21, North St. Paul Proper, Ramsey County, Minnesota, described as follows:

Beginning at the southeast corner of Lot 28, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper, according to the recorded plat thereof, Ramsey County, Minnesota; thence on an assumed bearing of North 00 degrees 17 minutes 56 seconds West, along the east line of said Lot 28, a distance of 301.05 feet; thence North 89 degrees 49 minutes 24 seconds East, a distance of 63.50 feet; thence South 00 degrees 17 minutes 56 seconds East, a distance of 94.72 feet; thence North 89 degrees 42 minutes 04 seconds East, a distance of 154.50 feet; thence South 00 degrees 17 minutes 56 seconds East, a distance of 33.35 feet to the south line of said Lot 11; thence South 51 degrees 17 minutes 34 seconds West, along the south line of said Lot 11 and also the south line of said Lots 9, 10, 22 and 23, a distance of 278.21 feet, to the point of beginning of the parcel of land described;

and

Those parts of Lots 1, 2, and 28, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper, and Lots 2 and 3, Block 21, North St. Paul Proper, Ramsey County, Minnesota, which are within a 60 foot wide strip of land, the centerline of said strip is described as follows:

Commencing at the Northwest corner of said Lot 2, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21; thence North (assumed bearing) 20 feet along the Northerly extension of the West line of said Lot 2; thence South 75 degrees 0 minutes 0 seconds West 34.16 feet to the point of beginning of the line to be described; thence North 75 degrees 0 minutes 0 seconds East 68.74 feet; thence Northeasterly 98.77 feet along a tangential curve concave to the Northwest having a radius of 200 feet and a central angle of 28 degrees 17 minutes 48 seconds; thence North 46 degrees 42 minutes 12 seconds East 39.59 feet and there terminating;

All of which lies South and East of the southerly right of way line of State Trunk Highway No. 36 as shown on the Minnesota Department of Transportation Right Of Way Plat No. 62-39 according to the recorded plat thereof, Ramsey County, Minnesota;

and

Lots 1, 2, and 3, of The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper, Ramsey County, Minnesota;

and

Lot 10 of The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper except that part of Lot 10, The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper, according to the recorded plat thereof, Ramsey County, Minnesota, lying northerly of the westerly extension of the north line of Lot 3, of said The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper.

And that Holiday Stationstores, LLC, a Minnesota limited liability company, fee owner of the following described property situated in the City of North Saint Paul, County of Ramsey, State of Minnesota:

Lots 7 and 8, North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper, All of which lies South and East of the southerly right of way line of State Trunk Highway No. 36 as shown on the Minnesota Department of Transportation Right Of Way Plat No. 62-39, according to the recorded plat thereof Ramsey County, Minnesota;

and

That part of the West 15 feet of those portions of Lots 2, 3, 4, and 5, Block 21, North St. Paul Proper, which lies easterly of Lot 28, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper; and that part of said Lot 28 which lies Northerly of the Westerly extension of the South line of said Lot 5; and those parts of Lots 1, 2, 3, 4, 5 and 6, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper, which lies southerly of:

A 60 foot wide strip of land, the centerline of said strip is described as follows:

Commencing at the Northwest corner of said Lot 2, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21; thence North (assumed bearing) 20 feet along the Northerly extension of the West line of said Lot 2; thence South 75 degrees 0 minutes 0 seconds West 34.16 feet to the point of beginning of the line to be described; thence North 75 degrees 0 minutes 0 seconds East 68.74 feet; thence Northeasterly 98.77 feet along a tangential curve concave to the Northwest having a radius of 200 feet and a central angle of 28 degrees 17 minutes 48 seconds; thence North 46 degrees 42 minutes 12 seconds East 39.59 feet and there terminating.

And lies South and East of the southerly right of way line of State Trunk Highway No. 36 as shown on the Minnesota Department of Transportation Right Of Way Plat No. 62-39, according to the recorded plat thereof Ramsey County, Minnesota.

And that Berwald Investment Company, LLLP, Minnesota limited liability limited partnership, and Berwald, LLC, a Minnesota limited liability company, fee owners of the following described property situated in the City of North Saint Paul, County of Ramsey, State of Minnesota:

Lot 2, Harris' Rearrangement No. 1 in Block 21 of North St. Paul Proper, except the South 11 feet thereof. Lots 3, 4, 5, 6 and 7, Harris' Rearrangement No. 1 in Block 21 of North St. Paul Proper;

and

Lots 8, 9, 10, 11, 12, 13, 14, 15 and 16, Harris' Re-arrangement No. 1 in Block 21 of North St. Paul Proper;

and

Those parts of Lots 1, and 21, Block 21, North St. Paul Proper, Ramsey County, Minnesota, which lie Southeasterly of a line drawn parallel with and distant 16.00 feet southeasterly of the northwesterly lines of said Lots 1 and 21.

All of which lie South and East of the southerly right of way line of State Trunk Highway No. 36 as shown on the Minnesota Department of Transportation Right Of Way Plat No. 62-39, according to the recorded plat thereof, Ramsey County, Minnesota;

and

Those parts of Lots 2, 3, 4, and 5, Block 21, North St. Paul Proper, Ramsey County, Minnesota, which lie east of a line 15.00 feet east of the east line of Lot 28, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper,

All of which lie South and East of the southerly right of way line of State Trunk Highway No. 36 as shown on the Minnesota Department of Transportation Right Of Way Plat No. 62-39, according to the recorded plat thereof, Ramsey County, Minnesota;

And which lie southerly of a 60 foot wide strip of land, the centerline of said strip is described as follows:

Commencing at the Northwest corner of said Lot 2, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21; thence North (assumed bearing) 20 feet along the Northerly extension of the West line of said Lot 2; thence South 75 degrees 0 minutes 0 seconds West 34.16 feet to the point of beginning of the line to be described; thence North 75 degrees 0 minutes 0 seconds East 68.74 feet; thence Northeasterly 98.77 feet along a tangential curve concave to the Northwest having a radius of 200 feet and a central angle of 28 degrees 17 minutes 48 seconds; thence North 46 degrees 42 minutes 12 seconds East 39.59 feet and there terminating.

and

That part of Lot 6, Block 21, North St. Paul Proper, Ramsey County, Minnesota, which lies east of The North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper, Ramsey County, Minnesota.

and

Those parts of Lots 22 and 23 lying southeasterly of a line drawn parallel with and distant 16.00 feet southeasterly of the northwesterly lines thereof and those parts of Lots 7, 8 and 11 all in Block 21, North St. Paul Proper, Ramsey County, Minnesota,

All of which lie North and East of the following described line:

Commencing at the southeast corner of Lot 28, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper, Ramsey Co., Minnesota, according to the recorded plat thereof, Ramsey County, Minnesota; thence on an assumed bearing of North 00 degrees 17 minutes 56 seconds West, along the east line of said Lot 28, to the north line of said Lot 7 and to the point of beginning of the line to be described; thence South 00 degrees 17 minutes 56 seconds East, along said east line of Lot 28, to a point 301.05 feet north of said southeast corner of Lot 28; thence North 89 degrees 49 minutes 24 seconds East, a distance of 63.50 feet; thence South 00 degrees 17 minutes 56 seconds East, a distance of 94.72 feet; thence North 89 degrees 42 minutes 04 seconds East, a distance of 154.50 feet; thence South 00 degrees 17 minutes 56 seconds East, a distance of 33.35 feet to the south line of said Lot 11 and said line there terminating;

and

Those parts of Lots 12, 13, 14, 15, 16, 17, 18, 19 and 20, Block 21, North St. Paul Proper, Ramsey County, Minnesota, which lie West of The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper and Harris' Re-arrangement No. 1 in Block 21 of North St. Paul Proper;

and

That part of Lot 28, The North St. Paul Land Co's Re-Arrangement No. 2 in Block 21 of North St. Paul Proper, lying between the Easterly extension of the South line of the North 13.4 feet of Lot 14, said addition and the Westerly extension of the South line of Lot 5, Block 21, North St. Paul Proper.

and

That part of Lot 10, The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper, according to the recorded plat thereof, Ramsey County, Minnesota, lying northerly of the westerly extension of the north line of Lot 3, of said The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper.

And that Horizon Holdings, LLC, a Minnesota limited liability Company, fee owner of the following described property situated in the City of North Saint Paul, County of Ramsey, State of Minnesota:

Lots 9, 10, 11, 12 and 13, North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper;

and

The North 13.4 feet of Lot 14, North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper.

And that Tranwanger Investments, LLC, a Minnesota limited liability company, fee owner of the following described property situated in the City of North Saint Paul, County of Ramsey, State of Minnesota:

Lots 4, 5, 6, 7, 8 and 9 of The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper, Ramsey Co., Minn.;

and

The South 11 feet of Lot 2, and all of Lot 1, Harris' Re-arrangement No. 1 in Block 21 of North St. Paul Proper, Ramsey County, Minnesota.

BERWALD ADDITION

Have caused the same to be surveyed and platted as BERWALD ADDITION and do hereby dedicate to the public for public use forever the public way and the drainage and utility easements as shown on this plat.

In witness whereof said City of North Saint Paul, a Minnesota municipal corporation, has caused these presents to be signed by its proper officers this ____ day of _____, 20 ____.

SIGNED: CITY OF NORTH SAINT PAUL

_____, Mayor _____, City Manager/Clerk

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20 ____, by _____, Mayor and by _____, City Manager/Clerk of the City of North Saint Paul, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public, _____ County, Minnesota
My Commission Expires _____

In witness whereof said Holiday Stationstores, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this ____ day of _____, 20 ____.

SIGNED: HOLIDAY STATIONSTORES, LLC

_____, its _____

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20 ____, by _____, as _____, of Holiday Stationstores, LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public, _____ County, Minnesota
My Commission Expires _____

In witness whereof said Berwald Investment Company, LLLP, a Minnesota limited liability limited partnership, has caused these presents to be signed by its proper partners this ____ day of _____, 20 ____.

SIGNED: BERWALD INVESTMENT COMPANY, LLLP

Eugene Berwald, Partner Kenneth Berwald, Partner

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20 ____, by Eugene Berwald, Partner, of Berwald Investment Company, LLLP, a Minnesota limited liability limited partnership, on behalf of the partnership.

Notary Public, _____ County, Minnesota
My Commission Expires _____

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20 ____, by Kenneth Berwald, Partner, of Berwald Investment Company, LLLP, a Minnesota limited liability limited partnership, on behalf of the partnership.

Notary Public, _____ County, Minnesota
My Commission Expires _____

In witness whereof said Berwald, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this ____ day of _____, 20 ____.

SIGNED: BERWALD, LLC

_____, its _____

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20 ____, by _____, as _____, of Berwald, LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public, _____ County, Minnesota
My Commission Expires _____

In witness whereof said Horizon Holdings, LLC, a Minnesota limited liability Company, has caused these presents to be signed by its proper officer this ____ day of _____, 20 ____.

SIGNED: HORIZON HOLDINGS, LLC

Julie A. Finley, Chief Manager

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20 ____, by Julie A. Finley, as Chief Manager of Horizon Holdings, LLC, a Minnesota limited liability Company, on behalf of the company.

Notary Public, _____ County, Minnesota
My Commission Expires _____

In witness whereof said Tranwanger Investments, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this ____ day of _____, 20 ____.

SIGNED: TRANWANGER INVESTMENTS, LLC

Ross Ellwanger, Chief Manager

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20 ____, by Ross Ellwanger, as Chief Manger of Tranwanger Investments, LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public, _____ County, Minnesota
My Commission Expires _____

I, James E. Napier, Licensed Land Surveyor, do hereby certify that I have surveyed or directly supervised the survey of the property described on this plat; prepared this plat or directly supervised the preparation of this plat; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been correctly set or will be correctly set within one year of recording this plat; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of the surveyor's certification are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20 ____.

James E. Napier, Land Surveyor
Minnesota License No. 25343

STATE OF MINNESOTA
COUNTY OF _____
The foregoing Surveyor's Certificate was acknowledged before me this ____ day of _____, 20 ____, by James E. Napier, a Licensed Land Surveyor.

Notary Public, _____ County, Minnesota
My Commission Expires _____

CITY OF NORTH SAINT PAUL
We do hereby certify that on the ____ day of _____, 20 _____, the City Council of the City of North Saint Paul, Minnesota, approved this plat. Also the conditions of Minnesota Statutes, Section 505.03, Subd. 2, have been fulfilled.

_____, Mayor _____, City Clerk

PROPERTY TAX, RECORDS AND ELECTION SERVICES DEPARTMENT
Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year ____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this ____ day of _____, 20 ____.

Heather L. Bestler, Ramsey County Auditor/Treasurer

By _____, Deputy

COUNTY SURVEYOR
Pursuant to Minnesota Statutes, Section 383A.42, this plat is approved this ____ day of _____, 20 ____.

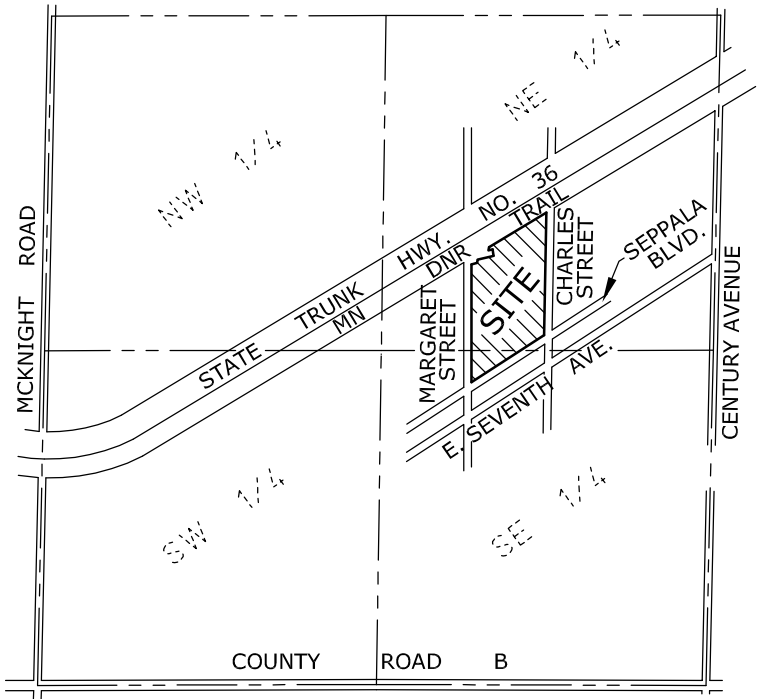
Daniel D. Baar, L.S.
Ramsey County Surveyor

REGISTRAR OF TITLES
COUNTY OF RAMSEY, STATE OF MINNESOTA
I hereby certify that this plat of BERWALD ADDITION was filed in the office of the Registrar of Titles for public record on this ____ day of _____, 20 ____, at ____ o'clock __M., and was duly filed in Book ____ of Plats, Pages _____, _____ and _____ as Document Number _____.

Deputy Registrar of Titles



BERWALD ADDITION



VICINITY MAP

SEC.12-T29N-R22 W
RAMSEY COUNTY, MINNESOTA
(NOT TO SCALE)

NORTH

GRAPHIC SCALE IN FEET

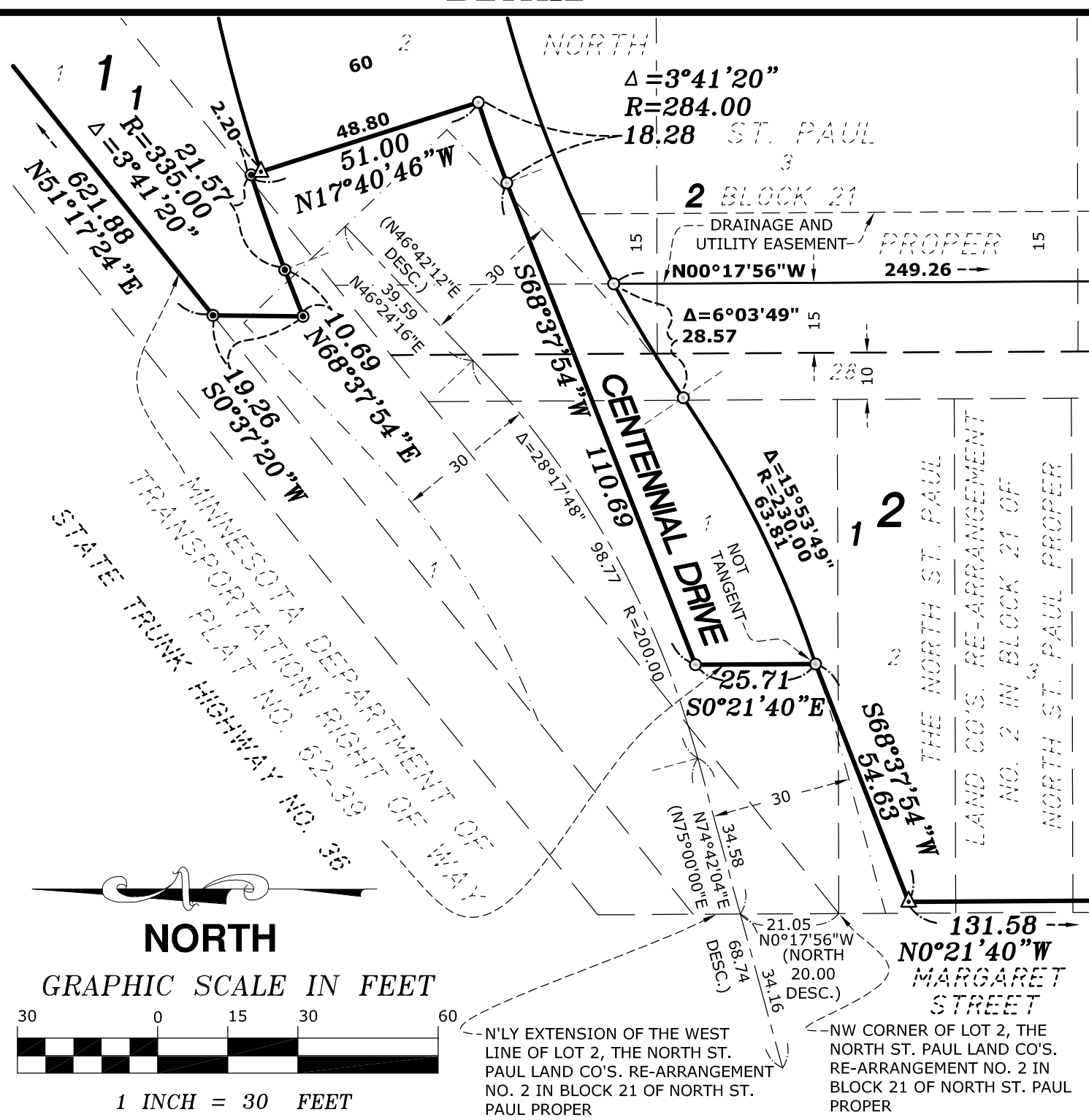


1 INCH = 50 FEET

- DENOTES RAMSEY COUNTY CAST IRON MONUMENT
- DENOTES 1/2 INCH BY 18 INCH IRON PIPE MONUMENT SET AND MARKED RLS 25343
- DENOTES 1/2 INCH IRON PIPE MONUMENT FOUND MARKED RLS 19421, UNLESS OTHERWISE SHOWN
- DENOTES FOUND MNDOT CAST IRON MONUMENT
- ▲ DENOTES SET PK NAIL WITH METAL DISK MARKED RLS 25343
- (DESC.) DENOTES RECORDED VALUE PER DESCRIPTION

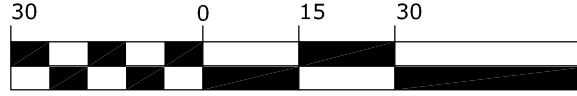
FOR THE PURPOSES OF THIS PLAT, THE WEST LINE OF THE SOUTHEAST QUARTER OF SECTION 12, TOWNSHIP 29 NORTH, RANGE 22 WEST, RAMSEY COUNTY, MINNESOTA, IS ASSUMED TO BEAR NORTH 00 DEGREES 24 MINUTES 26 SECONDS WEST.

DETAIL



NORTH

GRAPHIC SCALE IN FEET



1 INCH = 30 FEET



E.G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors

**To**

Honorable Mayor Furlong and City Council

Date

September 7, 2021

Agenda Placement # VI.L

Consent Agenda

Subject

Land Registration to Clean up Title Issues.

Background/Facts

The City of North St. Paul applied to the Ramsey County District Court to register land as Torrens in 2005. The land to be registered includes property owned by North St. Paul; Holiday Stationstores, LLC; Berwald Investment Company LLLP, Berwald, LLC; Horizon Holdings, LLC; and Transwanger, LLC.

The reason the City applied to register the land is that there were a number of title issues amongst the properties that could be resolved through registration. In the Stipulation the property owners all stipulate to the property that they own.

Recommendation:

The City needs to agree to the Stipulation so that the land can be registered.

Attachments

1. Updated Stipulation 7.27.21

Respectfully submitted,
Brian Frandle, Interim City Manager

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT

In the Matter of Application of

Case Type: Torrens

City of North St. Paul, a municipal organization

Court File No.: 62-C9-05-8911

To Register Title to Certain Land

STIPULATION

IT IS HEREBY STIPULATED by and between the parties that:

1. The City of North St. Paul, a Minnesota municipal corporation, is the owner of lands legally described as:

Lot 14, North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper, except the North 13.4 feet thereof;

and

Lots 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26 and 27, North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper;

and

That part of Lot 28 lying southerly of the easterly extension of the south line of the North 13.4 feet of Lot 14, all in The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper, according to the recorded plat thereof, Ramsey County, Minnesota;

and

All those part of Lots 7, 8, 9, 10, 11, 22, and 23, Block 21, North St. Paul Proper, Ramsey County, Minnesota, described as follows:

Beginning at the southeast corner of Lot 28, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper, according to the recorded plat thereof, Ramsey County, Minnesota; thence on an assumed bearing of North 00 degrees 17 minutes 56 seconds West, along the east line of said Lot 28, a distance of 301.05 feet; thence North 89 degrees 49 minutes 24 seconds East, a distance of 63.50 feet; thence South 00 degrees 17 minutes 56 seconds East, a distance of 94.72 feet; thence North 89 degrees 42 minutes 04 seconds East, a distance of 154.50 feet; thence South 00 degrees 17 minutes 56 seconds East, a distance of 33.35 feet to the south line of said Lot 11; thence South 51 degrees 17 minutes 34 seconds West, along the south line of said Lot 11 and also the south line of said Lots 9, 10, 22 and 23, a distance of 278.21 feet, to the point of beginning of the parcel of land described;

and

Those parts of Lots 1, 2, and 28, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper, and Lots 2 and 3, Block 21, North St. Paul Proper, Ramsey County, Minnesota, which are within a 60 foot wide strip of land, the centerline of said strip is described as follows:

Commencing at the Northwest corner of said Lot 2, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21; thence North (assumed bearing) 20 feet along the Northerly extension of the West line of said Lot 2; thence South 75 degrees 0 minutes 0 seconds West 34.16 feet to the point of beginning of the line to be described; thence North 75 degrees 0 minutes 0 seconds East 68.74 feet; thence Northeasterly 98.77 feet along a tangential curve concave to the Northwest having a radius of 200 feet and a central angle of 28 degrees 17 minutes 48 seconds; thence North 46 degrees 42 minutes 12 seconds East 39.59 feet and there terminating.

All of which lies South and East of the southerly right of way line of State Trunk Highway No. 36 as shown on the Minnesota Department of Transportation Right Of Way Plat No. 62-39 according to the recorded plat thereof, Ramsey County, Minnesota;

and

Lots 1, 2, and 3, of The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper, Ramsey County, Minnesota;

and

Lot 10 of The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper except that part of Lot 10, The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper, according to the recorded plat thereof, Ramsey County, Minnesota, lying northerly of the westerly extension of the north line of Lot 3, of said The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper.

2. Holiday Stationstores, LLC, a Minnesota limited liability company, is the owner of lands legally described as:

Lots 7 and 8, North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper, All of which lies South and East of the southerly right of way line of State Trunk Highway No. 36 as shown on the Minnesota Department of Transportation Right Of Way Plat No. 62-39, according to the recorded plat thereof Ramsey County, Minnesota;

and

That part of the West 15 feet of those portions of Lots 2, 3, 4, and 5, Block 21, North St. Paul Proper, which lies easterly of Lot 28, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper; and that part of said Lot 28 which lies Northerly of the Westerly extension of the South line of said Lot 5; and those parts of Lots 1, 2, 3, 4, 5 and 6, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper, which lies southerly of:

A 60 foot wide strip of land, the centerline of said strip is described as follows:

Commencing at the Northwest corner of said Lot 2, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21; thence North (assumed bearing) 20 feet along the Northerly extension of the West line of said Lot 2; thence South 75 degrees 0 minutes 0 seconds West 34.16 feet to the point of beginning of the line to be described; thence North 75 degrees 0 minutes 0 seconds East 68.74 feet; thence Northeasterly 98.77 feet along a tangential curve concave to the Northwest having a radius of 200 feet and a central angle of 28 degrees 17 minutes 48 seconds; thence North 46 degrees 42 minutes 12 seconds East 39.59 feet and there terminating.

And lies South and East of the southerly right of way line of State Trunk Highway No. 36 as shown on the Minnesota Department of Transportation Right Of Way Plat No. 62-39, according to the recorded plat thereof Ramsey County, Minnesota.

3. Berwald Investment Company, LLLP, a Minnesota limited liability limited partnership, and Berwald, LLC, a Minnesota limited liability company, is the owner of lands legally described as

Lot 2, Harris' Rearrangement No. 1 in Block 21 of North St. Paul Proper, except the South 11 feet thereof. Lots 3, 4, 5, 6 and 7, Harris' Rearrangement No. 1 in Block 21 of North St. Paul Proper;

and

Lots 8, 9, 10, 11, 12, 13, 14, 15 and 16, Harris' Re-arrangement No. 1 in Block 21 of North St. Paul Proper;

and

Those parts of Lots 1, and 21, Block 21, North St. Paul Proper, Ramsey County, Minnesota, which lie Southeasterly of a line drawn parallel with and distant 16.00 feet southeasterly of the northwesterly lines of said Lots 1 and 21.

All of which lie South and East of the southerly right of way line of State Trunk Highway No. 36 as shown on the Minnesota Department of Transportation Right Of Way Plat No. 62-39, according to the recorded plat thereof, Ramsey County, Minnesota;

and

Those parts of Lots 2, 3, 4, and 5, Block 21, North St. Paul Proper, Ramsey County, Minnesota, which lie east of a line 15.00 feet east of the east line of Lot 28, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper,

All of which lie South and East of the southerly right of way line of State Trunk Highway No. 36 as shown on the Minnesota Department of Transportation Right Of Way Plat No. 62-39, according to the recorded plat thereof, Ramsey County, Minnesota;

And which lies southerly of a 60 foot wide strip of land, the centerline of said strip is described as follows:

Commencing at the Northwest corner of said Lot 2, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21; thence North (assumed bearing) 20 feet along the Northerly extension of the West line of said Lot 2; thence South 75 degrees 0 minutes 0 seconds West 34.16 feet to the point of beginning of the line to be described; thence North 75 degrees 0 minutes 0 seconds East 68.74 feet; thence Northeasterly 98.77 feet along a tangential curve concave to the Northwest having a radius of 200 feet and a central angle of 28 degrees 17 minutes 48 seconds; thence North 46 degrees 42 minutes 12 seconds East 39.59 feet and there terminating.

and

That part of Lot 6, Block 21, North St. Paul Proper, Ramsey County, Minnesota, which lies east of the recorded plat of The North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper, Ramsey County, Minnesota.

and

Those parts of Lots 22 and 23 lying southeasterly of a line drawn parallel with and distant 16.00 feet southeasterly of the northwesterly lines thereof and those part of Lots 7, 8 and 11 all in Block 21, North St. Paul Proper, Ramsey County, Minnesota,

All of which lie North and East of the following described line:

Commencing at the southeast corner of Lot 28, The North St. Paul Land Co's Re-arrangement No. 2 in Block 21 of North St. Paul Proper, Ramsey Co., according to the recorded plat thereof, Ramsey County, Minnesota; thence on an assumed bearing of North 00 degrees 17 minutes 56 seconds West, along the east line of said Lot 28, to the north line of said Lot 7 and to the point of beginning of the line to be described; thence South 00 degrees 17 minutes 56 seconds East, along said east line of Lot 28, to a point 301.05 feet north of said southeast corner of Lot 28; thence North 89 degrees 49 minutes 24 seconds East, a distance of 63.50 feet; thence South 00 degrees 17 minutes 56 seconds East, a distance of 94.72 feet; thence North 89 degrees 42 minutes 04 seconds East, a distance of 154.50 feet; thence South 00 degrees 17 minutes 56 seconds East, a distance of 33.35 feet to the south line of said Lot 11 and said line there terminating;

and

Those parts of Lots 12, 13, 14, 15, 16, 17, 18, 19 and 20, Block 21, North St. Paul Proper, Ramsey County, Minnesota, which lie West of The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper and Harris' Re-arrangement No 1 in Block 21 of North St. Paul Proper;

and

That part of Lot 28, The North St. Paul Land Co's Re-Arrangement No. 2 in Block 21 of North St. Paul Proper, lying between the Easterly extension of the South line of the North 13.4 feet of Lot 14, said addition and the Westerly extension of the South line of Lot 5, Block 21, North St. Paul Proper.

and

That part of Lot 10, The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper, according to the recorded plat thereof, Ramsey County, Minnesota, lying northerly of the westerly extension of the north line of Lot 3, of said The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper.

Berwald Investment Company, LLLP, shall own the property south of Centennial Drive and Berwald, LLC, shall own the property north of Centennial Drive.

4. Horizon Holdings, LLC, a Minnesota limited liability company, is the owner of lands legally described as

Lots 9, 10, 11, 12 and 13, North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper;

and

The North 13.4 feet of Lot 14, North St. Paul Land Co's Re-arrangement No. 2 in Block 21, of North St. Paul Proper.

5. Tranwanger Investments, LLC, a Minnesota limited liability company, is the owner of lands legally described as

Lots 4, 5, 6, 7, 8 and 9 of The North St. Paul Land Co's Re-arrangement No. 1 in Block 21 North St. Paul Proper, Ramsey County, Minnesota;

and

The South 11 feet of Lot 2, and all of Lot 1, Harris' Re-arrangement No. 1 in Block 21 of North St. Paul Proper, Ramsey County, Minnesota.

Dated: August 5th, 2021

CITY OF NORTH ST. PAUL

By: [Signature]
Its: Mayor

ATTEST:

By: _____
Its: City Manager

Dated: _____, 2021

HOLIDAY STATIONSTORES, LLC

By: _____
Its: _____

Dated: _____, 2021

BERWALD INVESTMENT COMPANY,
LLLP

By: _____
Its: _____

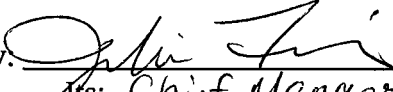
Dated: _____, 2021

BERWALD, LLC

By: _____
Its: _____

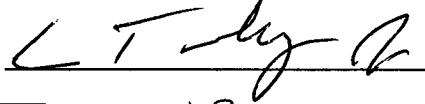
Dated: 8-3, 2021

HORIZON HOLDINGS, LLC

By: 
Its: Chief Manager
Julie Finley

Dated: 8-2, 2021

TRANWANGER INVESTMENTS, LLC

By: 
Its: V.P.
Eric Tranberg T-

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

**RESOLUTION TO APPROVE THE BERWALD ADDITION
PRELIMINARY AND FINAL PLAT**

WHEREAS, a plat for the Berwald Addition, generally located between Margaret and Charles Streets and Highway 36 and Seppala Boulevard, has been prepared and presented to the City Council for review and consideration; and

WHEREAS, the original plat of the area, North St. Paul Proper, dates back the 1800s and three re-arrangements (“replats”) have occurred since that time; and

WHEREAS, over the course of time, the area in question has redeveloped and ownership has changed, and numerous title issues have resulted; and

WHEREAS, to resolve title issues, the City of North St. Paul, which has ownership interest in land within the area in question, applied to the Ramsey County District Court to register the land as a Torrens case; and

WHEREAS, the land to be registered includes property owned by North St. Paul, Holiday Stationstores, LLC, Berwald Investment Company LLLP, Berwald, LLC, Horizon Holdings, LLC, and Transwanger, LLC; and

WHEREAS, a stipulation agreement was prepared, agreed, and signed by the above listed parties in August of 2021; and

WHEREAS, the purpose of the Berwald Addition is to memorialize the ownerships as legally described in the stipulation agreement;

WHEREAS, the Planning Commission reviewed the preliminary plat and held a public hearing thereon at its meeting of December 2, 2021; and

WHEREAS, the City Council reviewed the preliminary plat and held a public hearing thereon at its regular meeting of December 7, 2021;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, the Berwald Addition Preliminary and Final Plat is hereby approved.

ADOPTED this 7th day of December 2021.

Motion by Council Member:

Second by Council Member:

Voting: Aye:
 Nay:
 Abstain:
 Absent:

Terrence J. Furlong, Mayor

Attest: _____
 Brian Frandle, Interim City Manager/Clerk



To

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # VIII.B

Public Hearings

Subject

Truth-in-Taxation Hearing - 2022 Tax Levy and Budget

Background/Facts

The City Council does not need to take any action for this item. A PowerPoint presentation will be given for the City's required annual Truth-in-Taxation hearing.

Recommendation:

Attachments

1. 2022 TNT Presentation 12.7.21 Final

Respectfully submitted,
Daniel Winek, Finance Director



2022 TRUTH IN TAXATION HEARING

2022 PROPOSED BUDGET AND PRELIMINARY TAX LEVY

DECEMBER 7, 2021, 6:30 PM

City of North St. Paul



Purpose

- Provide an opportunity for residents to ask questions, learn about the city budget and tax levy.
- Presentation will cover:
 - Why Tax Bills Change
 - Property Tax in Minnesota
 - 2022 Truth in Taxation Notice
 - Preliminary Valuation Changes
 - City 2022 Levy Highlights
 - City 2022 Budget Highlights
 - City General Fund & Debt Budgets and City Property Tax levy
 - HRA & EDA Property Tax levy
 - Additional Information
 - Questions and Comments



Why Do Property Taxes Change?

- Changes in Market Values
- Levies at Various Jurisdictions
- Debt Issuance
- Special Assessments
- Voter Approved Referendums
- Changes in State and Federal Mandates
- Changes in aid and revenue from State and Federal governments
- State Legislative Changes



Property Tax in Minnesota

- County assessor determines property values in the year prior to the taxes being paid
- City sets preliminary levy by September (other taxing districts, county and school districts, also set their own levies)
- Proposed property tax notices are mailed by County
- City holds Truth-in-Taxation Public Hearing by December
- Property taxes are finalized for following year



Property Tax in Minnesota

- Projected changes in 2021 Payable 2022:
 - Median Value home increasing to \$237,150 from \$230,000 (3.1% increase)
 - County wide median value home increasing to \$254,200 from \$245,700 (3.5 % increase)
 - Residential properties are seeing the largest gains
- 2022 Sample Calculation (City Portion Only)

*Property Value	237,150
Less Homestead MV Exclusion	(15,897)
= Taxable Market Value	221,254
State Class Rate	1.00%
= Tax Capacity	2,213
**Estimated Property Tax Rate	43.952%
= Gross Taxes Paid	\$972
Estimated Referendum	\$0
Property Tax Dollar Paid - City	\$972

* Estimated Market Value is for a Median Residential Property in North St. Paul

** Estimated City Tax Rate Based on a 5.99% Increase in Total City Taxes



2022 TRUTH IN TAXATION NOTICE



Terminology - Property Tax Values, Levies and Tax Rates

- **Market Value** is an assessed value determined by the Ramsey County Assessors Office. Ramsey County has operated a countywide system since at least the 1930s. In 1974 the Legislature passed a law officially conferring the county assessor authority for assessing all taxable property in Ramsey County.
- **Market Value Exclusion** refers to the homestead market value exclusion. For most homestead properties, market value minus the homestead market value exclusion equals the taxable market value of the property.
- **Net Tax Capacity (NTC)** is derived by multiplying class rates by taxable market value and is the tax base used for levies other than most referendum levies.
- **Referendum Market Value (RMV)** is the total market value excluding the value of agricultural and seasonal-recreational property, and is the tax base used for referendum levies and city and county facility projects approved through a referendum.
- **Net Tax Capacity Levy** is the property tax levy applied to net tax capacity tax base. This amount does not include the portion of the levy that comes from Fiscal Disparities.
- **Referendum Market Value Levy** is the property tax levy applied to the referendum market value tax base. This amount does not include the portion of the levy that comes from Fiscal Disparities.



TNT Notices

- Truth in Taxation Notice – Includes both Estimated Market Value and Taxable Market Value
- TNT Notice includes taxes for all jurisdictions
- TNT Notice does not include impacts of voter approved referendums in current year



90 Plato Blvd. West • Saint Paul, MN
651-266-2000 • AskPropertyTaxandRecords@ramseycounty.us
ramseycounty.us/Property



PIN/Property Address/Abbreviated Tax Description



CURRENT STEP →

Step 1

Valuation and classification

Tax Payable Year	2021	2022
Estimated Market Value	\$233,500	\$239,200
Green Acres Value	0	0
Plat Deferment	0	0
This Old House Exclusion	0	0
Disabled Vets Value Exclusion	0	0
Homestead Market Value Exclusion	16,200	15,700
Taxable Market Value	\$217,300	\$223,500
Property Classification	Res Hstd	Res Hstd

Step 2

Proposed Tax Notice

Property Taxes after credit	\$3,430.00
-----------------------------	------------



The time to provide feedback on proposed levies is now. The only way to appeal your value at this time is by going to tax court. Please see insert for more information.

Step 3

Property Tax Statement Coming March 2022

PROPOSED PROPERTY TAXES AND MEETINGS BY JURISDICTION FOR YOUR PROPERTY

Contact Information	Column 1 2021 Tax – Actual	Column 2 2022 Tax – Proposed	Tax and Budget Meetings and Locations
Ramsey County Regional Railroad Authority	952.30 83.13	982.24 90.55	Nov. 29, 2021 at 6:30 p.m. Virtual and in-person options are available. Visit ramseycounty.us/PublicHearings for details. In-person location: Union Depot - Red Cap Room 214 4th St. E. Saint Paul, MN 55101
County Library Ramsey County 15 W. Kellogg Blvd., Suite 250 Saint Paul, MN 55102 651-266-2222	84.77	90.93	December 7, 2021 at 6:30 PM In person and virtual options are available. See www.northstpaul.org for meeting details.
North St Paul City of North St. Paul 2400 Margaret Street N North St. Paul, MN 55109 (651) 747-2400	922.92	982.34	December 14, 2021 at 6:00 PM District Education Center 2520 12th Ave E North St. Paul, MN 55109
State General Tax	0.00	0.00	No Meeting Required
ISD #622 ISD 622, Business Office 2520 12th Ave E North St. Paul, MN 55109 (651) 748-7411 a. Voter approved levies b. Other local levies	IF THE REFERENDUM FOR YOUR SCHOOL DISTRICT WAS APPROVED AT THE NOVEMBER GENERAL ELECTION, THE VOTER APPROVED TAX FOR 2022 MAY BE HIGHER THAN THE PROPOSED AMOUNT SHOWN ON THIS NOTICE. 435.15 647.82	453.15 646.02	



Truth in Taxation Notice

- Includes both Estimated Market Value and Taxable Market Value

2022 **Proposed** Property Tax

This is NOT a bill. DO NOT PAY!

**Step
1**

Valuation and classification

Tax Payable Year	2021	2022
Estimated Market Value	\$233,500	\$239,200
Green Acres Value	0	0
Plat Deferment	0	0
This Old House Exclusion	0	0
Disabled Vets Value		
Exclusion	0	0
Homestead Market Value		
Exclusion	16,200	15,700
Taxable Market Value	\$217,300	\$223,500
Property Classification	Res Hstd	Res Hstd

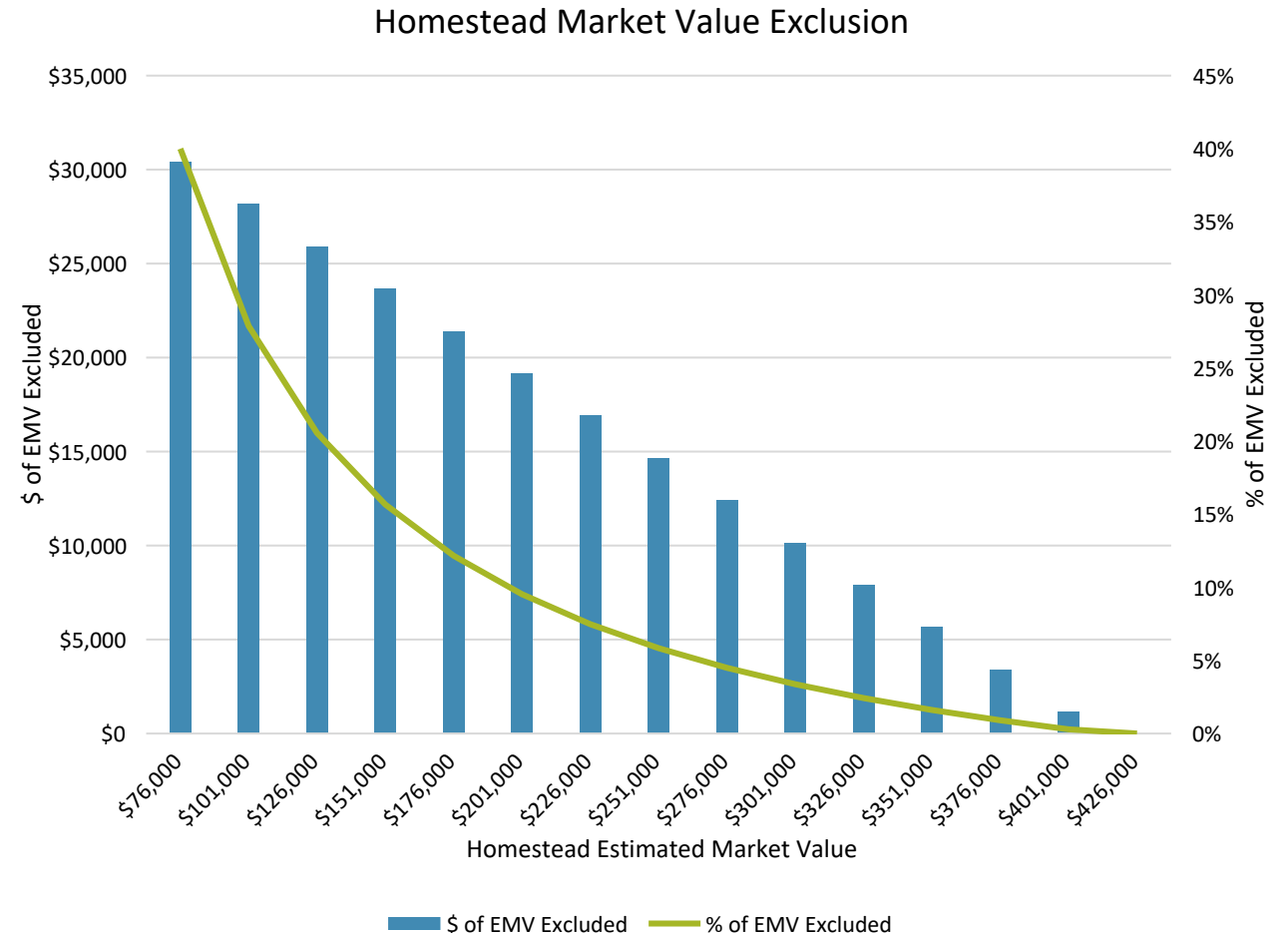


Homestead Market Value Exclusion

- HMVE is 40% of Property Value up to \$76,000
- Max Exclusion = $(40\% \times \$76,000 = \$30,400)$
- Reduced by 9% of value over \$76,000
- Phased out at \$414,000

What does this mean for Sample Property?

- EMV for Taxes Payable 2021 = \$233,500
- EMV for Taxes Payable 2022 = \$239,200
- Increase of \$5,700 or 2.44%
- HMVE reduction of \$500 (\$16,200 - \$15,700)
- 2022 Tax Impact of \$2.25 from reduction of HMVE alone or 3.78% of the total City increase





Truth in Taxation Notice

- Truth in Taxation Notice Includes Taxes for Each Jurisdiction
- TNT Notice also Includes Tax and Budget Meeting and Location Dates / Times
- Total Taxes for this Property up 3.9%

PROPOSED PROPERTY TAXES AND MEETINGS BY JURISDICTION FOR YOUR PROPERTY

Contact Information	Column 1 2021 Tax – Actual	Column 2 2022 Tax – Proposed	Tax and Budget Meetings and Locations
Ramsey County Regional Railroad Authority	952.30 83.13	982.24 90.55	Nov. 29, 2021 at 6:30 p.m. Virtual and in-person options are available. Visit ramseycounty.us/PublicHearings for details. In-person location: Union Depot - Red Cap Room 214 4th St. E. Saint Paul, MN 55101
County Library Ramsey County 15 W. Kellogg Blvd., Suite 250 Saint Paul, MN 55102 651-266-2222	84.77	90.93	
		3.74%	
North St Paul City of North St. Paul 2400 Margaret Street N North St. Paul, MN 55109 (651) 747-2400	922.92	982.34	December 7, 2021 at 6:30 PM In person and virtual options are available. See www.northstpaul.org for meeting details.
		6.05%	
State General Tax	0.00	0.00	No Meeting Required
ISD #622 ISD 622, Business Office 2520 12th Ave E North St. Paul, MN 55109 (651) 748-7411 a. Voter approved levies b. Other local levies	IF THE REFERENDUM FOR YOUR SCHOOL DISTRICT WAS APPROVED AT THE NOVEMBER GENERAL ELECTION, THE VOTER APPROVED TAX FOR 2022 MAY BE HIGHER THAN THE PROPOSED AMOUNT SHOWN ON THIS NOTICE. 435.15 647.82	453.15 646.02	December 14, 2021 at 6:00 PM District Education Center 2520 12th Ave E North St. Paul, MN 55109
		1.47%	
Metropolitan Special Taxing Districts Metropolitan Council 390 Robert St. N. Saint Paul, MN 55101 651-602-1738	47.25	50.58	Dec. 8, 2021 at 6 p.m. Council Chambers 390 Robert St. N. Saint Paul, MN 55101
		5.88%	
Other special taxing districts	126.66	134.19	No Meeting Required
Tax increment	0.00	0.00	No Meeting Required
Fiscal disparity	0.00	0.00	No Meeting Required
Total Tax excluding special assessments	\$3,300.00	\$3,430.00	
Percent of Tax Change		3.9%	



Distribution of Preliminary Total Taxes for Sample Parcel

- Breakdown by Taxing Authority

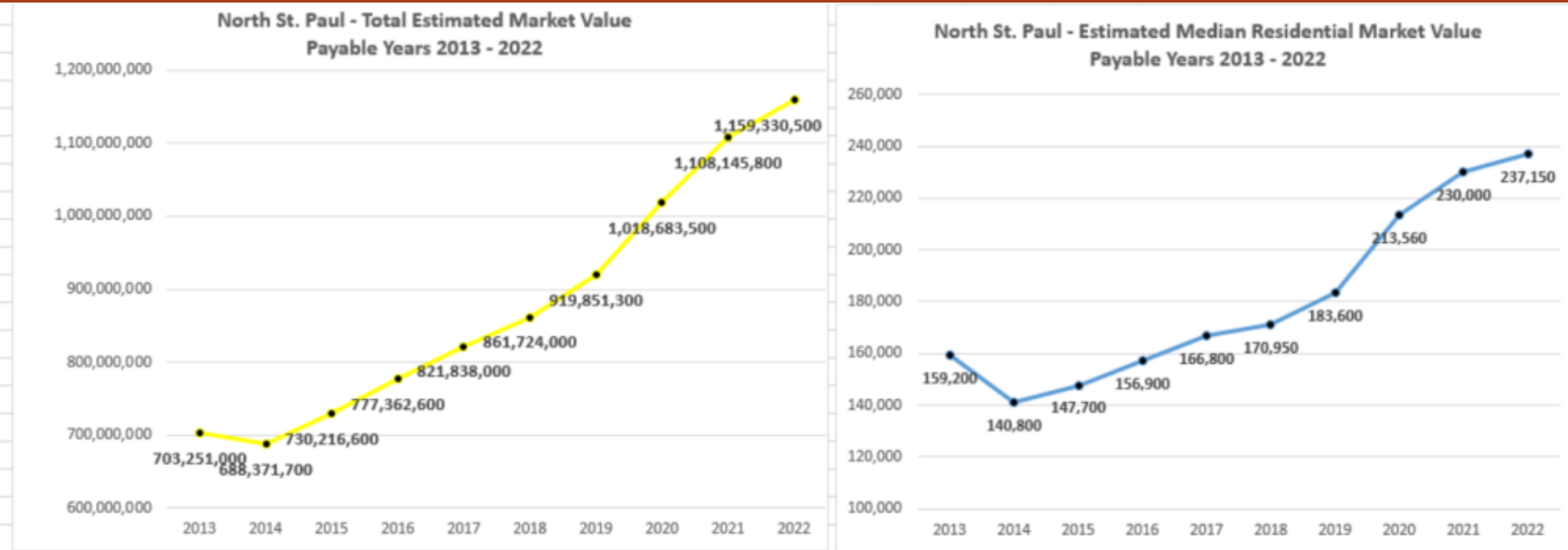




PRELIMINARY VALUATION CHANGES



North St. Paul Market Value Trends



Market and home values in the City are continuing a positive trend, reflecting the recovery of the housing market. The assessor's total estimated market values increased 4.6 percent for 2022 and estimated residential market values increased on the median valued home approximately 3.1 percent for 2022.

While the impacts of Covid-19 will be broad and unmeasurable at this time, the preliminary assessor values for 2022 continue this positive trend. This outlook indicates eight consecutive years of positive market value growth for the median residential property.

* Each year, assessors must set the estimated market value for parcels of real property as of January 2. These assessments are the values that will be used when local governments set their budgets in the coming months and calculate taxes for the following year. Thus, assessments set as of January 2, 2021 will eventually form the tax base that determines the amount and distribution of property taxes paid in 2022.



Preliminary NSP 2021 Market Values = Payable 2022

Property Type	2020 Parcels	2021 Parcels	'20 to '21 % Chg	'20 p '21 Median Value	'21 p '22 Median Value	'20 to '21 % Chg Median
Residential*	3,639	3,671	0.9%	\$230,000	\$237,150	3.1%
Apartments	65	66	1.5%	\$612,200	\$607,600	-0.8%
Commercial	85	80	-5.9%	\$447,700	\$437,050	-2.4%
Industrial	21	24	14.3%	\$941,200	\$920,950	-2.2%

* Residential Property includes single-family, duplexes, triplexes, condos and townhomes
All data is per the 2021 Ramsey County Assessor's Report



2022 Levy Highlights

- **The City's 2022 levy is a 5.99% or \$328,850 increase from 2021 (Average for Cities and Towns in Ramsey County is 6.74%)**
 - This includes both General Fund and Debt levies
- **The City had a 0.00% levy increase in 2021 (Average for Cities and Towns in Ramsey County was 4.09%)**
 - Only St. Paul and Maplewood also had a 0.00% levy increase.
- **Since 2009, the City's average annual levy increase has been 5.40%.**
- **HRA & EDA Preliminary Levy each increasing 8.78% from 2021**
 - HRA & EDA Combined Levy Increase \$32,771
 - Helps promote Housing and Economic Development



2021 Budget Highlights

- **Overall General Fund Budget Increase of 5.86% or \$438,901**
 - Renewed emphasis on essential city services
 - Major Budget Changes Include:
 - Staff additions - \$249,108
 - COLA, Step and Benefit Increase - \$224,533
 - Reduction in Transfer Out - \$50,000
- **Debt Budget Decrease of 10.10% or \$153,985**
 - Issued refunding bonds in 2021 to reduce costs on the 2014A bond issuance
 - Calling the 2012A refunding bonds early
- **Investment in Infrastructure**
 - Over \$9M in new City infrastructure to be completed in 2022/2023
- **Commitment to City Operated Public Safety**
 - Increased the Police compliment by 1.725 FTE
- **Continuation of a Balanced Budget**



BUDGET AND CITY BASED PROPERTY TAX LEVY

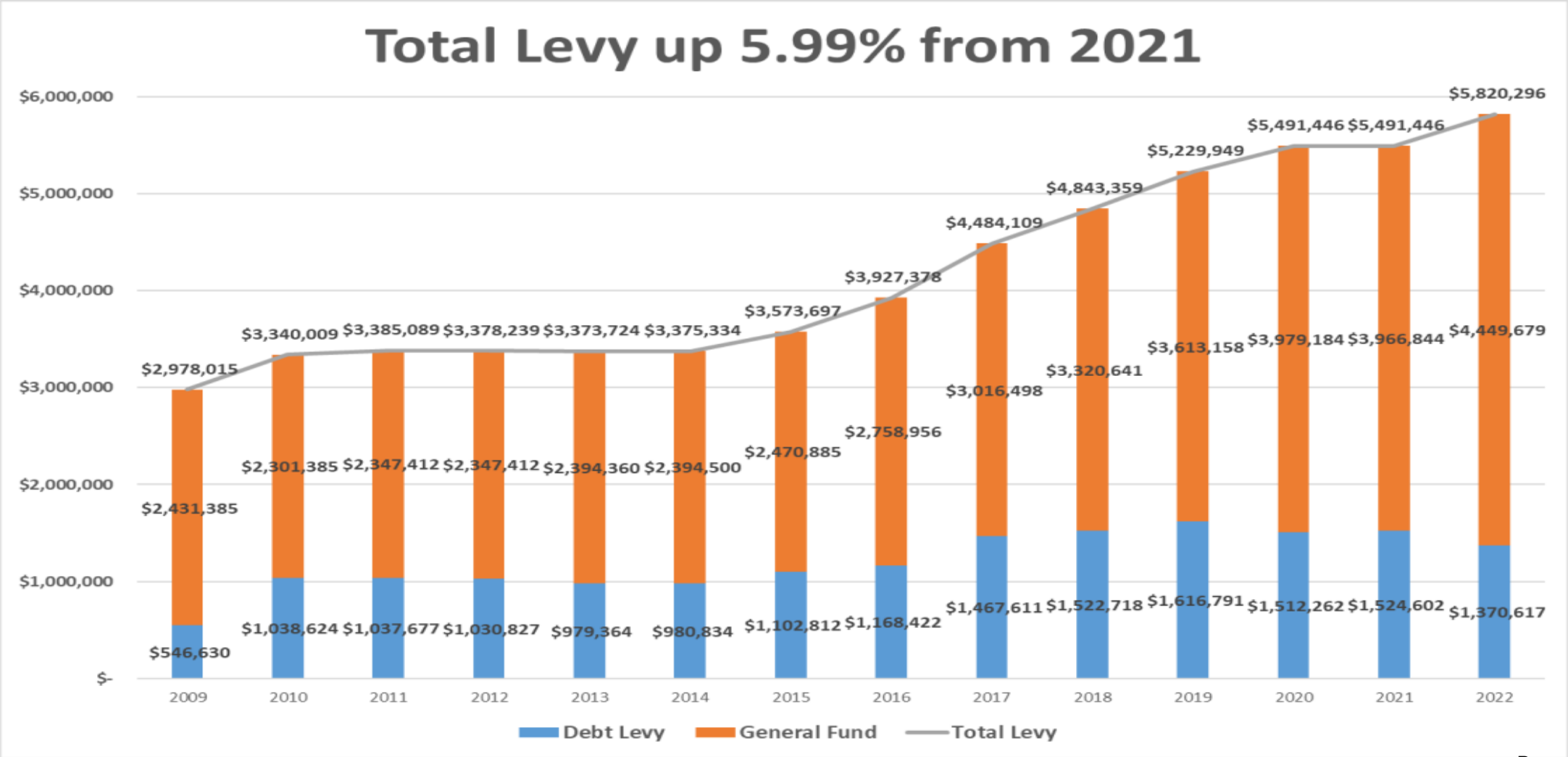


North St. Paul Levy Components

Levy Components	2021	2022	\$ Diff	% Change
General Fund	\$3,966,844	\$4,449,679	\$ 482,835	12.17%
Debt	\$1,524,602	\$1,370,617	\$ (153,985)	-10.10%
City Total	<u>\$5,491,446</u>	<u>\$5,820,296</u>	<u>\$ 328,850</u>	<u>5.99%</u>



North St. Paul Levy Components – 2009 to 2022



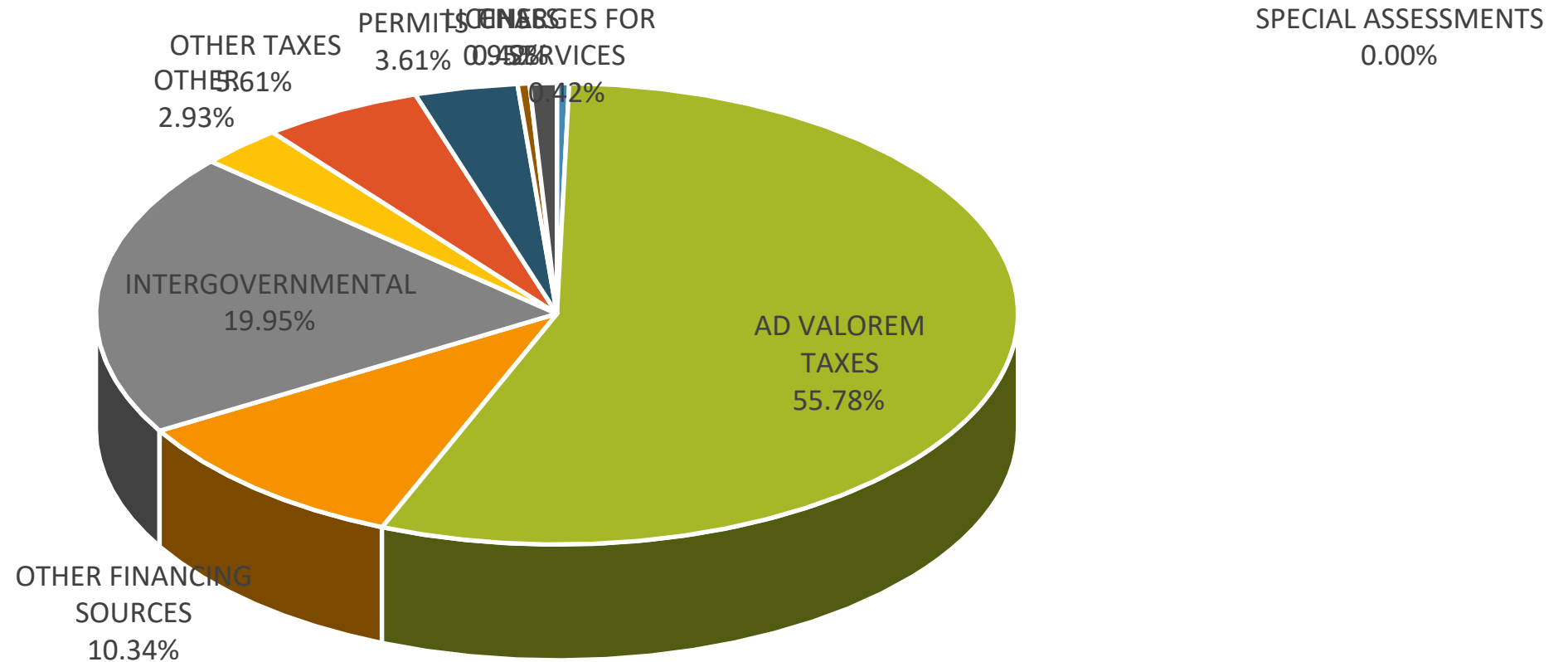
21

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2022 General Fund Budget

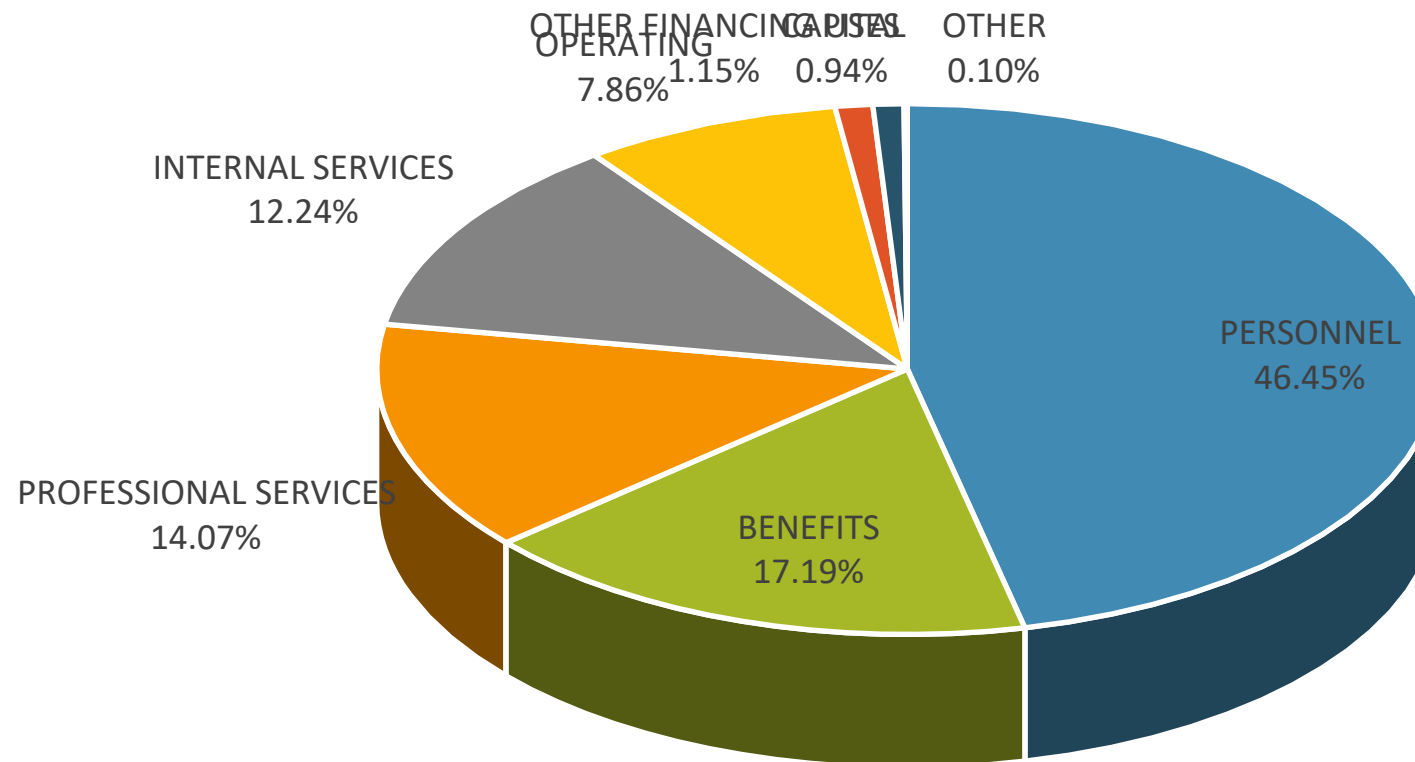
- Revenue by Category





2022 General Fund Budget

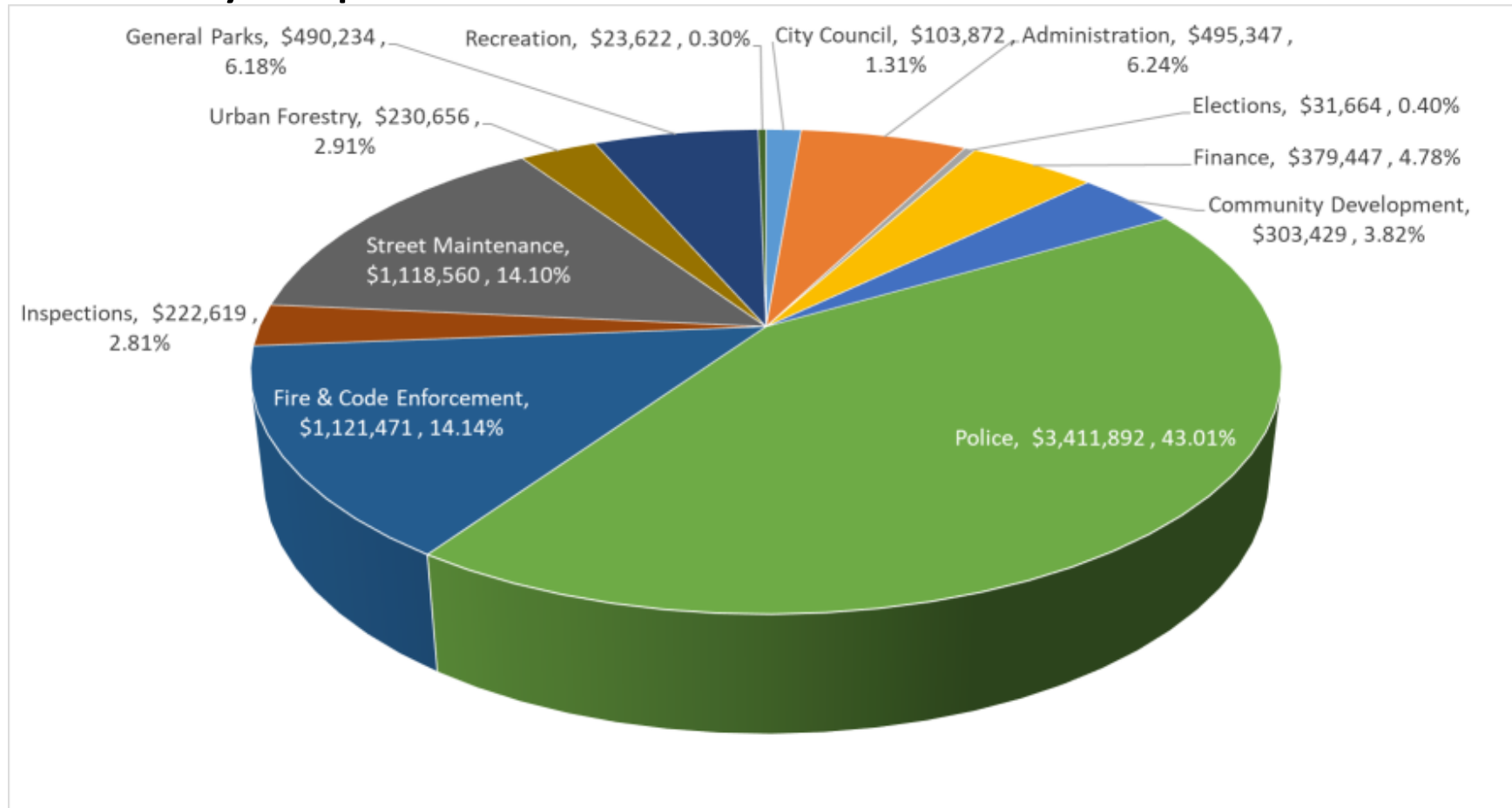
- Expenditures by Category





2022 General Fund Budget

- Expenditures by Department





2022 Debt Levy Summary

Total Levied Debt Service

Issue	Debt Type	2021 Levy Amount	Final Levy Year	Final Pay Year	Description
2012A	GO Municipal Building Refunding (Calling the GO Bldg Refunding 2012A bonds. May increase Fiscal Disparities distribution by over \$100,000 in 2023.)	\$ -	2022	2023	Refunding 2002A; Original bonds were issued for the construction of the Current City Hall
2014A/2021A	GO Assessed Improvements & Capital Equipment Certificate (Issue Refunding Bonds in 2021)	\$ 107,893	2029	2030	2014 Street and Utility project including surface improvements along Chippewa, Shawnee, Apache, and Mohawk; Fire Truck purchase
2016A	GO Assessed Improvements	\$ 156,789	2031	2032	2016 Street and Utility project including surface, trail and sidewalk improvements along Helen, Navajo, Longview and 1st
2016A	GO Abatement*	\$ -	NA	2037	Improvements to Casey Lake; Construction of a new park shelter and renovations to existing structures
2016B	GO Capital Improvement Refunding	\$ 456,855	2024	2025	Refunding 2008A; Original bonds were issued for the acquisition and betterment of a new City public works facility
2017A	GO Assessed Improvements	\$ 63,004	2032	2033	Mill and Overlay, curb and gutter replacement and sidewalk repairs to various Streets East of Margaret & North of Holloway
2018A	GO Assessed Improvements	\$ 244,983	2033	2034	2018 Street and Utility project including surface and trail improvements along Lake, Swan, Poplar, 19th, Park Row
2020A	GO Tax Increment Refund **	\$ -	2046	2047	Reconstruction of 7th Avenue from Margaret Street to Helen Street and Margaret Street from 7th Avenue to 5th Avenue
2022A	Issue NEW GO Capital Improvements	\$ 341,093	2033	2034	2022 Street and Utility Reconstruction Projects

Total Levied Debt Service **\$ 1,370,617**

*2016A GO Abatement (Casey Lake) paid through LGA

** 2020A GO Tax Increment Revenue paid through TIF funds



Preliminary City Taxes for Median Value Residential Property

CITY OF NORTH ST. PAUL									
ESTIMATED PROPERTY TAXES - PAYABLE 2022									
CITY PORTION OF TAXES ONLY									
TAX IMPACT FOR PROPERTY WITH VALUE INCREASING 3.1% (the median increase for NSP)									
5.99% Total City Levy Increase									
Pay Year					2021			2022	21 to '22 Change
Market Value					230,000			237,150	3.11%
Market Value Exclusion					(16,540)			(15,897)	-3.89%
Taxable Market Value					213,460			221,254	3.65%
Tax Capacity					2,135			2,213	
Tax Capacity Rates:									
	City				38.179%			43.952%	15.12%
Market Value Rates:									
	City Referendum				0.03995%			0.00000%	-100.00%
Property Taxes:									
	City				814.96			972.45	157.48
	City Referendum				91.88			-	(91.88)
	Total				906.84			972.45	\$ 65.61
									7.23%



Preliminary City Taxes for Residential Property With No Market Value Change

CITY OF NORTH ST. PAUL									
ESTIMATED PROPERTY TAXES - PAYABLE 2022									
CITY PORTION OF TAXES ONLY									
TAX IMPACT FOR RESIDENTIAL PROPERTY WITH NO VALUE CHANGE									
5.99% Total City Levy Increase									
Pay Year					2021			2022	21 to '22 Change
Market Value					230,000			230,000	0.00%
Market Value Exclusion					(16,540)			(16,540)	0.00%
Taxable Market Value					213,460			213,460	0.00%
Tax Capacity					2,135			2,135	
Tax Capacity Rates:									
	City				38.179%			43.952%	15.12%
Market Value Rates:									
	City Referendum				0.03995%			0.00000%	-100.00%
Property Taxes:									
	City				814.96			938.19	123.23
	City Referendum				91.88			-	(91.88)
	Total				906.84			938.19	\$ 31.35
									3.46%



HRA & EDA PROPERTY TAX LEVY



2022 HRA & EDA Levies

HRA & EDA levies

- Propose to set at statutory maximum (2021 to 2022 increase of \$32,771)

HRA maximum levy for 2022 (est.) = \$205,007, 8.78% increase

- HRA statutory maximum is 0.0185% of the Estimated Market Value (\$ 469.033)
- Student Built Housing Program
- Future Land Acquisitions & Residential Development
- Monitoring Existing Home Improvement & Emergency Loans
- Staff Wages & Associated Expenses

EDA maximum levy for 2022 (est.) = \$200,907, 8.78% increase

- EDA statutory maximum is 0.01813% of the Estimated Market Value (\$ 469.107)
- Future Land Acquisition
- Programs to Promote Economic Development
- Staff Wages & Associated Expenses



North St Paul HRA & EDA Levy Components

Levy Components	2021	2022	\$ Diff	% Change
HRA	\$ 188,456	\$ 205,007	\$ 16,551	8.78%
EDA	\$ 184,687	\$ 200,907	\$ 16,220	8.78%
HRA & EDA Totals	\$ 373,143	\$ 405,914	\$ 32,771	8.78%



HRA/EDA Taxes for Median Value Residential Property

CITY OF NORTH ST. PAUL									
ESTIMATED PROPERTY TAXES - PAYABLE 2022									
HRA / EDA PORTION OF TAXES ONLY									
TAX IMPACT FOR PROPERTY WITH VALUE INCREASING 3.1% (the median increase for NSP)									
8.78% Levy Increase									
Pay Year					2021			2022	21 to '22 Change
Market Value					230,000			237,150	3.11%
Market Value Exclusion					(16,540)			(15,897)	-3.89%
Taxable Market Value					213,460			221,254	3.65%
Tax Capacity					2,135			2,213	
Tax Capacity Rates:									
	HRA				1.460%			1.517%	
	EDA				1.431%			1.486%	
Total					2.891%			3.003%	3.87%
Property Taxes:									
	HRA				31.17			33.55	2.39
	EDA				30.54			32.88	2.34
	Total				61.71			66.44	\$ 4.73
									7.66%



HRA/EDA Taxes for Residential Property with No Market Value Change

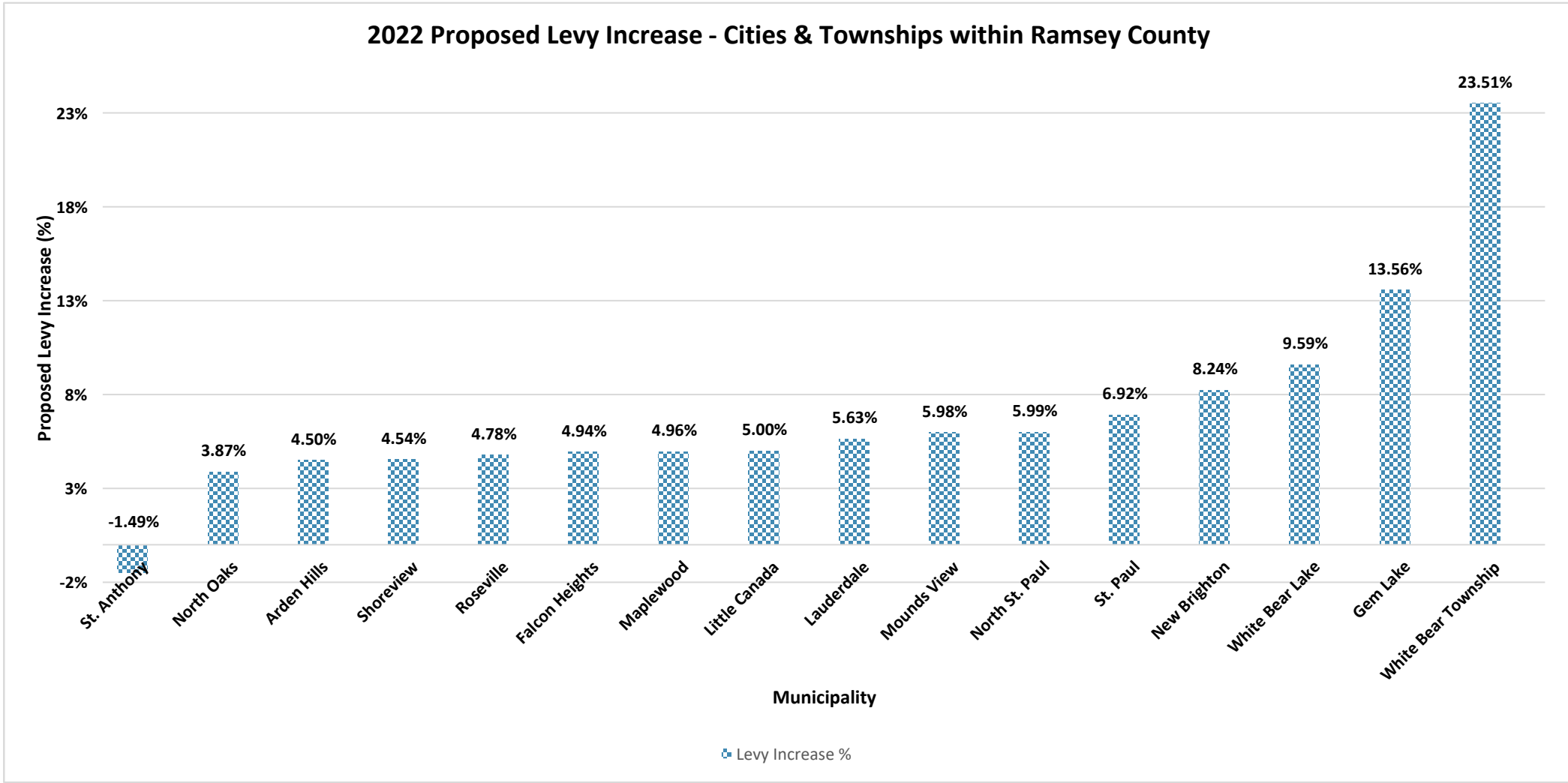
CITY OF NORTH ST. PAUL									
ESTIMATED PROPERTY TAXES - PAYABLE 2022									
HRA / EDA PORTION OF TAXES ONLY									
TAX IMPACT FOR RESIDENTIAL PROPERTY WITH NO VALUE CHANGE									
8.78% Levy Increase									
Pay Year					2021			2022	21 to '22 Change
Market Value					230,000			230,000	0.00%
Market Value Exclusion					(16,540)			(16,540)	0.00%
Taxable Market Value					213,460			213,460	0.00%
Tax Capacity					2,135			2,135	
Tax Capacity Rates:									
	HRA				1.460%			1.517%	
	EDA				1.431%			1.486%	
					2.891%			3.003%	3.87%
Property Taxes:									
	HRA				31.17			32.37	1.21
	EDA				30.54			31.72	1.18
	Total				61.71			64.10	\$ 2.39
									3.87%



ADDITIONAL INFORMATION



2022 Ramsey County City/Township Preliminary Levy Changes





2022 Preliminary Property Tax Change on Median Value Single Family Home

City	School	Payable 2021 City Median Estimated Value	Payable 2022 City Median Estimated Value	% Change in Median Value	Estimated % Change in Tax on Median Valued Home					Estimated Change From 2021 Total Tax
					County	City	School	Other	Total	
Arden Hills	621	\$387,500	\$384,600	-0.7%	-0.2%	5.0%	-1.0%	26.3%	2.1%	\$103
	623	\$387,500	\$384,600	-0.7%	-0.2%	5.0%	-30.0%	26.3%	-8.8%	-435
Falcon Heights	623	314,600	309,000	-1.8%	-1.4%	4.6%	-31.1%	24.7%	-8.5%	-367
Gem Lake	624	335,850	352,000	4.8%	6.0%	20.9%	6.7%	42.9%	11.5%	550
Lauderdale	623	232,400	231,550	-0.4%	0.1%	6.1%	-30.4%	26.6%	-8.2%	-238
Little Canada	623	293,000	304,000	3.8%	4.9%	11.1%	-26.9%	30.0%	-4.2%	-154
	624	293,000	304,000	3.8%	4.9%	11.1%	5.7%	30.0%	7.9%	305
Maplewood	622	260,700	268,300	2.9%	4.0%	7.5%	7.1%	28.9%	7.5%	275
	623	260,700	268,300	2.9%	4.0%	7.5%	-27.7%	28.9%	-4.0%	-147
	624	260,700	268,300	2.9%	4.0%	7.5%	4.8%	28.9%	6.7%	255
Mounds View	621	250,750	270,500	7.9%	9.7%	9.5%	8.2%	38.9%	10.7%	365
New Brighton	282	299,300	315,700	5.5%	6.8%	14.3%	N/A	35.2%	N/A	N/A
	621	299,300	315,700	5.5%	6.8%	14.3%	5.6%	35.2%	9.8%	397
North Oaks	621	651,800	664,050	1.9%	2.0%	5.2%	1.3%	37.6%	3.9%	310
	624	651,800	664,050	1.9%	2.0%	5.2%	2.8%	37.6%	4.5%	372
North St. Paul	622	230,000	237,150	3.1%	4.2%	7.2%	7.4%	7.9%	6.4%	207
Roseville	621	280,600	296,500	5.7%	7.1%	9.1%	5.8%	35.5%	8.7%	334
	623	280,600	296,500	5.7%	7.1%	9.1%	-25.4%	35.5%	-2.1%	-79
St. Anthony	282	332,850	350,350	5.3%	6.4%	N/A	N/A	N/A	N/A	N/A
St. Paul	625	215,800	228,700	6.0%	7.3%	15.1%	7.5%	31.6%	11.4%	350
Shoreview	621	336,450	341,800	1.6%	2.3%	3.8%	1.4%	27.8%	3.9%	178
	623	336,450	341,800	1.6%	2.3%	3.8%	-28.4%	27.8%	-6.6%	-298
Spring Lake Park	621	245,800	261,900	6.6%	8.2%	N/A	N/A	N/A	N/A	N/A
Vadnais Heights	621	310,000	322,400	4.0%	5.1%	17.2%	4.0%	41.8%	8.6%	328
	624	310,000	322,400	4.0%	5.1%	17.2%	5.9%	30.3%	9.1%	373
White Bear Lake	624	256,000	260,300	1.7%	2.5%	13.1%	3.5%	27.1%	6.2%	199
White Bear Town	624	295,400	301,000	1.9%	2.8%	24.1%	3.6%	27.4%	8.5%	331



Median Percentage Change in Taxes in Ramsey County Payable 2021 vs. Estimated Payable 2022 Taxes

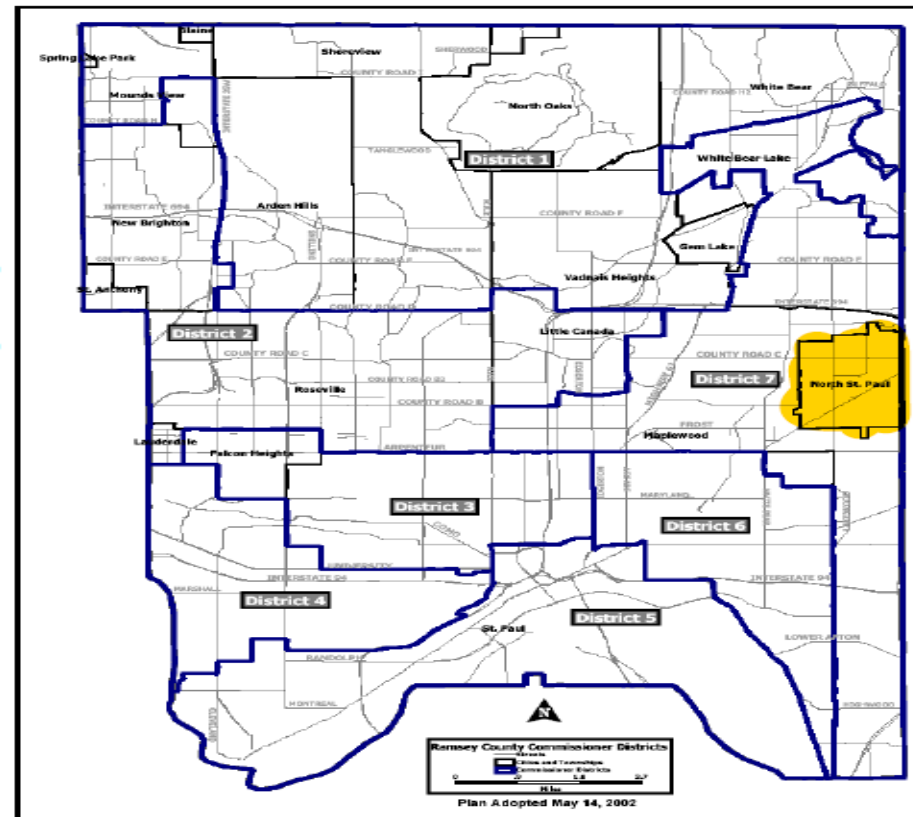
For Residential, Commercial/Industrial & Apartment Property
(Includes New Construction)

Commissioner District #1

City	School	Res	C/I	Apt
Arden Hills	621	2.9%	1.2%	2.9%
	623	(7.7%)	(27.8%)	—
Blaine	621	—	2.8%	—
Gem Lake	624	5.5%	1.7%	—
Mounds View	621	9.3%	(0.1%)	1.7%
North Oaks	621	1.6%	0.1%	(3.8%)
	624	1.3%	(0.7%)	1.5%
Shoreview	621	3.3%	0.4%	3.4%
	623	(8.0%)	(7.0%)	(7.7%)
Spring Lake Park	621	5.7%	2.1%	3.9%
Vadnais Heights	621	8.6%	1.5%	—
	624	6.3%	1.0%	3.5%
White Bear Town	621	4.5%	2.2%	—
	624	5.3%	1.7%	5.8%

Commissioner District #2

City	School	Res	C/I	Apt
Lauderdale	623	(6.6%)	(5.6%)	(6.1%)
Little Canada	623	(3.7%)	(4.6%)	(1.8%)
	624	5.6%	(0.1%)	5.0%
Mounds View	621	9.3%	(0.1%)	1.7%
New Brighton	282	4.8%	(2.6%)	2.7%
	621	8.9%	1.5%	4.0%
Roseville	621	7.4%	8.7%	2.7%
	623	(3.0%)	(3.7%)	(6.0%)
St. Anthony	282	4.8%	(1.4%)	1.9%



Prepared by: Ramsey County Property Tax, Records and Election Services
Property Tax Services 10/27/2021

Commissioner District #3

City	School	Res	C/I	Apt
Falcon Heights	623	(7.3%)	(5.5%)	(4.7%)
St. Paul	625	8.4%	1.5%	4.1%

Commissioner District #4,5,6

City	School	Res	C/I	Apt
St. Paul	625	8.4%	1.5%	4.1%

Commissioner District #7

City	School	Res	C/I	Apt
Maplewood	622	6.0%	0.6%	3.2%
	623	(5.4%)	(3.6%)	(7.5%)
	624	7.6%	(9.7%)	3.1%
N. St. Paul	622	4.3%	0.0%	2.1%
St. Paul	625	8.4%	1.5%	4.1%
White Bear Lake	622	0.0%	1.2%	—
	624	3.5%	0.8%	2.8%



Change in Total Property Tax from 2021 to 2022 On All Residential Property

**Stratified Percentage Change and Change in Total Property Tax from 2021 to Proposed 2022
On All Residential Property
(Includes New Construction)**

City	School	Total # of Parcels	Number of Parcels With % Change in Tax					Median % Change
			Decrease or 0	0 to 10%	10% to 20%	20% to 30%	> Than 30%	
Arden Hills	621	2,524	691	1,595	195	23	20	2.9%
	623	115	102	10	0	1	2	-7.7%
Blaine	621	-	0	0	0	0	0	0.0%
Falcon Heights	623	1,301	1,208	73	10	5	5	-7.3%
Gem Lake	624	222	22	145	38	5	12	5.5%
Lauderdale	623	654	514	120	10	2	8	-6.6%
Little Canada	623	2,670	1,928	630	62	28	22	-3.7%
	624	85	9	54	15	5	2	5.6%
Maplewood	622	9,535	742	6,914	1,617	187	75	6.0%
	623	1,915	1,568	318	16	6	7	-5.4%
	624	102	6	93	1	2	0	7.6%
Mounds View	621	3,268	265	1,526	1,356	84	37	9.3%
New Brighton	282	573	136	342	62	11	22	4.8%
	621	5,913	315	3,097	2,245	178	78	8.9%
North Oaks	621	1,519	584	757	110	20	48	1.6%
	624	482	163	288	16	3	12	1.3%
North St Paul	622	3,747	661	2,254	617	85	130	4.3%
Roseville	621	1,401	51	975	316	34	25	7.4%
	623	10,049	7,051	2,440	404	54	100	-3.0%
Shoreview	621	8,922	1,864	6,400	509	86	63	3.3%
	623	719	666	35	9	3	6	-8.0%
Spring Lake Park	621	69	1	46	22	0	0	5.7%
St Anthony	282	605	195	265	135	5	5	4.8%
St Paul	625	73,622	7,171	35,105	21,216	6,294	3,836	8.4%
Vadnais Heights	621	396	12	223	159	1	1	8.6%
	624	4,145	707	2,299	1,053	57	29	6.3%
White Bear Lake	622	1	0	1	0	0	0	0.0%
	624	7,744	1,642	5,157	703	152	90	3.5%
White Bear Town	621	6	2	2	2	0	0	4.5%
	624	4,575	621	3,142	645	85	82	5.3%
Total		146,879	28,897	74,306	31,543	7,416	4,717	5.8%
% of Total			19.7%	50.6%	21.5%	5.0%	3.2%	

Number of Parcels With Change in Total Property Tax							Median Tax Change
Decrease or 0	\$1 to \$100	\$101 to \$200	\$201 to \$300	\$301 to \$400	\$401 to \$500	> Than \$500	
694	464	491	365	179	102	229	\$124
102	2	1	1	1	1	7	-355
0	0	0	0	0	0	0	0
1,210	32	27	7	4	3	18	-304
22	29	33	23	29	20	66	315
514	100	19	3	5	4	9	-188
1,940	493	92	65	35	15	30	-66
12	9	14	16	7	7	20	258
756	1,607	2,183	2,073	1,491	744	681	206
1,570	218	82	22	9	7	7	-166
8	9	65	14	2	3	1	186
276	418	398	450	525	529	672	318
138	102	146	64	37	28	58	148
337	565	757	895	881	816	1,662	348
602	171	110	98	89	85	364	90
177	73	49	41	31	32	79	84
679	912	620	551	408	217	360	140
54	250	262	296	278	125	136	245
7,079	1,141	719	467	358	120	165	-80
1,901	2,102	2,088	1,317	743	317	454	124
667	14	10	2	6	3	17	-368
1	3	38	3	9	8	7	160
197	48	104	138	33	26	59	154
7,486	8,617	10,732	11,491	11,292	8,928	15,076	287
12	27	72	37	70	55	123	373
713	672	777	710	520	293	460	187
1	0	0	0	0	0	0	0
1,663	1,925	2,009	1,061	517	174	395	113
2	0	1	1	0	0	2	178
633	796	957	776	654	317	442	190
29,446	20,799	22,856	20,987	18,213	12,979	21,599	\$202
20.0%	14.2%	15.6%	14.3%	12.4%	8.8%	14.7%	



Truth in Taxation Notice Calls

- Staff has not received any public inquiries regarding the notice as of Nov. 25
- Valuation / Property Classification / Status questions are directed to Ramsey County
- **Ramsey County Assessors Office 651-266-2131 or**
<https://www.ramseycounty.us/residents/property-home/taxes-values>
 - You will be asked to provide information regarding your concern
 - Receive a return phone call from an appraiser within three days
 - Need to have an appraiser come to your property to perform an interior review prior to any value adjustment



These Programs May Reduce Your Property Taxes

Refunds through the State of Minnesota

Even if you did not qualify for property tax refunds in previous years, you may in 2022.

If you own and occupy your property on Jan. 2, 2022, as your homestead, you may qualify for one or both of the following refunds from the State of Minnesota:

1. If your taxes exceed certain income-based thresholds and your total household income is less than \$119,790.
2. If your property taxes increased more than 12% and by at least \$100 over 2021.

If you qualify, you will need to file form M1PR to receive a 2022 property tax refund.

LEARN MORE:

 **Online:** revenue.state.mn.us/property-tax-refund

 **Call:** 651-296-3781

 **Mail:** Minnesota Department of Revenue
Mail Station 0020
600 N. Robert St.
Saint Paul, MN 55145-0020

Senior Citizen Property Tax Deferral

This program is meant to help seniors who are having difficulty paying their homestead property taxes.

Eligibility

(all of the following conditions must be met):

1. 65 or older.
2. Household income of \$60,000 or less.
3. Lived in home for at least 15 years.

If you enroll, the amount of property tax you pay is limited to 3% of your total household income for as long as you participate in the program. Any tax above that amount is temporarily paid by the state on your behalf. This deferred tax must be repaid (with interest) to the state.

LEARN MORE:

 **Online:** revenue.state.mn.us/property-tax-deferral-senior-citizens

 **Call:** 651-556-6091



Homestead Deadlines and Exclusion Programs



Homestead applications are due by Dec. 31, 2021.

You must contact the Ramsey County Assessor's Office to file a homestead application if any of the following apply:

- You are a new owner.
- You have changed your marital status.
- You have changed your name.
- You have changed residence or mailing address.
- You have added or removed an owner.

If you sell, move or for any other reason no longer qualify for the homestead classification, you are required to notify the County Assessor within 30 days of the change in homestead status.

Market Value Exclusion on Homestead Property of Disabled Veterans

This program provides a market value exclusion for property tax purposes for the homestead property of an honorably discharged veteran who has a service-connected disability rating of 70% or higher, surviving spouses of qualifying veterans and service members, and primary family caregivers of qualifying veterans.

Special Homestead Classification for Blind or Permanently and Totally Disabled Persons

If you own and occupy a home and are 100% disabled or legally blind, you may qualify for this program. This is in addition to the benefit provided to regular homesteads and will reduce your property taxes.

Questions about homesteads and exclusions?



Online:
ramseycounty.us/Property



Call:
651-266-2040



Email:
AskHomesteads@ramseycounty.us



Questions and Comments

Questions and Comments

**To**

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # IX.A

City Business Action Items & Recommendations

Subject

2022 Budget and Levy Overview

1. Adopt Resolution for 2022 Final General Fund Budget and Levy
2. Adopt Resolution for 2022 Final EDA Levy
3. Adopt Resolution for 2022 Final HRA Levy

Background/Facts

The 2022 budget process began mid-spring, with staff being directed to maintain current service levels and to do so with minimal impacts to the property taxes paid by property owners. Budget meetings were then conducted with Council on May 18, August 16, September 8, and September 14 to discuss the department requested budgets, prioritize city services, and tax impacts to the median value home.

The City Council adopted the preliminary budget and property tax levy on September 21, 2021 and set December 7, 2021 as the date to hold the Truth in Taxation meeting and consider adopting the final 2022 budget and property tax levy.

In November 2021, parcel specific estimates of property taxes for 2022 were mailed by Ramsey County to property owners. The estimated taxes were based on the preliminary tax levy adopted at the September 21, 2021 City Council Meeting. This parcel specific mailing also included the notice of December 7, 2021 as the Truth in Taxation budget meeting.

City Levy:

The proposed 2022 levy for City of North St. Paul is proposed to be \$5,820,296 up 5.99% or \$328,850 over the 2021 levy. At this levy amount the median residential property in North St. Paul of \$237,150, that experienced a 3.1% increase in value, will see the City share of their property tax bill increase by \$65.61 or 7.23% for 2022. The total estimated city tax bill for the median residential property in 2022 is \$972. As a reminder, assessed values are not final so depending on changes the tax impacts stated may change slightly.

Staff believes that the levy and budget accomplish a number of important objectives:

- Focus on basic City services and funding these activities adequately

- Demonstrate a commitment to existing infrastructure and proactive repair/replacement
- Adhere to a balanced budget
- Sufficient funding for Equipment Replacement, Building Maintenance, and Information Technology
- Continue funding for City operated Police and Fire departments

Economic Development Authority (EDA) Levy

The Economic Development Authority works in concert with the City Council to achieve a shared vision of building a strong, adaptive local economy.

The proposed 2022 levy for the North St. Paul EDA is to be \$200,907 up 8.78% or \$16,220 over 2021. The above mentioned median value residential property in North St. Paul is estimated to have an EDA tax bill of approximately \$34 for 2022.

The EDA Levy supports the following:

- Acquisition of real estate for redevelopment
- Developing a strategic vision for economic development
- Branding and marketing our City to internal and external audiences
- Providing existing business with local and regional resources
- Personnel and overhead expenses to administer the fund

Housing and Redevelopment Authority (HRA) Levy

The mission of the North St. Paul Housing and Redevelopment Authority is to support its homeowners throughout all cycles of life by providing a variety of quality housing options.

The proposed 2022 levy for the North St. Paul HRA is to be \$205,007 up 8.78% or \$16,551 over 2021. The above mentioned median value residential property in North St. Paul is estimated to have an HRA tax bill of approximately \$33 for 2022.

The HRA levy supports the following:

- Student Built Housing Program
- Acquisition of real estate for redevelopment
- Monitoring remaining Home Improvement & Emergency Loans
- Personnel and overhead expenses to administer the fund

Recommendation:

It is recommended the City Council adopted the three separate resolutions for the adoption of the Final 2022 General Fund Budget and set the Final Tax and Debt

Levies for the City, adopt the Final 2022 Economic Development Authority Fund Budget Levy, and adopt the Final 2022 Housing & Redevelopment Authority Fund Budget Levy.

Attachments

1. Res 2021-xxx_RESOLUTION ADOPTING THE FINAL 2022 TAX LEVY FOR THE GENERAL FUND
2. Res 2021-xxx_RESOLUTION ADOPTING THE FINAL 2022 TAX LEVY FOR THE EDA
3. Res 2021-xxx_RESOLUTION ADOPTING THE FINAL 2022 TAX LEVY FOR THE HRA
4. General Fund - Overall
5. City Council
6. Administration
7. Elections
8. Finance
9. Community Development
10. Police
11. Fire & Code Enforcement
12. Inspections
13. Street Maintenance
14. Urban Forestry
15. General Parks
16. Recreation
17. Economic Development Authority
18. Housing & Redevelopment Authority

Respectfully submitted,
Daniel Winek, Finance Director

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-XXX

**RESOLUTION ADOPTING FINAL 2022 GENERAL FUND BUDGET
& SETTING THE FINAL 2022 GENERAL PURPOSE & DEBT SERVICE LEVIES**

WHEREAS THE CITY OF NORTH ST. PAUL, MINNESOTA (“City”) is required by Minnesota Statute §275.065 to adopt a final General Fund budget and to certify to Ramsey County (“County”) a final tax levy on or before December 30 of each year; and,

WHEREAS, the City Council (“Council”) has reviewed and established a final General Fund budget and subsequent property tax levy for Fiscal Year 2022 in the amount of \$7,932,813; and,

WHEREAS, the Council has determined a general property tax levy of \$4,449,679 collectible in 2022, upon taxable property in the City; and,

WHEREAS, the Council has determined a debt service levy of \$1,370,617 collectible in 2022, upon taxable property in the City. The Council has determined to waive the right to levy for the GO Abatement Bonds of \$81,372, and will finance internally. The Council has determined to waive the right to levy for the 2020 Tax Increment Revenue Bonds of \$92,449, and will finance internally; and,

WHEREAS, the Council is planning on calling the Municipal Building Refunding Bonds of 2012A later in 2021, thereby reducing the total debt levy issued and collected from property taxes in 2022 by \$433,542; and,

WHEREAS, the Council is planning to issue General Obligation Bonds in early 2022, thereby increasing the total debt levy issued and collected from property taxes in 2022 by \$341,093.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, the following final 2022 General Fund budget and general purpose and debt service tax levies are hereby adopted:

1. Total 2022 General Fund Budget: \$7,932,813.
2. Total 2022 tax levy of \$5,820,296, which is comprised of a general purpose tax levy of \$4,449,679 and debt service levy of \$1,370,617 (See below).

<u>Bond Issues</u>	<u>2022 Final Certified Debt Levy</u>
GO Bldg Refunding 2012A	\$ 0
GO 2014A	\$ 107,893
GO2016A	\$ 156,789
GO CIP Refunding 2016B	\$ 456,855
GO Imp 2017A	\$ 63,004
GO 2018A	\$ 244,983
GO TIF 2020A	\$ 0
NEW Issue – GO 2020A	\$ 341,093
TOTAL Debt Levy	<u>\$1,370,617</u>

ADOPTED this 7th day of December, 2021.

Motion by
Second by

Voting: Aye:
 Nay:
 Abstain:
 Absent:

Terrence J. Furlong, Mayor

Attest:

Brian Frandle, Interim City Manager/Clerk

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-XXX

**RESOLUTION ADOPTING THE FINAL 2022 TAX LEVY FOR THE
NORTH ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY**

WHEREAS THE CITY OF NORTH ST. PAUL, MINNESOTA (“City”) is required by Minnesota Statute §275.065 to adopt and certify a final tax levy for economic development purposes to Ramsey County (“County”) on or before December 30 of each year; and,

WHEREAS, according to State Statute §469.107, the maximum tax levy for economic development purposes is set at .01813% of the total taxable market value of the City, making the estimated maximum tax levy amount for 2022 of \$200,907; and,

WHEREAS, the City Council, acting on behalf of the Economic Development Authority (“EDA”), has determined the tax levy necessary to meet EDA objectives in 2022 to be the maximum amount established by State Statute; and,

WHEREAS, the purpose of said funds shall be used by the EDA to assist with business retention and expansion activities and community promotion and marketing efforts necessary for such activities.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, on behalf of the North St. Paul Economic Development Authority, the final 2022 tax levy for economic development purposes is hereby approved as submitted in the amount of \$200,907.

ADOPTED this 7th day of December, 2020.

Motion by Council Member
Second by Council Member

Voting: Aye:
 Nay:
 Abstain:
 Absent:

Terrence J. Furlong, Mayor

Attest:

Brian Frandle, Interim City Manager/Clerk

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-XXX

RESOLUTION ADOPTING THE FINAL 2022 TAX LEVY FOR THE NORTH ST. PAUL HOUSING AND REDEVELOPMENT AUTHORITY

WHEREAS THE CITY OF NORTH ST. PAUL, MINNESOTA (“City”) is required by Minnesota Statute §275.065 to adopt and certify a final tax levy for housing-related purposes as determined and allowed by the North St. Paul Housing & Redevelopment Authority (HRA) to Ramsey County (“County”) on or before December 30 of each year; and,

WHEREAS, according to State Statute §469.033, Subd. 6, the HRA’s limit for the levy is set at 0.0185% of the taxable market value of the city, making the maximum levy amount of \$205,007; and,

WHEREAS, the City Council, acting as the HRA, has determined the tax levy necessary to meet HRA objectives in 2022 to be the maximum amount established by State Statute; and,

WHEREAS, the 2022 HRA budget is established to provide programs and services aimed at maintaining and reinvesting in the community’s housing stock, and community promotion and marketing efforts necessary for such activities.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, on behalf of the North St. Paul Housing & Redevelopment Authority, the final 2022 tax levy for housing-related purposes is hereby approved as submitted in the amount of \$205,007.

ADOPTED this 7th day of December, 2020.

Motion by Council Member
Second by Council Member

Voting: Aye:
 Nay:
 Abstain:
 Absent:

Terrence J. Furlong, Mayor

Attest:

Brian Frandle, Interim City Manager/Clerk



FUND
001

ACTIVITY
GENERAL FUND

DESCRIPTION OF ACTIVITY

The General Fund is the chief operating fund of the City and currently includes twelve departments. This fund accounts for revenue and expenditures used to carryout basic governmental activities of the City such as general government, public safety, public works, and parks and recreation. Revenues are recorded by source (i.e., taxes, licenses, permits, etc.). General Fund expenditures are primarily for current day-to-day operations and operating equipment, and are recorded by major functional classifications and by operating departments. This fund accounts for all financial transactions not properly accounted for in another fund.

FUND SERVICES

City Council	Administration
Elections	Finance
Community Development	Police
Fire & Code Enforcement	Inspections
Street Maintenance	Urban Forestry
General Parks	Recreation

FUTURE OBJECTIVES AND PRIORITIES

- Provide highest level of service to our residents, businesses and visitors to make North St. Paul an Extraordinary place to live, work and play.
- Maintain minimum unassigned General Fund balance of 35 percent of the subsequent years budgeted expenditures.
- Continue to offer safe and welcoming parks.
- Improve public safety outcomes.
- Increase efficiency through technological advances.
- Continue proactive repair and maintain City operated infrastructure.
- Improve Communication and Engagement with the Community.
- Achieve Economic and Fiscal Sustainability.
- Focus on essential City services and responding to the needs of our City.
- Drive Technological advances in every aspect of City operations.
- Assist in Economic Development and Redevelopment.
- Promote housing options for persons of all ages and income levels.
- Train, promote and retain employees who exemplify North St. Paul's values.



BUDGET HIGHLIGHTS

- Preliminary 2022 Levy is a 5.99% or \$328,850 increase from 2021, which includes General Fund and Debt levies.
- Renewed focus on essential city services and proper funding of these activities.
- Sufficient funding for Equipment Replacement, Building Maintenance, and Information Technology.
- Commitment to existing infrastructure and proactive repair & maintenance.
- Continuing a trend of balanced budgets (Without the use of reserves).



GENERAL FUND BY DEPARTMENT

PERSONNEL SUMMARY

Regular Employment (FTE)						
Position Title	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
CITY COUNCIL	5.10	5.10	5.10	5.10	5.10	5.00
ADMINISTRATION	3.85	3.85	3.40	2.47	1.52	1.52
ELECTIONS	-	-	-	-	-	-
FINANCE	3.00	3.00	3.00	2.25	2.25	2.25
COMMUNITY DEVELOPMENT	2.75	2.75	2.55	2.55	2.35	2.20
POLICE	20.50	21.20	19.00	20.80	19.80	21.50
FIRE & CODE ENFORCEMENT	4.50	4.50	4.50	3.50	3.50	3.50
INSPECTIONS	-	-	-	-	-	-
STREET MAINTENANCE	3.38	3.53	3.79	4.35	4.15	4.40
URBAN FORESTRY	1.05	1.05	1.10	0.95	0.95	0.95
PARKS	1.40	1.40	0.95	1.90	1.70	1.70
RECREATION	-	-	1.00	1.10	-	-
Total FTE	45.53	46.38	44.39	44.97	41.32	43.02
Inc/(Dec) From Previous Year		0.85	(1.99)	0.58	(3.65)	1.70

Seasonal Employment (Hours)						
Position Title	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Seasonal	4,288	4,556	4,824	4,824	4,824	4,824



**CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET**

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	51,353	51,911	65,238	33,390	31,000	33,500	2,500	8%
AD VALOREM TAXES	3,056,048	3,330,663	3,561,182	4,003,637	3,941,844	4,424,679	482,835	12%
OTHER FINANCING SOURCES	1,076,800	871,130	892,932	823,893	820,000	820,000	-	0%
INTERGOVERNMENTAL	1,647,917	1,664,846	1,670,594	2,113,531	1,658,676	1,582,307	(76,369)	-5%
OTHER	448,775	388,218	518,382	292,587	208,742	232,277	23,535	11%
OTHER TAXES	531,178	431,469	421,413	438,454	440,000	445,000	5,000	1%
PERMITS	228,133	275,314	537,499	605,290	295,150	286,550	(8,600)	-3%
SPECIAL ASSESSMENTS	1,009	1,636	4,483	7,663	-	-	-	0%
FINES	37,032	38,536	33,274	27,025	33,000	33,000	-	0%
LICENSES	74,583	80,134	93,760	25,096	65,500	75,500	10,000	15%
TOTAL REVENUES	7,152,828	7,133,857	7,798,757	8,370,566	7,493,912	7,932,813	438,901	6%
EXPENDITURES								
CITY COUNCIL	111,401	123,808	123,477	107,274	109,605	103,872	(5,733)	-5%
ADMINISTRATION	682,866	516,938	502,259	545,207	478,642	495,349	16,707	3%
ELECTIONS	40,528	27,650	27,084	26,524	31,364	31,664	300	1%
FINANCE	317,040	333,292	343,845	271,650	340,863	379,447	38,584	11%
COMMUNITY DEVELOPMENT	263,618	334,446	303,749	274,311	298,045	303,429	5,384	2%
POLICE	2,581,544	2,724,947	2,854,482	3,112,605	3,089,461	3,411,892	322,431	10%
FIRE & CODE ENFORCEMENT	867,276	1,048,616	1,046,917	977,680	1,086,847	1,121,471	34,624	3%
INSPECTIONS	133,676	166,236	402,604	557,360	221,501	222,619	1,118	1%
STREET MAINTENANCE	806,261	948,533	943,606	930,398	1,033,303	1,118,558	85,255	8%
URBAN FORESTRY	178,712	172,912	199,893	189,528	217,366	230,656	13,290	6%
GENERAL PARKS	407,842	471,132	387,557	397,949	569,650	490,234	(79,416)	-14%
RECREATION	-	68,339	138,149	152,024	17,265	23,622	6,357	37%
NON DEPARTMENTAL	764,242	118,605	-	414,776	-	-	-	0%
TOTAL EXPENDITURES	7,155,006	7,055,454	7,273,622	7,957,286	7,493,912	7,932,813	438,901	6%
CHANGE IN NET POSITION	(2,178)	78,403	525,135	413,280	-	-		



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	51,353	51,911	65,238	33,390	31,000	33,500	2,500	8%
AD VALOREM TAXES	3,056,048	3,330,663	3,561,182	4,003,637	3,941,844	4,424,679	482,835	12%
OTHER FINANCING SOURCES	1,076,800	871,130	892,932	823,893	820,000	820,000	-	0%
INTERGOVERNMENTAL	1,647,917	1,664,846	1,670,594	2,113,531	1,658,676	1,582,307	(76,369)	-5%
OTHER	448,775	388,218	518,382	292,587	208,742	232,277	23,535	11%
OTHER TAXES	531,178	431,469	421,413	438,454	440,000	445,000	5,000	1%
PERMITS	228,133	275,314	537,499	605,290	295,150	286,550	(8,600)	-3%
SPECIAL ASSESSMENTS	1,009	1,636	4,483	7,663	-	-	-	0%
FINES	37,032	38,536	33,274	27,025	33,000	33,000	-	0%
LICENSES	74,583	80,134	93,760	25,096	65,500	75,500	10,000	15%
TOTAL REVENUES	7,152,828	7,133,857	7,798,757	8,370,566	7,493,912	7,932,813	438,901	6%
EXPENDITURES								
PERSONNEL	3,228,353	3,320,498	3,243,199	3,428,113	3,398,519	3,684,881	286,362	8%
BENEFITS	1,052,207	1,078,252	1,070,041	1,143,084	1,176,726	1,364,005	187,279	16%
PROFESSIONAL SERVICES	1,295,290	918,691	1,113,699	1,278,790	1,158,447	1,115,764	(42,683)	-4%
INTERNAL SERVICES	538,673	814,840	1,071,223	942,727	924,567	970,716	46,149	5%
OPERATING	506,393	462,591	528,338	492,985	612,903	623,697	10,794	2%
OTHER FINANCING USES	421,274	326,571	138,692	572,277	141,000	91,000	(50,000)	-35%
CAPITAL	95,795	116,240	89,379	81,851	74,200	74,700	500	1%
OTHER	17,021	17,771	19,051	17,459	7,550	8,050	500	7%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	7,155,006	7,055,454	7,273,622	7,957,286	7,493,912	7,932,813	438,901	6%
CHANGE IN NET POSITION	(2,178)	78,403	525,135	413,280	-	-		



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(36010) Administration Charges	12,053	14,996	19,738	15,661	12,000	14,500
(36020) Searches	3,900	5,100	5,520	4,940	4,000	4,000
(36030) Over/Under Misc Revenue	0	0	0	0	0	0
(36040) Sidewalk Snow Removal	10,454	15,422	18,380	0	0	0
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees	0	0	0	4,707	0	0
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program	19,290	16,393	19,510	8,082	15,000	15,000
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services	5,656	0	2,090	0	0	0
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	51,353	51,911	65,238	33,390	31,000	33,500
(30010) Current Property Tax	3,024,755	3,304,442	3,535,582	3,939,302	3,966,844	4,449,679
(30020) Delinquent Property Tax	31,293	26,221	21,601	9,669	-25,000	-25,000
(30030) Penalty and Interest	0	0	2,815	743	0	0
(30040) Tax Increment Excess	0	0	1,184	53,923	0	0
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	3,056,048	3,330,663	3,561,182	4,003,637	3,941,844	4,424,679
(39010) Transfer from other Funds	1,076,800	871,130	892,932	823,893	820,000	820,000
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	1,076,800	871,130	892,932	823,893	820,000	820,000
(35010) Federal Grants	0	0	70,910	410,884	0	0
(35110) State Grants	10,458	35,912	33,847	23,190	0	0
(35120) State LGA	1,289,749	1,290,351	1,251,294	1,377,186	1,381,596	1,289,147
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid	60,121	64,764	62,515	67,317	55,000	61,000
(35160) Police Aid	141,355	139,202	139,683	144,128	130,000	139,000
(35190) PERA Aid	12,251	12,251	12,251	0	0	0
(35210) County Grants						
(35220) County Fire Training	18,271	6,131	13,500	0	5,000	5,000
(35330) ISD 622 Community School	28,367	9,812	6,440	16,500	9,000	9,000
(35340) Liaison Officer	65,000	68,500	73,080	74,160	73,080	74,160
(35900) Other Grants	22,345	37,923	7,074	166	5,000	5,000
TOTAL INTERGOVERNMENTAL	1,647,917	1,664,846	1,670,594	2,113,531	1,658,676	1,582,307



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed
						Budget
(38010) Investment Income	13,512	22,552	39,714	25,949	3,500	4,529
(38015) Interfund Loan Interest	0	0	1,118	4,176	0	0
(38020) Market Value Adjustment	-4,429	-5,201	20,489	-4,322	0	0
(38030) Rental Income	150,000	100,000	150,000	0	0	0
(38050) Meter Sales - Remote						
(38060) Antenna Income	206,243	217,687	268,822	254,563	201,242	218,748
(38070) Hauler Rebate						
(38080) NSF Check Fee	0	30	0	0	0	0
(38090) Phone Payment Fee						
(38110) Donations	500	8,785	200	0	0	0
(38210) Misc Revenue Non-Taxable	5,665	2,676	4,998	1,331	1,500	1,500
(38220) Miscellaneous Revenue Taxable	424	609	0	0	0	0
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements	75,776	40,318	32,746	9,540	2,500	7,500
(38710) Sale of Goods and Property	1,084	762	295	1,350	0	0
(38810) Pension Contributions						
TOTAL OTHER	448,775	388,218	518,382	292,587	208,742	232,277
(31010) Electric Franchise	368,484	244,007	227,068	275,660	280,000	280,000
(31020) Gas Franchise	90,270	102,973	100,065	83,977	85,000	85,000
(31030) Cable Franchise	72,424	84,489	94,280	78,198	75,000	80,000
(31080) County Gravel Tax	0	0	0	619	0	0
TOTAL OTHER TAXES	531,178	431,469	421,413	438,454	440,000	445,000
(34010) Building Permit	132,280	171,721	380,872	434,422	200,000	209,550
(34110) Electric Inspection	15,519	16,803	25,004	53,634	20,000	15,000
(34120) Heating/Air Cond. Permit	18,013	28,739	67,283	44,538	35,000	22,500
(34130) Plumbing Permit	13,594	9,681	28,868	38,010	15,000	13,000
(34210) Rental Fee/Inspection	39,577	34,620	26,104	23,890	25,000	25,000
(34220) Right-of-Way	0	0	1,760	3,960	0	0
(34890) Animal License	7,649	5,722	1,378	450	0	0
(34910) Misc Permits	1,501	8,028	6,230	6,386	150	1,500
TOTAL PERMITS	228,133	275,314	537,499	605,290	295,150	286,550
(32010) Special Assessment Current	421	1,238	3,958	3,956	0	0
(32020) Special Assessment Delinquent	447	0	78	299	0	0
(32030) Spec Assess Penalty & Interest	141	158	447	528	0	0
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement	0	240	0	2,880	0	0
TOTAL SPECIAL ASSESSMENTS	1,009	1,636	4,483	7,663	-	-
(37010) Court Fines	37,032	38,536	33,274	27,025	33,000	33,000
(37110) Utility Penalty Charge	0	0	0	0	0	0
TOTAL FINES	37,032	38,536	33,274	27,025	33,000	33,000
(33010) Liquor and Beer License	42,050	44,558	42,825	875	42,000	42,000
(33110) Cigarette License	2,700	1,200	2,400	2,100	2,000	2,000
(33210) Contractor License	15,730	13,200	14,450	8,189	10,000	10,000
(33310) Garbage License	3,520	3,300	4,400	1,320	3,000	3,000
(33410) Pawn Shop	0	0	3,500	0	3,500	3,500
(33910) Misc License	10,583	17,876	26,185	12,612	5,000	15,000
TOTAL LICENSES	74,583	80,134	93,760	25,096	65,500	75,500
TOTAL	7,152,828	7,133,857	7,798,757	8,370,566	7,493,912	7,932,813



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed
						Budget
(40110) Full-Time Employees - Regular	2,737,712	2,698,796	2,687,493	2,931,774	2,768,173	3,057,176
(40115) Full-Time Employees - Overtime	131,247	178,775	178,106	99,054	129,100	119,100
(40120) Part-Time Employees	359,251	442,927	377,600	397,285	472,808	404,533
(40130) Seasonal Employees	0	0	0	0	0	72,896
(40140) Internships	143	0	0	0	0	0
(40210) Post Employment Severance	0	0	0	0	28,438	31,176
(40215) Severance Payout						
TOTAL PERSONNEL	3,228,353	3,320,498	3,243,199	3,428,113	3,398,519	3,684,881
(41110) Deferred Compensation	78,554	84,213	84,392	88,227	89,261	108,881
(41120) PERA Contribution	362,980	383,801	380,493	406,763	410,525	445,466
(41130) FICA Contribution	93,584	104,038	95,136	98,977	100,200	97,451
(41140) Medicare Contribution	44,962	48,543	45,672	48,676	50,148	53,993
(41150) Educ Assistance Contribution	7,067	0	0	0	0	0
(41210) Health Insurance	360,626	325,487	353,922	315,575	342,664	296,141
(41215) HSA Employer Contribution	0	0	0	0	0	49,308
(41220) Dental Insurance	0	0	0	0	0	34,473
(41230) Long-term Disability Insurance	0	0	0	0	0	13,686
(41240) Life Insurance	0	0	0	0	0	1,868
(41250) Workers Compensation Insurance	104,434	132,170	101,636	176,912	183,328	205,497
(41260) Unemployment Claims	0	0	8,220	7,384	0	0
(41270) City Volunteer Insurance	0	0	570	570	600	600
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance	0	0	0	0	0	23,155
(41820) Communication Device Allowance	0	0	0	0	0	792
(41830) Travel & Mileage Allowance	0	0	0	0	0	1,974
(41910) Cash in Lieu of Benefits	0	0	0	0	0	30,720
TOTAL BENEFITS	1,052,207	1,078,252	1,070,041	1,143,084	1,176,726	1,364,005
(42010) Contract and Consulting Serv	375,068	367,876	665,074	843,490	695,061	607,519
(42020) Financial Services	19,565	15,849	16,191	20,380	18,836	19,836
(42030) Legal Services	217,217	225,564	193,643	178,559	205,070	204,820
(42040) Planning Services	60,429	82,467	71,018	54,088	64,400	64,400
(42050) Engineering Services	30,490	35,749	25,057	14,448	22,000	22,290
(42060) Software and Technology Serv	240,900	50,973	37,038	46,269	36,230	52,234
(42070) Janitorial Services	60,295	0	0	0	0	0
(42110) Sanitation and Recycling Serv	2,103	3,987	2,075	8,836	5,000	5,000
(42310) Personnel Testing	0	4,820	12,131	6,093	6,200	9,400
(42320) Printing and Binding	47,063	13,417	19,875	12,818	2,150	2,660
(42410) Contracted Repair and Maint	242,160	117,989	71,597	93,809	103,500	127,605
TOTAL PROFESSIONAL SERVICES	1,295,290	918,691	1,113,699	1,278,790	1,158,447	1,115,764
(44010) General Liability Insurance (IS Allocation)	40,202	13,695	15,635	25,898	28,151	29,981
(44020) Property Insurance (IS Allocation)	31,566	25,579	22,646	35,783	35,512	37,820
(44030) Automotive Insurance (IS Allocation)	20,112	21,551	24,580	29,800	25,386	27,036
(46010) Fiber Service (IS Allocation)	0	0	31,407	33,172	34,905	37,174
(46110) Building Maint (IS Allocation)	312	221,912	374,152	30,000	30,000	31,425
(46210) City Mechanic (IS Allocation)	82,412	120,763	165,352	33,111	15,000	15,000
(46310) Equipment (IS Allocation)	364,069	411,340	437,451	454,963	454,963	507,463
(46410) Information Technology (IS Allocation)	0	0	0	300,000	300,650	284,817
TOTAL INTERNAL SERVICES	538,673	814,840	1,071,223	942,727	924,567	970,716
(43010) Office Supplies	8,746	8,164	7,992	7,546	9,631	10,844
(43015) Training Supplies	5,499	2,431	842	18,266	17,500	4,500



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed
						Budget
(43020) Operating Supplies	43,771	41,043	31,671	26,637	48,770	61,714
(43025) Cleaning Supplies	13,176	0	0	0	0	0
(43030) Small Tools and Minor Equip	11,343	3,854	4,599	3,247	10,500	10,500
(43040) Maintenance Materials	82,985	93,307	63,934	59,066	88,500	85,500
(43050) Sand and Salt Materials	39,090	24,328	62,717	35,399	60,000	60,000
(43055) Signs and Sign Materials	14,877	18,048	9,055	14,967	17,700	17,700
(43060) Uniforms	43,546	36,740	104,855	65,077	55,945	42,358
(43070) City Mechanic Supplies	0	0	0	60,856	55,196	58,667
(43075) City Mechanic Shop Charge	0	0	0	2,800	1,120	2,960
(43080) Motor Fuels	62,465	84,568	67,430	52,241	73,650	74,642
(43110) Copier Lease	303	16,297	21,194	20,377	28,228	25,458
(43210) Communications Devices	31,463	36,440	42,545	39,963	31,120	42,670
(43220) Postage	5,804	4,412	4,942	5,140	6,943	6,343
(43230) Dues and Subscriptions	29,818	29,706	26,162	28,750	37,115	37,456
(43240) Advertising and Legal Notices	3,828	1,630	2,778	4,597	6,150	6,350
(43310) Training and Travel	63,119	58,509	74,529	47,528	63,735	74,935
(43390) Fire Relief Contribution						
(43410) Utilities	45,425	2,064	2,523	0	0	0
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees	1,135	1,050	570	528	1,100	1,100
TOTAL OPERATING	506,393	462,591	528,338	492,985	612,903	623,697
(49010) Transfer to other Funds	421,274	326,571	138,692	572,277	141,000	91,000
TOTAL OTHER FINANCING USES	421,274	326,571	138,692	572,277	141,000	91,000
(47010) Land						
(47110) Furniture and Fixtures	7,115	1,145	225	377	0	0
(47120) Office Equipment	12,565	12,476	4,664	10,815	3,000	3,000
(47130) Field Equipment	1,907	30,915	56,442	13,158	1,200	1,200
(47210) Vehicles	1	0	0	0	0	0
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv	74,207	71,704	28,048	57,501	70,000	70,500
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	95,795	116,240	89,379	81,851	74,200	74,700
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous	10,213	12,412	15,660	16,539	2,500	3,000
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities	6,808	5,359	3,391	920	5,050	5,050
(44090) Other Insurance	0	0	0	0	0	0
TOTAL OTHER	17,021	17,771	19,051	17,459	7,550	8,050
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	7,155,006	7,055,454	7,273,622	7,957,286	7,493,912	7,932,813



CITY COUNCIL

ACTIVITY MANAGER

Mayor Terry Furlong
Terry.Furlong@northstpaul.org
651-747-2403

DESCRIPTION OF ACTIVITY

The legislative body for the City of North St. Paul is the City Council. The Council exercises budgetary control through the adoption of an annual budget and capital improvement plan. The Council appoints various citizen committees to render advice on legislative and policy related matters and provides general direction to the operating departments through the City Manager. The Council is comprised of four members and one mayor, all voted at large, and serving four year terms. The Council meets regularly twice per month with special meetings called as needed.

DEPARTMENT SERVICES

Council Workshops and Meetings	City Manager Relationship
Budget	Policy Making
Commission Appointments	Code of Ordinances
Priority Setting	Liaison to Community Members

FUTURE OBJECTIVES AND PRIORITIES

- Provide policy directives for various issues pertaining to the governance of the City.
- Create departments and advisory boards, appointing officers, employees and agents for the City to conduct City affairs.
- Determine appropriate services and taxation levels for each year's budget.
- Reviewing and authorizing updates to the City Fee Schedule
- Plan for the future development of the City and steps to implement that plan.
- Promote civic engagement and transparency.
- Provide leadership and direction for the City's HRA and EDA.
- 2040 Comprehensive Plan Implementation.
- Continue street and utility infrastructure improvements.
- Complete redevelopment of Anchor Block and the Old City Hall Site.
- Investment in software to allow residents and property owners to conduct business from the convenience of their home or office.



IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Projected 2021	Projected 2022
Council Meetings	24	25	24	31	24	24
Council Workshops	25	32	22	23	24	24
Retreats/Additional	1	2	3	4	5	5
Population	12,387	12,477	12,159	12,565	12,565	12,624
City Market Value (Millions)	822	862	920	1,200	1,200	1,200
Number of Parcels	3,806	3,790	3,788	4,140	4,140	4,140
Number of Commissions	3	3	3	3	3	3
Resolutions Adopted	126	159	169	153	140	140

BUDGET HIGHLIGHTS

- Decrease in professional services to match prior year actuals.
- The mayor earns \$6,400 per year and each council member earns \$5,200. This remains flat from 2021. For 2022, one council member has foregone pay. An increase is planned for 2023.



CITY COUNCIL

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Mayor	1.00	1.00	1.00	1.00	1.00	1.00
Council Member	4.00	4.00	4.00	4.00	4.00	4.00
Cable Caster	0.10	0.10	0.10	0.10	0.10	-
Total FTE	5.10	5.10	5.10	5.10	5.10	5.00
Inc/(Dec) From Previous Year		-	-	-	-	(0.10)



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - CITY COUNCIL
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	-	-	-	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	-	-	-	-	-	-	-	0%
EXPENDITURES								
PERSONNEL	28,383	28,636	28,578	29,106	24,448	24,204	(244)	-1%
BENEFITS	3,658	3,782	3,501	3,619	3,252	1,951	(1,301)	-40%
PROFESSIONAL SERVICES	44,368	52,282	39,942	37,534	30,150	25,750	(4,400)	-15%
INTERNAL SERVICES	-	7,797	25,131	19,569	19,638	19,750	112	1%
OPERATING	23,869	21,705	24,915	16,446	29,967	30,067	100	0%
OTHER FINANCING USES	-	-	-	-	-	-	-	0%
CAPITAL	6,632	6,110	-	-	-	-	-	0%
OTHER	4,491	3,496	1,410	1,000	2,150	2,150	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	111,401	123,808	123,477	107,274	109,605	103,872	(5,733)	-5%
CHANGE IN NET POSITION	(111,401)	(123,808)	(123,477)	(107,274)	(109,605)	(103,872)		



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - CITY COUNCIL
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	-	-	-
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - CITY COUNCIL
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(38010) Investment Income						
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment						
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	-	-	-	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - CITY COUNCIL
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular						
(40115) Full-Time Employees - Overtime						
(40120) Part-Time Employees	28,383	28,636	28,578	29,106	24,448	24,000
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	0	204
(40215) Severance Payout						
TOTAL PERSONNEL	28,383	28,636	28,578	29,106	24,448	24,204
(41110) Deferred Compensation						
(41120) PERA Contribution	1,390	1,487	1,220	1,258	1,230	0
(41130) FICA Contribution	1,767	1,776	1,772	1,804	1,516	1,488
(41140) Medicare Contribution	413	415	415	421	354	348
(41150) Educ Assistance Contribution						
(41210) Health Insurance						
(41215) HSA Employer Contribution						
(41220) Dental Insurance						
(41230) Long-term Disability Insurance						
(41240) Life Insurance						
(41250) Workers Compensation Insurance	88	104	94	136	152	115
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	3,658	3,782	3,501	3,619	3,252	1,951
(42010) Contract and Consulting Serv	18,530	2,044	12,465	11,042	15,400	13,500
(42020) Financial Services	19,565	15,849	16,066	15,360	0	0
(42030) Legal Services	0	13,479	9,258	9,441	14,250	11,750
(42040) Planning Services						
(42050) Engineering Services	0	14,563	0	0	0	0
(42060) Software and Technology Serv	6,197	6,115	138	450	500	500
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding	76	232	2,015	1,241	0	0
(42410) Contracted Repair and Maint						
TOTAL PROFESSIONAL SERVICES	44,368	52,282	39,942	37,534	30,150	25,750
(44010) General Liability Insurance (IS Allocation)	0	0	270	0	0	0
(44020) Property Insurance (IS Allocation)	0	151	324	0	0	0
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)	0	0	1,004	1,069	1,138	1,212
(46110) Building Maint (IS Allocation)	0	7,646	23,533	0	0	0
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)	0	0	0	18,500	18,500	18,538
TOTAL INTERNAL SERVICES	-	7,797	25,131	19,569	19,638	19,750
(43010) Office Supplies	86	109	268	20	150	150
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - CITY COUNCIL
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies						
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease						
(43210) Communications Devices						
(43220) Postage	0	0	0	0	0	0
(43230) Dues and Subscriptions	20,182	20,629	19,686	14,595	23,317	23,317
(43240) Advertising and Legal Notices	2,655	210	1,564	1,831	3,000	3,000
(43310) Training and Travel	946	757	3,397	0	3,500	3,600
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	23,869	21,705	24,915	16,446	29,967	30,067
(49010) Transfer to other Funds	0	0	0	0	0	0
TOTAL OTHER FINANCING USES	-	-	-	-	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment	6,632	6,110	0	0	0	0
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	6,632	6,110	-	-	-	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous	711	80	1,410	935	0	0
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities	3,780	3,416	0	65	2,150	2,150
(44090) Other Insurance						
TOTAL OTHER	4,491	3,496	1,410	1,000	2,150	2,150
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	111,401	123,808	123,477	107,274	109,605	103,872



ADMINISTRATION

ACTIVITY MANAGER

Brian Frandle, Interim City Manager
Brian.Frandle@northstpaul.org
651-747-2436

DESCRIPTION OF ACTIVITY

This activity provides the administrative direction for the City and its departments as provided by the City Charter and the Code of Ordinances. The City Manager serves as chief administrative officer for the City, ensuring that the Charter, laws, ordinances and resolutions of the City Council are enforced and implemented. Moreover, the City Manager is responsible for managing the overall operations of all City departments. As City Clerk, responsibilities also include the management of official records and documents of the City.

DEPARTMENT SERVICES

Preparation of agendas for council and and commission meetings	Communications – website/social media/other
Personnel policies and programs	Labor relations
Compensation practices	Post/publish public/legal notices
Maintain code of ordinances	Manage legal activities
Contract negotiations	Work with boards and commissions
Staff recruitment	Oversee City records
Employee performance evaluations	Respond to public inquiries

OBJECTIVES AND PRIORITIES

- Follow the 7 Core Values: Attack Each Day With Positive Energy, Own Our Actions, Involve Others, Go the Extra Mile, Strive to Evolve, Celebrate Success, Connect with Meaning.
- Ensure that Council policy directions are implemented in a timely and professional manner.
- Monitor community matters and engage with Council as needed.
- Maintain a safe work environment and a healthy workforce.
- Direct certain facets of personnel; Labor contracts, recruitment, benefits, etc.
- Prepare the agenda and materials for council meetings as well as regular and special reports.
- Ensure adequate succession planning and retention of institutional knowledge is occurring for executive leadership and management positions.
- Evaluate organizational structure and division assignments.
- Plan and facilitate cooperation with the County and special districts for integrated municipal level service delivery and infrastructure development.



CITY OF NORTH ST. PAUL COMMUNITY ENGAGEMENT METRICS

The City of North St. Paul currently engages with the community through the following channels:

- City website
- Website notifications
- City e-news (new in 2020)
- City business news (new in 2020)
- City Twitter account
- City Facebook page
- Parks & Recreation Facebook page
- Fire Department Facebook page
- Police Facebook page
- Casey Sign
- Instagram (new in 2020)
- OpenGov online permit and licensing (new in 2020)
- Google my Business page (new in 2020)
- LinkedIn page (new in 2020)
- YouTube Channel (new in 2020)
- CivicRec Park rental system (new in 2021)
- CivicClerk meeting notifications (new in 2021)
- Zoom meeting streams (new in 2020)
- Government Cable Channel 16
- Press releases and outreach to the local media
- Staff outreach
- Staff customer service

The City of North St. Paul tracks and measures the effectiveness of our communication outreach and engagement in various ways including:

- Google Analytics tracking (new in 2020)
 - Website visits
 - New/returning user metrics
 - Web bounce and exit pages
 - Technology used by our visitors
 - Search terms
 - Content analysis
 - User demographics (age/gender/language/location)
- Google Search Console
 - Tracks compatibility/page loading issues
 - Identifies potential web problems on various platforms
- Hootsuite social media tracking (new in 2020)
- Growth in subscriber numbers
 - Social media followers
 - Subscribers to e-news



- Subscribers to business news
 - Subscribers to web notifications
 - Subscribers to meeting notifications
 - Subscribers to CivicReady (coming early 2022)
- Resident/business response to programs and events
 - Community participation
 - Event attendance
- Media inquiries and published content
 - Print & broadcast coverage
- Resident accounts in our tools
- License and permit applications
- Rebate/program registrations
- Park Facility rentals
- Social media interactions and shares
- Resident engagement through calls to City Hall, email requests and attendance at City meetings
 - This engagement provides almost immediate feedback on the quality and clarity of our messaging.
- Internal staff communications
- Accessible communication efforts

Engagement Objectives for 2022

Communication and engagement metrics are constantly changing as technology and user preferences continue to evolve. It's imperative that the City of North St. Paul be knowledgeable and nimble in its response and ability to ensure our strategies are effective and provide valuable content for our stakeholders.

1. Continue to increase traffic to the City's website and other digital resources by providing clear, engaging information and resources to support our residents, businesses, and visitors. This metric measures the communities confidence and value in this channel.
2. Increase subscriber counts to our:
 - i. City e-news
 - ii. City business news
 - iii. Meeting module notifications
 - iv. Social media followers across all platforms

Increasing these metrics ensures the City is engaging with our community with valuable and relevant information.

3. Plan for a successful launch of CivicReady
 - i. Improve communication to our residents and businesses through our community policing program
 - ii. Improve timely and relevant notifications for our residents on
 1. Public Works issues
 2. Garbage/Recycling notifications
 3. Current street project neighborhood updates
 4. Emergency and public safety updates



The successful implementation of this program will involve a commitment from all areas of the City and a coordinated investment in digital, print, and staff support efforts to effectively maximize our investment and information goals of accurate, timely, and accessible information.

4. Improve accessibility across all communication platforms by creating and implementing strategies to ensure our communication content is accessible to all. Our accessibility efforts will be focused on:
 - i. Properly formatted digital content to assist users with screen readers and language translations
 - ii. Properly streamed meetings with clear audio and closed-captioning functionality.
 - iii. Onboarding residents into CivicReady with their preferred language settings
 - iv. Improving sound and video streaming of Commission and special committee meetings
 - v. Continually maximizing accessibility enhancements as they are made available through our digital tools
 - vi. Using tinyurls for easy meeting access and participant tracking
5. Continue to develop and refine our communication efforts across all platforms.

City of North St. Paul Engagement Status

Channel	Subscribers 2020	Subscribers 2021
E-news	54	496
Business news	84	234
Ball Fields	0	54
Safety Notices	152	396
Water Notices	234	272
Power Outages	279	357
Road Updates	297	328
Garbage Collection	260	263
Meeting alerts	125	Moved to CivicClerk
CivicClerk Notifications	0	19
YouTube	0	48 subscribers*
LinkedIn	13	43
Instagram	163	282
City Facebook	3.4K	3712 like/4289 follow
Police Facebook	5.9K	6474 like/6968 follow
Parks & Recreation Facebook	578	599 like/651 follow
Fire Facebook	1.9K	2112 like/2306 follow
Twitter	1K	1037
CivicRec Accounts	0	1361
New web users	59,108	100,666

BUDGET HIGHLIGHTS

- Increase in personnel costs related to COLA and step increases.



ADMINISTRATION

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
City Manager	0.75	0.75	0.75	0.47	0.47	0.47
Deputy City Clerk	0.90	0.90	1.00	0.65	0.65	0.65
Strategic Operations Director	1.00	1.00	-	-	-	-
Community & Admin Svcs Director	-	-	0.45	0.35	-	-
Community Relations Coordinator	0.80	0.80	0.80	0.60	-	-
Electronic Documentation Tech	0.40	0.40	0.40	0.40	0.40	0.40
Total FTE	3.85	3.85	3.40	2.47	1.52	1.52
Inc/(Dec) From Previous Year		-	(0.45)	(0.93)	(0.95)	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - ADMINISTRATION
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	-	-	-	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	-	-	-	-	-	-	-	0%
EXPENDITURES								
PERSONNEL	293,655	285,698	255,925	210,281	138,276	148,548	10,272	7%
BENEFITS	84,748	72,828	82,686	54,575	41,977	46,209	4,232	10%
PROFESSIONAL SERVICES	281,261	117,788	98,300	141,350	168,795	170,655	1,860	1%
INTERNAL SERVICES	-	26,558	40,306	103,997	106,307	105,680	(627)	-1%
OPERATING	18,009	10,091	11,233	18,217	18,787	19,257	470	3%
OTHER FINANCING USES	-	-	-	-	-	-	-	0%
CAPITAL	318	1,222	-	1,873	-	-	-	0%
OTHER	4,875	2,753	13,809	14,914	4,500	5,000	500	11%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	682,866	516,938	502,259	545,207	478,642	495,349	16,707	3%
CHANGE IN NET POSITION	(682,866)	(516,938)	(502,259)	(545,207)	(478,642)	(495,349)		



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - ADMINISTRATION
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	-	-	-
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - ADMINISTRATION
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2022 Proposed					
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(38010) Investment Income						
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment						
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	-	-	-	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-



**CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - ADMINISTRATION
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET**

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	238,984	174,773	189,188	169,936	121,558	130,923
(40115) Full-Time Employees - Overtime	700	2,257	3,353	688	5,000	5,000
(40120) Part-Time Employees	53,828	108,668	63,381	39,657	10,553	11,371
(40130) Seasonal Employees						
(40140) Internships	143	0	0	0	0	0
(40210) Post Employment Severance	0	0	0	0	1,165	1,252
(40215) Severance Payout						
TOTAL PERSONNEL	293,655	285,698	255,922	210,281	138,276	148,546
(41110) Deferred Compensation	5,824	6,417	12,112	9,248	7,805	8,416
(41120) PERA Contribution	20,304	15,940	20,627	12,477	9,908	11,047
(41130) FICA Contribution	17,902	18,284	15,964	12,095	8,985	8,431
(41140) Medicare Contribution	4,304	4,276	3,733	2,829	2,101	2,164
(41150) Educ Assistance Contribution						
(41210) Health Insurance	34,711	25,625	28,333	16,487	12,077	9,275
(41215) HSA Employer Contribution	0	0	0	0	0	1,908
(41220) Dental Insurance	0	0	0	0	0	1,286
(41230) Long-term Disability Insurance	0	0	0	0	0	576
(41240) Life Insurance	0	0	0	0	0	57
(41250) Workers Compensation Insurance	1,703	2,286	1,917	1,439	1,101	1,075
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance	0	0	0	0	0	1,974
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	84,748	72,828	82,686	54,575	41,977	46,209
(42010) Contract and Consulting Serv	14,046	12,671	9,779	45,933	75,795	75,795
(42020) Financial Services						
(42030) Legal Services	217,217	85,033	67,246	74,832	86,000	87,720
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv	5,896	7,910	5,831	10,411	7,000	7,140
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding	44,102	12,174	15,153	10,174	0	0
(42410) Contracted Repair and Maint	0	0	291	0	0	0
TOTAL PROFESSIONAL SERVICES	281,261	117,788	98,300	141,350	168,795	170,655
(44010) General Liability Insurance (IS Allocation)	0	12,900	1,280	25,898	27,581	29,374
(44020) Property Insurance (IS Allocation)	0	7,001	1,928	35,783	35,512	37,820
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)	0	0	12,973	13,816	14,714	15,670
(46110) Building Maint (IS Allocation)	0	6,657	20,325	0	0	0
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)	0	0	3,800	0	0	0
(46410) Information Technology (IS Allocation)	0	0	0	28,500	28,500	22,816
TOTAL INTERNAL SERVICES	-	26,558	40,306	103,997	106,307	105,680
(43010) Office Supplies	554	584	937	626	650	663
(43015) Training Supplies						



**CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - ADMINISTRATION
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET**

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(43020) Operating Supplies	182	37	380	199	350	357
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms	27	0	0	0	0	0
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease						
(43210) Communications Devices	929	1,343	455	1,759	800	850
(43220) Postage	1,324	774	1,670	1,494	937	937
(43230) Dues and Subscriptions	1,945	1,965	591	8,074	6,900	6,900
(43240) Advertising and Legal Notices	443	334	1,191	1,730	1,350	1,750
(43310) Training and Travel	12,605	5,054	6,009	4,335	7,800	7,800
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	18,009	10,091	11,233	18,217	18,787	19,257
(49010) Transfer to other Funds						
TOTAL OTHER FINANCING USES	-	-	-	-	-	-
(47010) Land						
(47110) Furniture and Fixtures	0	0	0	377	0	0
(47120) Office Equipment	318	1,222	0	1,496	0	0
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	318	1,222	-	1,873	-	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous	2,160	1,274	11,642	14,626	2,500	3,000
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities	2,715	1,479	2,167	288	2,000	2,000
(44090) Other Insurance						
TOTAL OTHER	4,875	2,753	13,809	14,914	4,500	5,000
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	682,866	516,938	502,256	545,207	478,642	495,347



ELECTIONS

ACTIVITY MANAGER

Jennie Kloos, Deputy Clerk
Jennie.Kloos@northstpaul.org
651-747-2420

DESCRIPTION OF ACTIVITY

This activity provides for the preparation of any and all elections including organizing of the polling places, election judges, and vote tabulation. The City contracted with Ramsey County to conduct elections for the city beginning January 1, 2016.

DEPARTMENT SERVICES

Polling	Vote Tabulation
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OBJECTIVES AND PRIORITIES

- Coordinate with Ramsey County to prepare for November elections.

IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Projected 2021	Projected 2022
# of Elections	-	2	-	3	-	2
Polling Locations	-	4	-	4	4	4
Votes Tabulated	-	11,909	-	9,455	-	13,500

BUDGET HIGHLIGHTS

- No increase in contractual services due to Ramsey County elections contract that is split over 2 years (2021 and 2022).



ELECTIONS

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
NONE						
Total FTE	-	-	-	-	-	-
Inc/(Dec) From Previous Year		-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - ELECTIONS
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	-	-	-	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	-	-	-	-	-	-	-	0%
EXPENDITURES								
PERSONNEL	-	1,767	407	-	-	-	-	0%
BENEFITS	-	-	110	-	-	-	-	0%
PROFESSIONAL SERVICES	40,528	25,439	26,524	26,524	31,214	31,214	-	0%
INTERNAL SERVICES	-	-	-	-	-	-	-	0%
OPERATING	-	444	43	-	150	450	300	200%
OTHER FINANCING USES	-	-	-	-	-	-	-	0%
CAPITAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	40,528	27,650	27,084	26,524	31,364	31,664	300	1%
CHANGE IN NET POSITION	(40,528)	(27,650)	(27,084)	(26,524)	(31,364)	(31,664)		



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - ELECTIONS
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2022 Proposed					
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	-	-	-
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - ELECTIONS
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2022 Proposed					
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(38010) Investment Income						
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment						
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	-	-	-	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - ELECTIONS
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	0	1,767	407	0	0	0
(40115) Full-Time Employees - Overtime	0	0	0	0	0	0
(40120) Part-Time Employees						
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance						
(40215) Severance Payout						
TOTAL PERSONNEL	-	1,767	407	-	-	-
(41110) Deferred Compensation						
(41120) PERA Contribution	0	0	0	0	0	0
(41130) FICA Contribution	0	0	0	0	0	0
(41140) Medicare Contribution	0	0	0	0	0	0
(41150) Educ Assistance Contribution						
(41210) Health Insurance						
(41215) HSA Employer Contribution						
(41220) Dental Insurance						
(41230) Long-term Disability Insurance						
(41240) Life Insurance						
(41250) Workers Compensation Insurance	0	0	110	0	0	0
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	-	-	110	-	-	-
(42010) Contract and Consulting Serv	37,188	25,439	26,524	26,524	31,214	31,214
(42020) Financial Services						
(42030) Legal Services						
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv	3,340	0	0	0	0	0
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint						
TOTAL PROFESSIONAL SERVICES	40,528	25,439	26,524	26,524	31,214	31,214
(44010) General Liability Insurance (IS Allocation)						
(44020) Property Insurance (IS Allocation)						
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)						
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	-	-	-	-	-	-
(43010) Office Supplies						
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - ELECTIONS
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies						
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease						
(43210) Communications Devices						
(43220) Postage						
(43230) Dues and Subscriptions						
(43240) Advertising and Legal Notices						
(43310) Training and Travel	0	444	43	0	150	450
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	-	444	43	-	150	450
(49010) Transfer to other Funds						
TOTAL OTHER FINANCING USES	-	-	-	-	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	-	-	-	-	-	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous						
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	-	-	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	40,528	27,650	27,084	26,524	31,364	31,664



FINANCE

ACTIVITY MANAGER

Daniel Winek, Finance Director
Daniel.Winek@northstpaul.org
651-747-2427

DESCRIPTION OF ACTIVITY

This activity directs the City's financial affairs pursuant to generally accepted accounting standards, is responsible for the fiscal health of the City, and in charge of accurately recording receipt of all money and expenditure of funds in accordance with all applicable laws and regulations. This includes initiation of financial plans, review and implementation of internal controls, safeguarding assets and accounting of financial transactions, including: payroll, accounts receivable, accounts payable, investment management, debt management and utility billing as well as facilitating the annual preparation of the Comprehensive Annual Financial Report and budget.

DEPARTMENT SERVICES

Utility Billing	Investments
Accounts Payable	Debt Management
Accounts Receivable	Tax Increment Financing
Payroll	Special Assessments
Cash Receipting	Capital Asset Tracking
Banking Relations	Annual Financial Audit
Financial Report (CAFR)	Mandated State & Federal Reporting

OBJECTIVES AND PRIORITIES

- Primary advisor to the City Manager, City Council, and departments on fiscal and financial matters.
- Provide leadership in the development and implementation of citywide financial policies.
- Invest City funds to ensure safety, liquidity, and maximize return when possible.
- Enhance the usefulness and delivery of the budget, making it readily accessible and understandable to management, the Council, and the North St. Paul community.
- Continue to obtain the Certificate of Achievement in Financial Reporting presented by the Government Finance Officers Association (GFOA) for the City's Comprehensive Annual Financial Report.
- Continue providing excellent utility billing customer service to the residents of North St. Paul.
- Accurately read all water and electric meters and generate monthly utility statements.
- Coordinate water & electric meter irregularities, maintenance, and replacements with public works staff.
- Upgrade the financial software and increase transparency with OpenGov ERP solutions.
- Continue to receive a clean audit opinion from our external auditors.



IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2017	Actual 2018	Actual 2019	Projected 2020	Projected 2021	Projected 2022
Cash & Investments at Year End	23,478,031	31,711,061	29,060,759	32,259,200	31,000,000	31,000,000
AP Checks	2,603	2,539	2,611	2,630	2,650	2,650
AP Draft/Wires	296	307	317	327	337	337
S&P Investor Rating	AA	AA	AA	AA	AA	AA
Average # of Monthly Accounts Billed	6,417	6,428	6,604	6,634	6,734	6,734
Total Amount of Utility Bills (\$)	16,535,270	17,422,647	16,997,163	17,500,000	17,500,000	17,500,000
Average Monthly Disconnect Notices	385	379	-	375	375	375
Average Service Orders per Month	109	107	105	110	115	115
Average Utility Payments Entered Manually per Month*	2,785	2,704	2,594	2,526	2,560	2,560
Average # of Utility Payments by Automated Processes*	3,544	3,653	3,882	4,022	4,088	4,088
Number Paychecks Generated	2,382	2,331	2,126	2,150	2,150	2,150
Number of W-2s Generated	136	133	136	130	130	130
Investment Return	301,960	426,239	642,269	225,000	100,000	100,000
Utility Customer Service Phone Calls	17,774	13,972	16,864	17,014	15,000	15,000
Utility Customer Service Phone Hours	542	466	501	523	500	500

* Some Payments Include Multiple Accounts

BUDGET HIGHLIGHTS

- Work with consultant to develop 10 year projection of all City funds.
- Work with consultant to reorganize the Finance Department to attract and retain talented individuals, build redundancies, and increase efficiencies.
- Develop debt policy.



FINANCE

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Finance Director	1.00	1.00	1.00	0.75	0.75	0.75
Accountant	1.00	1.00	1.00	0.75	0.75	0.75
Accounting Technician	1.00	1.00	1.00	0.75	0.75	0.75
Total FTE	3.00	3.00	3.00	2.25	2.25	2.25
Inc/(Dec) From Previous Year		-	-	(0.75)	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - FINANCE
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	-	-	-	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	-	-	-	-	-	-	-	0%
EXPENDITURES								
PERSONNEL	220,782	231,616	231,863	177,717	210,676	243,817	33,141	16%
BENEFITS	68,724	72,781	70,475	50,138	61,738	66,680	4,942	8%
PROFESSIONAL SERVICES	11,912	8,432	10,252	15,666	30,061	31,061	1,000	3%
INTERNAL SERVICES	827	3,766	19,613	20,051	20,087	19,448	(639)	-3%
OPERATING	13,951	16,696	11,524	8,052	18,301	18,441	140	1%
OTHER FINANCING USES	-	-	-	-	-	-	-	0%
CAPITAL	-	-	-	-	-	-	-	0%
OTHER	844	1	118	26	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	317,040	333,292	343,845	271,650	340,863	379,447	38,584	11%
CHANGE IN NET POSITION	(317,040)	(333,292)	(343,845)	(271,650)	(340,863)	(379,447)		



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - FINANCE
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	-	-	-
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - FINANCE
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2022 Proposed					
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(38010) Investment Income						
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment						
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	-	-	-	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - FINANCE
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	220,782	231,616	231,863	177,717	208,900	241,762
(40115) Full-Time Employees - Overtime						
(40120) Part-Time Employees						
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	1,776	2,055
(40215) Severance Payout						
TOTAL PERSONNEL	220,782	231,616	231,863	177,717	210,676	243,817
(41110) Deferred Compensation	8,109	8,880	8,573	6,707	7,077	5,833
(41120) PERA Contribution	16,322	17,904	13,803	13,328	15,667	18,132
(41130) FICA Contribution	13,462	14,671	13,929	11,796	13,391	15,239
(41140) Medicare Contribution	3,148	3,431	3,258	2,758	3,132	3,610
(41150) Educ Assistance Contribution						
(41210) Health Insurance	26,323	26,048	21,029	14,172	20,830	9,338
(41215) HSA Employer Contribution	0	0	0	0	0	1,800
(41220) Dental Insurance	0	0	0	0	0	2,584
(41230) Long-term Disability Insurance	0	0	0	0	0	1,064
(41240) Life Insurance	0	0	0	0	0	115
(41250) Workers Compensation Insurance	1,360	1,847	1,663	1,377	1,641	1,765
(41260) Unemployment Claims	0	0	8,220	0	0	0
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits	0	0	0	0	0	7,200
TOTAL BENEFITS	68,724	72,781	70,475	50,138	61,738	66,680
(42010) Contract and Consulting Serv	2,560	832	295	725	1,225	1,225
(42020) Financial Services	0	0	125	5,020	18,836	19,836
(42030) Legal Services	0	82	96	0	0	0
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv	7,887	7,475	9,299	9,496	9,150	9,150
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding	670	43	437	425	850	850
(42410) Contracted Repair and Maint	795	0	0	0	0	0
TOTAL PROFESSIONAL SERVICES	11,912	8,432	10,252	15,666	30,061	31,061
(44010) General Liability Insurance (IS Allocation)	827	0	847	0	0	0
(44020) Property Insurance (IS Allocation)	0	73	881	0	0	0
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)	0	0	517	551	587	625
(46110) Building Maint (IS Allocation)	0	3,693	17,368	0	0	0
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)	0	0	0	19,500	19,500	18,823
TOTAL INTERNAL SERVICES	827	3,766	19,613	20,051	20,087	19,448
(43010) Office Supplies	1,150	1,432	1,070	1,112	1,841	1,841
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - FINANCE
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies						
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease	0	1,559	1,627	2,346	3,000	3,090
(43210) Communications Devices	90	79	1,474	480	650	650
(43220) Postage	1,597	1,671	1,604	1,870	2,500	2,500
(43230) Dues and Subscriptions	310	310	193	378	375	425
(43240) Advertising and Legal Notices	653	1,001	0	804	700	700
(43310) Training and Travel	10,151	10,644	5,556	1,062	9,235	9,235
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	13,951	16,696	11,524	8,052	18,301	18,441
(49010) Transfer to other Funds						
TOTAL OTHER FINANCING USES	-	-	-	-	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	-	-	-	-	-	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous	844	1	118	26	0	0
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	844	1	118	26	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	317,040	333,292	343,845	271,650	340,863	379,447



COMMUNITY DEVELOPMENT

ACTIVITY MANAGER

Brian Frandle, Interim City Manager
Brian.Frandle@northstpaul.org
651-747-2403

DESCRIPTION OF ACTIVITY

This activity has four broad responsibilities: Economic Development, Planning and Zoning, Building Inspections/Permitting/Licensing and Redevelopment. The department performs a variety of functions including: Permits and Licensing, Zoning Administration, Land Use Policy, Staffing Commissions (Design Review Commission, Planning Commission, Economic Development Authority), Public Hearings, Comprehensive Plan implementation, Zoning Code compliance, Redevelopment Master Plan, Downtown Design Manual, Living Streets Plan, Park Improvement Plan and Resilient Communities Projects, Reviewing Commercial and Residential Projects and Coordination with outside agencies such as the Metropolitan Council, League of MN Cities, Washington-Ramsey Watershed District and Ramsey County.

DEPARTMENT SERVICES

Issue Permits and Licenses	Zoning Administration
Land Use Policy	Public Hearings
Reviewing Commercial and Residential Projects	Design and Review Commissions
Planning Commission	City Plans

OBJECTIVES AND PRIORITIES

- Continue increasing housing units to grow our *Extraordinary* community.
- Guide development by leveraging resources to promote a better community.
- Collaborate with the business community and other agencies to stimulate economic development.
- Educate contractors & public through pre-development meetings, city website, and the permit process.
- Develop strategies focused on promoting the rehabilitation of blighted properties.
- Engage with business owners to improve the local economic condition and reduce business vacancies.
- Work closely in conjunction with North St. Paul HRA and EDA on projects and strategies.
- Coordinate with WSB (contracted engineering and planning services) on large development projects.
- Leverage technology to allow all planning & licensing functions to be conducted online.
- Increase and improve communication with community members.
- Support the Electric and Public Works Departments with construction and street projects.



IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Projected 2021	Projected 2022
Residential Zoning Permits	73	66	75	70	76	70
Commercial Zoning Permits	14	13	12	7	8	10
Right of Way Permits	32	22	36	23	32	30
Vendor Licenses	41	48	41	13	47	40
Trenching Permits	24	15	30	20	31	25
Pet & Kennel Licenses	347	290	359	1	1	1
General Contractor Licenses	40	21	14	20	10	15
Mechanical Contractor Licenses	98	78	93	197	162	100
Customer Service Phone Calls	11,659	11,648	15,736	18,759	18,000	18,000
Customer Service Phone Call Hours	214	234	263	394	375	375

BUDGET HIGHLIGHTS

- With operations switching from mainly in-person to online and telephone, there has been a substantial increase in Customer Service Phone calls received.
- To process applications in a timely and efficient manner and due to increased development within the City, the Planning Commission has often needed to add a second monthly meeting. So far in 2020, the Planning Commission has met twice in the months of January, February, May and August.
- City development has kept the Community Development staff busy. Staff continues to work with the McKnight Townhomes development as they finish up phase 2 of development. Also, staff continues to work with Anchor Commons on finishing up their construction in 2022.



COMMUNITY DEVELOPMENT

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Community & Admin Svs Director	-	-	0.20	0.20	-	-
Community Development Director	0.40	0.40	-	-	-	-
Customer Service Office Assistant	2.35	2.35	2.35	2.35	2.35	2.20
Total FTE	2.75	2.75	2.55	2.55	2.35	2.20
Inc/(Dec) From Previous Year		-	(0.20)	-	(0.20)	(0.15)



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - COMMUNITY DEVELOPMENT
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	-	-	-	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	-	-	-	-	-	-	-	0%
EXPENDITURES								
PERSONNEL	114,459	128,731	117,404	136,189	130,523	126,242	(4,281)	-3%
BENEFITS	36,663	40,705	30,235	35,515	35,317	51,055	15,738	45%
PROFESSIONAL SERVICES	106,496	136,506	106,466	66,318	93,900	87,900	(6,000)	-6%
INTERNAL SERVICES	-	13,000	30,025	18,455	18,517	17,244	(1,273)	-7%
OPERATING	4,113	15,106	19,569	16,043	19,788	20,988	1,200	6%
OTHER FINANCING USES	-	-	-	-	-	-	-	0%
CAPITAL	-	398	-	1,791	-	-	-	0%
OTHER	1,887	-	50	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	263,618	334,446	303,749	274,311	298,045	303,429	5,384	2%
CHANGE IN NET POSITION	(263,618)	(334,446)	(303,749)	(274,311)	(298,045)	(303,429)		



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - COMMUNITY DEVELOPMENT
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	-	-	-
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - COMMUNITY DEVELOPMENT
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income						
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment						
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	-	-	-	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-



**CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - COMMUNITY DEVELOPMENT
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET**

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(40110) Full-Time Employees - Regular	93,639	108,070	90,238	108,731	93,492	122,678
(40115) Full-Time Employees - Overtime	1,057	700	624	135	2,500	2,500
(40120) Part-Time Employees	19,763	19,961	26,542	27,323	33,431	0
(40130) Seasonal Employees						
(40140) Internships	0	0	0	0	0	0
(40210) Post Employment Severance	0	0	0	0	1,100	1,064
(40215) Severance Payout						
TOTAL PERSONNEL	114,459	128,731	117,404	136,189	130,523	126,242
(41110) Deferred Compensation	3,266	4,403	2,218	2,604	4,368	4,594
(41120) PERA Contribution	8,510	9,821	8,111	9,793	9,519	9,388
(41130) FICA Contribution	6,807	7,973	7,104	8,698	8,295	7,761
(41140) Medicare Contribution	1,592	1,865	1,662	2,034	1,940	1,815
(41150) Educ Assistance Contribution	0	0	0	0	0	0
(41210) Health Insurance	15,595	15,538	10,583	11,377	10,178	23,080
(41215) HSA Employer Contribution	0	0	0	0	0	720
(41220) Dental Insurance	0	0	0	0	0	2,131
(41230) Long-term Disability Insurance	0	0	0	0	0	540
(41240) Life Insurance	0	0	0	0	0	112
(41250) Workers Compensation Insurance	893	1,105	557	1,009	1,017	914
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	36,663	40,705	30,235	35,515	35,317	51,055
(42010) Contract and Consulting Serv	35,538	16,104	6,991	2,114	10,000	3,500
(42020) Financial Services						
(42030) Legal Services	0	22,766	18,688	3,484	12,000	12,000
(42040) Planning Services	60,429	82,467	71,018	54,088	64,400	64,400
(42050) Engineering Services	7,548	8,136	5,898	2,388	7,500	7,500
(42060) Software and Technology Serv	2,981	6,716	3,090	3,793	0	0
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding	0	317	781	451	0	500
(42410) Contracted Repair and Maint						
TOTAL PROFESSIONAL SERVICES	106,496	136,506	106,466	66,318	93,900	87,900
(44010) General Liability Insurance (IS Allocation)	0	225	494	0	0	0
(44020) Property Insurance (IS Allocation)	0	248	582	0	0	0
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)	0	0	897	955	1,017	1,083
(46110) Building Maint (IS Allocation)	0	12,527	28,052	0	0	0
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)	0	0	0	17,500	17,500	16,161
TOTAL INTERNAL SERVICES	-	13,000	30,025	18,455	18,517	17,244
(43010) Office Supplies	2,526	3,774	3,919	3,980	2,890	4,090
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - COMMUNITY DEVELOPMENT
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies	470	589	62	199	0	0
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease	0	8,573	10,932	10,392	13,500	13,500
(43210) Communications Devices	138	162	243	209	0	0
(43220) Postage	642	692	819	806	850	850
(43230) Dues and Subscriptions	140	1,000	0	120	448	448
(43240) Advertising and Legal Notices	0	66	23	162	0	0
(43310) Training and Travel	197	250	3,571	175	2,100	2,100
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	4,113	15,106	19,569	16,043	19,788	20,988
(49010) Transfer to other Funds						
TOTAL OTHER FINANCING USES	-	-	-	-	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment	0	398	0	1,791	0	0
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	-	398	-	1,791	-	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous	1,887	0	50	0	0	0
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	1,887	-	50	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	263,618	334,446	303,749	274,311	298,045	303,429



POLICE

ACTIVITY MANAGER

Phil Baebenroth, Police Chief
Phil.Baebenroth@northstpaul.org
651-747-2511

DESCRIPTION OF ACTIVITY

This activity is responsible for general public safety and public order for North St. Paul's residents and visitors. This is accomplished by for enforcing the laws of the State of Minnesota and the Code of Ordinances of the City of North St. Paul, responding to emergencies, assisting with emergency management efforts, investigating crimes, recovering property, apprehending offenders, enabling safe traffic/pedestrian movement, collaborating with the public and community policing efforts.

DEPARTMENT SERVICES

Animal Control	Community Policing
Traffic Control & Enforcement	Code & Ordinance Compliance
Crime Prevention & Crime Map	National Night Out
Patrol & Investigations	Permits, Liquor Laws & Licensing
Firearms Permits to Purchase	LE and Community Training
Neighborhood Crime Watch	Police Reserve Unit
School Resource Officer Program	Local, State & Federal Reporting

OBJECTIVES AND PRIORITIES

- Develop neighborhood relationships and foster respectful relationships with community members.
- Investigate criminal cases in a thorough, timely, and respectful manner.
- Maintain and develop staff to serve the changing demographics of our community.
- Maintain adequate preventative patrol of the community and reasonable response times.
- Participate in and leverage our relationships within the Ramsey County SWAT Team.
- Increase traffic enforcement efforts to educate and gain compliance with the law.
- Continue partnership with ISD 622 and our School Resource Officer (SRO) program.
- Drive cooperation and information sharing with neighboring communities to address regional crime.
- Deploy body worn cameras for all licensed police staff.
- Continue our crime prevention programs including neighborhood watch groups.
- Continue Crime Free Multi-Housing program (CFMH) to reduce overall unlawful activity.
- Expand Police Reserve program, target more citizen/community participation.
- Continue collaboration and participation in the Ramsey County Traffic Safety Initiative / Towards Zero Deaths program.
- Organize Citizen-Police neighborhood events to facilitate regular community conversations.
- Enhance the Neighborhood Watch program and Community Policing Partnerships through technology improvements to improve communications.
- Enhance Officer wellness and encourage a positive department culture.
- Modernize and expand issued equipment for all staff to increase employee safety.



IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2017	Actual 2018	Actual 2019	Projected 2020	Projected 2021	Projected 2022
Calls for Service (CFS)	10,179	9,059	10,182	10,575	10,750	10,750
Arrests	173	160	474	500	400	400
Medical Assists	904	888	883	925	950	950
Emergency Response & Assists	110	173	179	202	225	225
Investigations	81	74	86	89	90	90
Apprehensions - Other	128	142	154	153	150	150
Recovered Property	64	73	383	381	350	350
Recovered Stolen Vehicles	17	19	39	72	55	55
Traffic Citations & Warnings	2,201	2,000	1,575	3,593	2,400	2,400
Police Proactive Visits	146	168	1,347	826	900	900
Data Practices Requested	N/A	N/A	N/A	17	15	15
Permits to Purchase Firearms	N/A	N/A	78	235	150	150
Over-Time Hours	1,456	1,862	1,882	1,414	1,400	1,400
SRO Incidents Investigated	N/A	N/A	N/A	372	200	200

BUDGET HIGHLIGHTS

- Hire additional officers to be at full strength of 13 Patrol Officers, 4 Sergeants and 1 Chief.
- Hire an additional Community Service Officer.
- Continue funding ongoing training, education, and wellness support for all department members.
- Decrease in RMS annual support and maintenance
- Replace four police vehicles to ensure communications with dispatch, transparency through squad camera video recording systems, and safety enhancements contained in modern vehicles. See CIP Plan for details.



POLICE

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	1.00	-	-
Police Sergeant	3.00	3.00	3.00	3.00	3.00	4.00
Police Officer	12.00	12.00	12.00	13.00	13.00	13.00
Police Admin / Records	2.00	2.00	2.00	2.00	2.00	2.00
Community Service Officer	1.50	2.20	-	0.80	0.80	1.50
Total FTE	20.50	21.20	19.00	20.80	19.80	21.50
Inc/(Dec) From Previous Year		0.70	(2.20)	1.80	(1.00)	1.70



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - POLICE
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	-	-	-	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	-	-	-	-	-	-	-	0%
EXPENDITURES								
PERSONNEL	1,568,039	1,615,334	1,639,906	1,799,765	1,763,765	1,959,185	195,420	11%
BENEFITS	557,158	568,627	595,629	656,612	674,449	801,990	127,541	19%
PROFESSIONAL SERVICES	243,907	232,475	224,331	231,447	228,186	245,521	17,335	8%
INTERNAL SERVICES	87,414	177,604	272,968	288,857	286,361	282,986	(3,375)	-1%
OPERATING	108,180	119,003	113,793	118,072	132,500	118,010	(14,490)	-11%
OTHER FINANCING USES	-	-	-	-	-	-	-	0%
CAPITAL	12,989	4,921	6,952	16,899	4,200	4,200	-	0%
OTHER	3,857	6,983	903	953	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	2,581,544	2,724,947	2,854,482	3,112,605	3,089,461	3,411,892	322,431	10%
CHANGE IN NET POSITION	(2,581,544)	(2,724,947)	(2,854,482)	(3,112,605)	(3,089,461)	(3,411,892)		



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - POLICE
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	-	-	-
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - POLICE
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income						
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment						
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	-	-	-	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - POLICE
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed
						Budget
(40110) Full-Time Employees - Regular	1,445,353	1,446,344	1,523,433	1,704,917	1,659,523	1,820,530
(40115) Full-Time Employees - Overtime	86,313	110,619	114,774	70,988	60,000	60,000
(40120) Part-Time Employees	36,373	58,371	1,699	23,860	29,376	62,142
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	14,866	16,513
(40215) Severance Payout						
TOTAL PERSONNEL	1,568,039	1,615,334	1,639,906	1,799,765	1,763,765	1,959,185
(41110) Deferred Compensation	39,820	41,462	40,546	44,275	46,726	50,717
(41120) PERA Contribution	238,724	255,993	266,178	292,827	292,592	323,074
(41130) FICA Contribution	8,470	10,598	6,967	9,188	10,633	12,630
(41140) Medicare Contribution	22,014	23,519	22,942	25,313	26,037	28,688
(41150) Educ Assistance Contribution	7,067	0	0	0	0	0
(41210) Health Insurance	190,342	170,822	203,764	183,218	209,533	186,264
(41215) HSA Employer Contribution	0	0	0	0	0	31,200
(41220) Dental Insurance	0	0	0	0	0	19,990
(41230) Long-term Disability Insurance	0	0	0	0	0	8,010
(41240) Life Insurance	0	0	0	0	0	1,020
(41250) Workers Compensation Insurance	50,721	66,233	55,232	94,407	88,928	104,597
(41260) Unemployment Claims	0	0	0	7,384	0	0
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance	0	0	0	0	0	21,400
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits	0	0	0	0	0	14,400
TOTAL BENEFITS	557,158	568,627	595,629	656,612	674,449	801,990
(42010) Contract and Consulting Serv	82,073	81,627	75,842	73,190	80,626	83,657
(42020) Financial Services						
(42030) Legal Services	0	86,365	92,794	89,531	84,320	86,850
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv	51,395	11,667	15,767	17,360	16,240	26,699
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing	0	1,642	6,640	858	3,000	3,000
(42320) Printing and Binding	820	379	815	528	500	510
(42410) Contracted Repair and Maint	109,619	50,795	32,473	49,980	43,500	44,805
TOTAL PROFESSIONAL SERVICES	243,907	232,475	224,331	231,447	228,186	245,521
(44010) General Liability Insurance (IS Allocation)	0	0	6,670	0	0	0
(44020) Property Insurance (IS Allocation)	0	968	7,068	0	0	0
(44030) Automotive Insurance (IS Allocation)	0	14,105	16,145	19,601	16,818	17,911
(46010) Fiber Service (IS Allocation)	0	0	4,137	4,406	4,693	4,998
(46110) Building Maint (IS Allocation)	0	48,915	120,098	0	0	0
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)	87,414	113,616	118,850	130,350	130,350	135,350
(46410) Information Technology (IS Allocation)	0	0	0	134,500	134,500	124,727
TOTAL INTERNAL SERVICES	87,414	177,604	272,968	288,857	286,361	282,986
(43010) Office Supplies	3,442	1,614	1,558	1,752	2,700	2,700
(43015) Training Supplies	1,970	0	692	17,517	15,000	2,000



**CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - POLICE
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET**

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies	3,302	4,196	2,400	4,824	7,000	19,470
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip	0	0	0	0	0	0
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms	25,359	27,366	27,270	31,841	26,600	10,000
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels	32,777	38,792	22,630	20,184	35,000	35,000
(43110) Copier Lease	0	2,435	4,446	4,283	4,650	4,790
(43210) Communications Devices	23,190	21,912	28,304	23,586	22,000	24,500
(43220) Postage	164	273	181	333	250	250
(43230) Dues and Subscriptions	2,255	2,519	2,314	1,691	2,300	2,300
(43240) Advertising and Legal Notices	0	0	0	0	900	900
(43310) Training and Travel	14,586	18,846	23,428	11,533	15,000	15,000
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees	1,135	1,050	570	528	1,100	1,100
TOTAL OPERATING	108,180	119,003	113,793	118,072	132,500	118,010
(49010) Transfer to other Funds						
TOTAL OTHER FINANCING USES	-	-	-	-	-	-
(47010) Land						
(47110) Furniture and Fixtures	7,115	975	225	0	0	0
(47120) Office Equipment	5,615	2,954	4,664	3,741	3,000	3,000
(47130) Field Equipment	258	992	2,063	13,158	1,200	1,200
(47210) Vehicles	1	0	0	0	0	0
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	12,989	4,921	6,952	16,899	4,200	4,200
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous	3,857	6,983	903	953	0	0
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	3,857	6,983	903	953	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	2,581,544	2,724,947	2,854,482	3,112,605	3,089,461	3,411,892



FIRE & CODE ENFORCEMENT

ACTIVITY MANAGER

Jason Mallinger, Fire Chief
Jason.Mallinger@northstpaul.org
651-747-2552

DESCRIPTION OF ACTIVITY

This activity provides First Responders to fires, public safety, medical emergencies and disasters. The North St. Paul Fire Department protects the lives and property of the City of North St. Paul residents and businesses. The department advances public safety through its fire prevention, investigation and education programs. The department responded to 1,478 emergency incidents in 2020, topping our previous high in 2019. These incidents include structure and vehicle fires, alarm calls, emergency medical service calls, and motor vehicle accidents among many other emergency and non-emergency calls. This activity is also responsible for Code Compliance which enforces property maintenance standards city-wide.

DEPARTMENT SERVICES

Emergency Response Fire/EMS	Animal Regulation
Rental Housing Licensing	Fire Prevention & Education
Commercial Fire Inspections	SafeHaven program
Fire Code Enforcement	Fire Investigations
Fire Alarm/Sprinkler Plan Review	Hydrant Flushing
Code Compliance	Zoning Permit Inspections

OBJECTIVES AND PRIORITIES

- Maintain and develop current of regular and paid-on-call staff while creating a strong culture of commitment and community service.
- Respond to 90% of fire emergency incidents within 10 minutes or less as directed by NFPA 1720.
- First respond the EMS incidents for the protection and preservation of life.
- Continue to participate in auto aid and mutual aid agreements with neighboring communities to utilize our regional resources and take advantage of another department's expertise.
- Continue to promote and retain members of our Paid on Call staff.
- Educate our staff by utilizing the skills of our existing employees and sending staff to outside training opportunities to continuously improve our knowledge and abilities.
- Continue community outreach programs (Local Defibrillators, Car Seat Clinic, SafeHaven, etc) aimed at education and promotion of fire safety.
- Enforce Code Compliance to ensure property maintenance standards are met.
- Inspect rental housing to protect public health and general welfare of City residents.
- Maintenance of department equipment (Trucks, vehicles, engines, etc.)
- Continue funding to the North St. Paul fire relief to ensure full pension funding.



IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Projected 2021	Projected 2022
Number of Calls Answered	1,319	1,318	1,355	1,478	1,550	1600
Rental Property Licensing Inspections	308	297	274	173	350	350
Commercial Fire Inspections	176	31	35	24	100	100
Code Compliance Concerns	447	468	295	307	400	400
SafeHaven Installations	85	71	56	13	10	100
FEMA Grant Awards	\$208,183	\$48,210	\$70,910	\$0	\$0	\$50,000
Paid on Call Staffing	37	31	31	33	36	35
Average Response Time EMS	4:15	4:22	4:29	4:46	4:28	4:30
Average Response Time Bldg. Fire	6:23	5:10	11:47	9:06	8:00	8:00
Training Hours (average per FF)	65	77	87	85	90	90

BUDGET HIGHLIGHTS

- Interior rental property inspections were affected by COVID precautions in 2020. Interior units were not inspected unless vacant or new, however common areas, laundry rooms, boiler rooms, and the exterior property were inspected. SafeHaven inspections have been affected as well by COVID precautions, people are cautious about staff entering their home just as we are concerned about exposures as well.
- Rental Property Licensing inspections will increase with the addition of the Sentinel Residence and Anchor Block North apartment buildings.
- Develop new firefighters through initial training (Firefighter I, II, Haz-Mat, EMR or EMT)
- Ability to continue to train and educate firefighters and officers by sending them to additional outside training classes to improve their knowledge, improve their skills, and further train other members of the department.
- Replace handheld radios and base - \$64,000 per 10-year CIP Plan.



FIRE & CODE ENFORCEMENT

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Fire Chief	1.00	1.00	1.00	-	-	-
Fire Inspector	1.00	1.00	1.00	1.00	1.00	1.00
PT Inspection/Code Compliance	1.50	1.50	1.50	1.50	1.50	1.50
On Call PT Fire Fighters (Not included in total)	37.00	31.00	30.00	40.00	40.00	40.00
Total FTE	4.50	4.50	4.50	3.50	3.50	3.50
Inc/(Dec) From Previous Year		-	-	(1.00)	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - FIRE & CODE ENFORCEMENT
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	-	-	-	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	-	-	-	-	-	-	-	0%
EXPENDITURES								
PERSONNEL	417,990	427,110	396,062	420,424	516,142	527,866	11,724	2%
BENEFITS	124,617	137,585	111,548	131,351	146,510	139,071	(7,439)	-5%
PROFESSIONAL SERVICES	119,317	153,670	99,443	96,107	101,157	108,983	7,826	8%
INTERNAL SERVICES	35,796	129,160	218,675	135,705	135,974	141,075	5,101	4%
OPERATING	71,865	73,215	140,355	100,918	95,164	112,576	17,412	18%
OTHER FINANCING USES	96,625	91,453	72,192	91,000	91,000	91,000	-	0%
CAPITAL	-	31,885	5,881	1,791	-	-	-	0%
OTHER	1,066	4,538	2,761	384	900	900	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	867,276	1,048,616	1,046,917	977,680	1,086,847	1,121,471	34,624	3%
CHANGE IN NET POSITION	(867,276)	(1,048,616)	(1,046,917)	(977,680)	(1,086,847)	(1,121,471)		



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - FIRE & CODE ENFORCEMENT
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	-	-	-
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - FIRE & CODE ENFORCEMENT
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income						
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment						
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	-	-	-	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-



**CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - FIRE & CODE ENFORCEMENT
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET**

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	228,686	234,073	163,819	170,928	181,792	196,397
(40115) Full-Time Employees - Overtime	29,109	33,437	24,714	11,273	30,000	20,000
(40120) Part-Time Employees	160,195	159,600	207,529	238,223	300,000	307,020
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	4,350	4,449
(40215) Severance Payout						
TOTAL PERSONNEL	417,990	427,110	396,062	420,424	516,142	527,866
(41110) Deferred Compensation	7,540	7,974	6,570	7,445	8,496	8,854
(41120) PERA Contribution	39,600	42,043	31,405	34,009	41,521	39,533
(41130) FICA Contribution	11,645	12,798	14,400	15,525	18,729	10,094
(41140) Medicare Contribution	5,648	6,164	5,473	5,997	7,544	7,590
(41150) Educ Assistance Contribution						
(41210) Health Insurance	37,806	36,339	30,903	28,388	30,390	24,900
(41215) HSA Employer Contribution	0	0	0	0	0	4,800
(41220) Dental Insurance	0	0	0	0	0	2,297
(41230) Long-term Disability Insurance	0	0	0	0	0	1,100
(41240) Life Insurance	0	0	0	0	0	204
(41250) Workers Compensation Insurance	22,378	32,267	22,227	39,417	39,230	39,099
(41260) Unemployment Claims						
(41270) City Volunteer Insurance	0	0	570	570	600	600
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	124,617	137,585	111,548	131,351	146,510	139,071
(42010) Contract and Consulting Serv	44,961	75,065	49,244	47,647	47,417	49,338
(42020) Financial Services						
(42030) Legal Services	0	14,792	5,561	1,272	8,500	6,500
(42040) Planning Services						
(42050) Engineering Services	76	0	0	576	0	0
(42060) Software and Technology Serv	22,261	8,905	2,912	2,868	2,440	6,345
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing	0	3,147	5,159	4,851	2,000	5,200
(42320) Printing and Binding	1,335	221	359	0	800	800
(42410) Contracted Repair and Maint	50,684	51,540	36,208	38,893	40,000	40,800
TOTAL PROFESSIONAL SERVICES	119,317	153,670	99,443	96,107	101,157	108,983
(44010) General Liability Insurance (IS Allocation)	0	570	2,214	0	570	607
(44020) Property Insurance (IS Allocation)	0	1,418	2,715	0	0	0
(44030) Automotive Insurance (IS Allocation)	0	2,867	3,192	3,830	3,286	3,500
(46010) Fiber Service (IS Allocation)	0	0	3,498	3,725	3,968	4,226
(46110) Building Maint (IS Allocation)	0	71,620	147,906	30,000	30,000	31,425
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)	35,796	52,685	59,150	62,150	62,150	62,150
(46410) Information Technology (IS Allocation)	0	0	0	36,000	36,000	39,167
TOTAL INTERNAL SERVICES	35,796	129,160	218,675	135,705	135,974	141,075
(43010) Office Supplies	702	577	240	56	800	800
(43015) Training Supplies	3,529	2,431	150	749	2,500	2,500



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - FIRE & CODE ENFORCEMENT
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies	17,448	20,333	16,583	18,341	20,520	20,520
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip	4,241	107	221	1,215	1,500	1,500
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials	0	0	0	90	0	0
(43060) Uniforms	7,711	4,476	69,542	26,834	25,000	25,750
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels	5,860	7,072	6,141	4,869	6,000	6,200
(43110) Copier Lease	0	2,844	3,115	3,056	7,078	4,078
(43210) Communications Devices	5,304	10,936	10,693	12,063	4,800	13,800
(43220) Postage	1,959	891	575	332	1,856	1,256
(43230) Dues and Subscriptions	4,317	2,901	3,199	3,090	3,110	3,172
(43240) Advertising and Legal Notices	0	20	0	0	0	0
(43310) Training and Travel	20,794	20,627	29,896	30,223	22,000	33,000
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	71,865	73,215	140,355	100,918	95,164	112,576
(49010) Transfer to other Funds	96,625	91,453	72,192	91,000	91,000	91,000
TOTAL OTHER FINANCING USES	96,625	91,453	72,192	91,000	91,000	91,000
(47010) Land						
(47110) Furniture and Fixtures	0	170	0	0	0	0
(47120) Office Equipment	0	1,792	0	1,791	0	0
(47130) Field Equipment	0	29,923	5,881	0	0	0
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	-	31,885	5,881	1,791	-	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous	753	4,073	1,537	0	0	0
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities	313	465	1,224	384	900	900
(44090) Other Insurance	0	0	0	0	0	0
TOTAL OTHER	1,066	4,538	2,761	384	900	900
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	867,276	1,048,616	1,046,917	977,680	1,086,847	1,121,471



INSPECTIONS

ACTIVITY MANAGER

Brian Frandle, Interim City Manager
buildinginspections@northstpaul.org
651-747-2415

DESCRIPTION OF ACTIVITY

This activity provides enforcement of property maintenance codes, plan review and inspection of all new and remodeled construction within the city by a State-certified building inspector. The purpose of these inspections is to protect the homeowner and ensure compliance with the latest adopted revision of the Unified Building Code, Property Maintenance Code, Electrical Code and their related appendices and local ordinances. As of September, 2018, the City has contracted this service through MNSPECT.

DEPARTMENT SERVICES

Building Permits & Inspections	Plumbing Permits & Inspections
Mechanical Code Permits & Inspections	Electrical Code Permits& Inspections

FUTURE OBJECTIVES AND PRIORITIES

- Upgrade City website and obtain software for more efficient permit process.
- Complete inspections and permit reviews on a timely basis.
- Continue to control costs of this function by utilizing a contracted service.

IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2017	Actual 2018	Actual 2019	Projected 2020	Projected 2021	Projected 2022
Plumbing Permits	110	89	133	115	100	
Mechanical Commercial Permits	7	17	23	15	13	
Mechanical Permits	175	150	241	210	180	
Commercial Building Permits	22	25	34	40	30	
Residential Building Permits	365	318	372	400	320	
Project Valuation	\$7,065,779	\$12,458,386	\$39,659,158	\$49,958,991	\$13,000,000	



INSPECTIONS

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
NONE	-	-	-	-	-	-
Total FTE	-	-	-	-	-	-
Inc/(Dec) From Previous Year		-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - INSPECTIONS
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	-	-	-	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	-	-	-	-	-	-	-	0%
EXPENDITURES								
PERSONNEL	90,152	73,493	-	-	-	-	-	0%
BENEFITS	24,924	19,355	-	-	-	-	-	0%
PROFESSIONAL SERVICES	12,962	68,039	395,545	550,466	215,001	216,250	1,249	1%
INTERNAL SERVICES	1,777	4,524	6,433	6,500	6,500	6,369	(131)	-2%
OPERATING	3,861	825	626	394	-	-	-	0%
OTHER FINANCING USES	-	-	-	-	-	-	-	0%
CAPITAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	133,676	166,236	402,604	557,360	221,501	222,619	1,118	1%
CHANGE IN NET POSITION	(133,676)	(166,236)	(402,604)	(557,360)	(221,501)	(222,619)		



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - INSPECTIONS
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	-	-	-
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - INSPECTIONS
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income						
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment						
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	-	-	-	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - INSPECTIONS
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	89,715	73,493	0	0	0	0
(40115) Full-Time Employees - Overtime	437	0	0	0	0	0
(40120) Part-Time Employees						
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance						
(40215) Severance Payout						
TOTAL PERSONNEL	90,152	73,493	-	-	-	-
(41110) Deferred Compensation	2,080	1,600	0	0	0	0
(41120) PERA Contribution	6,762	5,046	0	0	0	0
(41130) FICA Contribution	5,540	4,725	0	0	0	0
(41140) Medicare Contribution	1,296	1,105	0	0	0	0
(41150) Educ Assistance Contribution						
(41210) Health Insurance	8,678	6,131	0	0	0	0
(41215) HSA Employer Contribution						
(41220) Dental Insurance						
(41230) Long-term Disability Insurance						
(41240) Life Insurance						
(41250) Workers Compensation Insurance	568	748	0	0	0	0
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	24,924	19,355	-	-	-	-
(42010) Contract and Consulting Serv	12,962	66,662	395,545	550,466	215,001	216,250
(42020) Financial Services						
(42030) Legal Services	0	352	0	0	0	0
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv	0	685	0	0	0	0
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint	0	340	0	0	0	0
TOTAL PROFESSIONAL SERVICES	12,962	68,039	395,545	550,466	215,001	216,250
(44010) General Liability Insurance (IS Allocation)						
(44020) Property Insurance (IS Allocation)	0	16	5	0	0	0
(44030) Automotive Insurance (IS Allocation)	0	304	101	0	0	0
(46010) Fiber Service (IS Allocation)	0	0	259	0	0	0
(46110) Building Maint (IS Allocation)	0	831	6,068	0	0	0
(46210) City Mechanic (IS Allocation)	0	100	0	0	0	0
(46310) Equipment (IS Allocation)	1,777	3,273	0	0	0	0
(46410) Information Technology (IS Allocation)	0	0	0	6,500	6,500	6,369
TOTAL INTERNAL SERVICES	1,777	4,524	6,433	6,500	6,500	6,369
(43010) Office Supplies	34	36	0	0	0	0
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - INSPECTIONS
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed	
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget	
(43020) Operating Supplies	36	0	362	137	0	0	
(43025) Cleaning Supplies							
(43030) Small Tools and Minor Equip							
(43040) Maintenance Materials							
(43050) Sand and Salt Materials							
(43055) Signs and Sign Materials							
(43060) Uniforms	216	0	0	0	0	0	
(43070) City Mechanic Supplies							
(43075) City Mechanic Shop Charge							
(43080) Motor Fuels	153	110	0	0	0	0	
(43110) Copier Lease							
(43210) Communications Devices	605	219	264	257	0	0	
(43220) Postage							
(43230) Dues and Subscriptions	200	100	0	0	0	0	
(43240) Advertising and Legal Notices							
(43310) Training and Travel	2,617	360	0	0	0	0	
(43390) Fire Relief Contribution							
(43410) Utilities							
(43420) Power Purchase							
(43430) Green Power and Clean Energy							
(43510) Collected for Other Agencies							
(43710) Animal Shelter Fees							
TOTAL OPERATING	3,861	825	626	394	-	-	
(49010) Transfer to other Funds							
TOTAL OTHER FINANCING USES	-	-	-	-	-	-	
(47010) Land							
(47110) Furniture and Fixtures							
(47120) Office Equipment							
(47130) Field Equipment							
(47210) Vehicles							
(47310) Infrastructure Improvements							
(47410) Buildings and Other Improv							
(47810) Depreciation							
(47910) Loss/Disposal/Abandonment							
TOTAL CAPITAL	-	-	-	-	-	-	
(44410) Grant Awards							
(44970) Payments to Developers							
(44110) Bad Debt Expense							
(44910) Miscellaneous							
(44310) Interest Expense Cust Deposits							
(44230) Credit Card Processing							
(44930) Awards and Indemnities							
(44090) Other Insurance							
TOTAL OTHER	-	-	-	-	-	-	
(48010) Bonding and Debt - Principal							
(48020) Bonding and Debt - Interest							
(48030) Bonding and Debt - Other							
(48040) Bank Charges - Debt							
TOTAL DEBT	-	-	-	-	-	-	
TOTAL	133,676	166,236	402,604	557,360	221,501	222,619	



STREET MAINTENANCE

ACTIVITY MANAGER

Ron Ritchie, Public Works Director
Ron.Ritchie@northstpaul.org
651-747-2556

DESCRIPTION OF ACTIVITY

This activity provides for maintenance of City streets, including patching, crack filling, seal coating, and street sweeping. In addition, this budget includes the employee and equipment costs for ice and snow removal from the City. The department staff provides street maintenance functions including operating light and heavy equipment for street maintenance and snow and ice removal. Staff maintains 45 miles of City streets. Of that 45 miles, 42.94 miles is bituminous, or asphalt, roadway; the remaining 2.07 miles is concrete. The City also has 2.86 miles of paved alleyways.

DEPARTMENT SERVICES

Snow and Ice Removal	Patching
Pavement Markings	Street Sign Maintenance
Crack Filling	Street Sign Inspections
Sidewalk / Trail Maintenance	Street Sweeping
Equipment Maintenance	Reconstruction Projects

OBJECTIVES AND PRIORITIES

- Maintain and evaluate the condition of North St. Paul's streets.
- Repair structural and surface failure of streets (patching, pothole repair, etc.).
- Remove and replace sections of damaged curb and valley gutters.
- Conduct crack sealing and micro surfacing to preserve street pavements.
- Regularly sweep public streets.
- Inspect sidewalks to identify needed repairs.
- Repair and maintain segments of City owned parks, trails, and right-a-way.
- Plow city streets and alleys within 24 hours of each snow event.
- Research technologies to increase removal of snow and ice while not increasing the maintenance costs of the roadway.
- Evaluate and recommend future street maintenance and repair techniques.
- Continue prudent replacement of equipment to ensure continuity of operations.
- Re-stripe city streets and trails as needed.
- Inspect and repair deteriorated catch basins in the road way.



IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2017	Actual 2018	Actual 2019	Projected 2020	Projected 2021	Projected 2022
Number of Snow Events	25	47	20	19	20	20
Asphalt (dollars)	\$38,577	\$48,902	\$31,229	\$35,000	\$35,000	\$35,000
Miles of Roadway	45	45	45	45	45	45
Lane Miles	89.6	89.6	89.6	89.6	89.6	89.6
Alley	2.9	2.9	2.9	2.9	2.9	2.9
Sidewalk/Trail - in Miles	23.59	23.59	24.21	24.21	24.21	24.21
Street Signs Repaired/Replaced	298	81	251	250	100	100
Road Striping - in Feet	162,523	126,493	150,396	130,000	130,000	130,000
Road Salt - in Tons	568	358	942	700	800	800
Street Sweeping Material Collected - in Tons	225.01	315.71	416	350	400	400

BUDGET HIGHLIGHTS

- Discontinued transfer of \$50,000 to the Street Maintenance Fund for maintenance overlays.
- Added a Public Works Director position, percentage allocated to this budget.
- Increase in Equipment allocation per the new 10-year CIP Plan.
- Replace asset 31-502 Sterling L8500, Plow Truck, Dump Truck - single axel, replace with tandem axel - \$280,000.



STREET MAINTENANCE

PERSONNEL SUMMARY

Regular Employment (FTE)						
Position Title	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Public Works Director	0.25	0.25	0.25	0.20	-	0.25
Public Works Supervisor	-	-	0.35	0.35	0.35	0.35
Public Works Maintenance Worker	2.73	2.88	2.79	3.05	3.05	3.05
City Mechanic	-	-	-	0.35	0.35	0.35
Administrative Assistant	0.40	0.40	0.40	0.40	0.40	0.40
Total FTE	3.38	3.53	3.79	4.35	4.15	4.40
Inc/(Dec) From Previous Year		0.15	0.26	0.56	(0.20)	0.25

Seasonal Employment (Hours)						
Position Title	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Seasonal	1,608	1,608	1,608	1,608	1,608	1,608



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - STREET MAINTENANCE
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	-	-	-	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	-	-	-	-	-	-	-	0%
EXPENDITURES								
PERSONNEL	235,248	277,225	292,898	320,173	358,153	395,560	37,407	10%
BENEFITS	79,640	85,636	88,857	108,050	127,452	159,747	32,295	25%
PROFESSIONAL SERVICES	80,984	82,258	79,327	78,666	96,200	120,305	24,105	25%
INTERNAL SERVICES	191,105	271,405	284,768	223,062	212,738	252,214	39,476	19%
OPERATING	119,284	132,009	136,925	143,521	188,760	190,732	1,972	1%
OTHER FINANCING USES	100,000	100,000	50,000	50,000	50,000	-	(50,000)	-100%
CAPITAL	-	-	10,831	6,926	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	806,261	948,533	943,606	930,398	1,033,303	1,118,558	85,255	8%
CHANGE IN NET POSITION	(806,261)	(948,533)	(943,606)	(930,398)	(1,033,303)	(1,118,558)		



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - STREET MAINTENANCE
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	-	-	-
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - STREET MAINTENANCE
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2022 Proposed					
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(38010) Investment Income						
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment						
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	-	-	-	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-



**CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - STREET MAINTENANCE
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET**

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	208,552	231,763	241,976	293,978	305,134	343,031
(40115) Full-Time Employees - Overtime	6,403	17,356	20,782	13,529	25,000	25,000
(40120) Part-Time Employees	20,293	28,106	30,140	12,666	25,000	0
(40130) Seasonal Employees	0	0	0	0	0	24,120
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	3,019	3,409
(40215) Severance Payout						
TOTAL PERSONNEL	235,248	277,225	292,898	320,173	358,153	395,560
(41110) Deferred Compensation	6,276	7,648	7,561	9,370	9,042	19,463
(41120) PERA Contribution	16,136	19,337	19,604	22,382	24,760	28,274
(41130) FICA Contribution	13,787	17,665	18,108	19,907	22,524	25,318
(41140) Medicare Contribution	3,224	4,131	4,236	4,655	5,268	5,921
(41150) Educ Assistance Contribution						
(41210) Health Insurance	24,881	20,846	28,177	29,561	36,486	26,383
(41215) HSA Employer Contribution	0	0	0	0	0	5,400
(41220) Dental Insurance	0	0	0	0	0	3,932
(41230) Long-term Disability Insurance	0	0	0	0	0	1,508
(41240) Life Insurance	0	0	0	0	0	224
(41250) Workers Compensation Insurance	15,336	16,009	11,171	22,175	29,372	35,560
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance	0	0	0	0	0	1,020
(41820) Communication Device Allowance	0	0	0	0	0	504
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits	0	0	0	0	0	6,240
TOTAL BENEFITS	79,640	85,636	88,857	108,050	127,452	159,747
(42010) Contract and Consulting Serv	42,048	53,272	56,478	55,102	60,500	62,315
(42020) Financial Services						
(42030) Legal Services	0	2,696	0	0	0	0
(42040) Planning Services						
(42050) Engineering Services	22,781	13,050	18,983	11,485	14,500	14,790
(42060) Software and Technology Serv	0	405	0	869	0	0
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv	1,301	1,244	744	5,890	0	0
(42310) Personnel Testing	0	31	332	384	1,200	1,200
(42320) Printing and Binding	60	52	315	0	0	0
(42410) Contracted Repair and Maint	14,794	11,508	2,475	4,936	20,000	42,000
TOTAL PROFESSIONAL SERVICES	80,984	82,258	79,327	78,666	96,200	120,305
(44010) General Liability Insurance (IS Allocation)	0	0	2,143	0	0	0
(44020) Property Insurance (IS Allocation)	0	0	2,170	0	0	0
(44030) Automotive Insurance (IS Allocation)	0	2,893	3,476	4,303	3,691	3,931
(46010) Fiber Service (IS Allocation)	0	0	2,000	2,130	2,268	2,415
(46110) Building Maint (IS Allocation)	0	15,835	4,052	0	0	0
(46210) City Mechanic (IS Allocation)	58,902	90,244	100,160	19,250	8,750	8,750
(46310) Equipment (IS Allocation)	132,203	162,433	170,767	184,379	184,379	224,379
(46410) Information Technology (IS Allocation)	0	0	0	13,000	13,650	12,739
TOTAL INTERNAL SERVICES	191,105	271,405	284,768	223,062	212,738	252,214
(43010) Office Supplies	0	0	0	0	100	100
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - STREET MAINTENANCE
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(43020) Operating Supplies	5,080	13,065	1,195	530	2,500	2,500
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip	3,541	355	1,278	521	3,000	3,000
(43040) Maintenance Materials	38,577	48,902	31,229	26,594	40,000	37,000
(43050) Sand and Salt Materials	38,110	24,328	62,717	35,399	60,000	60,000
(43055) Signs and Sign Materials	14,877	17,001	9,055	14,857	17,500	17,500
(43060) Uniforms	4,146	2,798	2,522	2,176	2,095	2,158
(43070) City Mechanic Supplies	0	0	0	44,052	39,495	42,495
(43075) City Mechanic Shop Charge	0	0	0	1,720	500	1,800
(43080) Motor Fuels	13,290	23,014	26,916	15,876	20,000	20,600
(43110) Copier Lease	0	0	888	0	0	0
(43210) Communications Devices	1,207	1,746	1,032	1,376	2,520	2,520
(43220) Postage	117	112	93	55	300	300
(43230) Dues and Subscriptions	99	283	0	305	300	309
(43240) Advertising and Legal Notices						
(43310) Training and Travel	240	405	0	60	450	450
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	119,284	132,009	136,925	143,521	188,760	190,732
(49010) Transfer to other Funds	100,000	100,000	50,000	50,000	50,000	0
TOTAL OTHER FINANCING USES	100,000	100,000	50,000	50,000	50,000	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment	0	0	0	1,996	0	0
(47130) Field Equipment	0	0	925	0	0	0
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv	0	0	9,906	4,930	0	0
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	-	-	10,831	6,926	-	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous						
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	-	-	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	806,261	948,533	943,606	930,398	1,033,303	1,118,558



URBAN FORESTRY

ACTIVITY MANAGER

Ron Ritchie, Public Works Director
Ron.Ritchie@northstpaul.org
651-747-2556

DESCRIPTION OF ACTIVITY

This activity manages North St. Paul's urban forest infrastructure. Our urban forest consists of 3,235 street trees, 1,091 park trees, and innumerable private property trees. Urban Forestry is involved in managing or regulating all of these trees to differing degrees including: creating and implementing the city's Emerald Ash Borer Plan, fostering community tree awareness and stewardship, developing tree policies and programs, monitoring and assessing the urban forest, pruning, and removal of public trees, and responding to tree emergencies.

DEPARTMENT SERVICES

Tree Trimming and Removal	Tree Awareness and Stewardship
Disease Diagnosis	Community Outreach
Pest Management	Monitor Urban Forest
Planting Trees in Neighborhoods and Parks	Respond to Tree-Related Emergencies
Technical Advice	Referrals to Certified Arborists

OBJECTIVES AND PRIORITIES

- Manage and control emerald ash borer that threatens ash trees in North St. Paul. This includes tree injections to protect boulevard and selected park ash trees as well as additional plantings to ensure replacement of trees that may be lost to emerald ash borer.
- Control Dutch elm and oak wilt diseases on public and private properties in accordance with state and city statutes and ordinances.
- Continue our Tree City USA designation.
- Educate property owners on proper tree maintenance.
- Coordinate annual Arbor Day tree giveaway.
- Keep trees trimmed to ensure safety including the removal of old branches, allowing better sight lines for police, and keep electrical lines free and clear.



IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2017	Actual 2018	Actual 2019	Projected 2020	Projected 2021	Projected 2022
Trees Planted	150	120	75	80	90	100
Acres of Urban Forest	615	615	615	615	615	615
Est Publicly Owned Trees	4,200	4,320	4,250	4,200	4,225	4,200
Diseased Trees Identified	50 (est)	50 (est)	100	75	75	150
Trees Pruned or Removed	275	250	350	400	300	450

BUDGET HIGHLIGHTS

- Annual investment of \$45,000 for emerald ash borer treatment and City-Wide tree replacement.
- Continue allocating personnel to maintain regular tree trimming.
- Added a Public Works Director position, percentage allocated to this budget.



URBAN FORESTRY

PERSONNEL SUMMARY

Regular Employment (FTE)						
Position Title	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Public Works Supervisor	-	-	0.05	0.05	0.05	0.05
City Mechanic	-	-	-	0.05	0.05	0.05
Public Works Maintenance Worker	1.05	1.05	1.05	0.85	0.85	0.85
Total FTE	1.05	1.05	1.10	0.95	0.95	0.95
Inc/(Dec) From Previous Year		-	0.05	(0.15)	-	-

Seasonal Employment (Hours)						
Position Title	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Seasonal	0	268	536	536	536	536



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - URBAN FORESTRY
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	-	-	-	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	-	-	-	-	-	-	-	0%
EXPENDITURES								
PERSONNEL	70,342	80,756	83,014	77,679	81,832	82,994	1,162	1%
BENEFITS	27,109	29,862	27,392	25,269	28,845	31,978	3,133	11%
PROFESSIONAL SERVICES	16,855	10,917	6,764	14,233	8,000	14,500	6,500	81%
INTERNAL SERVICES	35,970	28,050	70,140	40,076	38,118	40,549	2,431	6%
OPERATING	10,148	11,372	6,583	9,834	15,571	15,635	64	0%
OTHER FINANCING USES	-	-	-	-	-	-	-	0%
CAPITAL	18,288	11,955	6,000	22,437	45,000	45,000	-	0%
OTHER	-	-	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	178,712	172,912	199,893	189,528	217,366	230,656	13,290	6%
CHANGE IN NET POSITION	(178,712)	(172,912)	(199,893)	(189,528)	(217,366)	(230,656)		



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - URBAN FORESTRY
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	-	-	-
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - URBAN FORESTRY
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income						
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment						
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	-	-	-	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-



**CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - URBAN FORESTRY
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET**

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed
						Budget
(40110) Full-Time Employees - Regular	66,209	69,999	72,367	67,175	70,542	72,108
(40115) Full-Time Employees - Overtime	1,702	5,297	3,990	760	1,600	1,600
(40120) Part-Time Employees	2,431	5,460	6,657	9,744	9,000	0
(40130) Seasonal Employees	0	0	0	0	0	8,576
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	690	710
(40215) Severance Payout						
TOTAL PERSONNEL	70,342	80,756	83,014	77,679	81,832	82,994
(41110) Deferred Compensation	2,109	2,184	2,092	2,097	2,035	3,351
(41120) PERA Contribution	5,129	5,845	5,992	5,280	5,411	5,624
(41130) FICA Contribution	4,392	5,167	5,361	5,064	5,157	5,242
(41140) Medicare Contribution	1,027	1,208	1,254	1,184	1,206	1,226
(41150) Educ Assistance Contribution						
(41210) Health Insurance	11,699	11,523	10,065	6,705	7,641	5,650
(41215) HSA Employer Contribution	0	0	0	0	0	1,200
(41220) Dental Insurance	0	0	0	0	0	695
(41230) Long-term Disability Insurance	0	0	0	0	0	317
(41240) Life Insurance	0	0	0	0	0	48
(41250) Workers Compensation Insurance	2,753	3,935	2,628	4,939	7,395	7,563
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance	0	0	0	0	0	270
(41820) Communication Device Allowance	0	0	0	0	0	72
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits	0	0	0	0	0	720
TOTAL BENEFITS	27,109	29,862	27,392	25,269	28,845	31,978
(42010) Contract and Consulting Serv	16,855	10,804	6,764	13,212	7,500	12,500
(42020) Financial Services						
(42030) Legal Services						
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv	0	113	0	1,021	500	2,000
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint						
TOTAL PROFESSIONAL SERVICES	16,855	10,917	6,764	14,233	8,000	14,500
(44010) General Liability Insurance (IS Allocation)	0	0	422	0	0	0
(44020) Property Insurance (IS Allocation)	0	0	427	0	0	0
(44030) Automotive Insurance (IS Allocation)	0	703	882	1,109	951	1,013
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)	0	0	702	0	0	0
(46210) City Mechanic (IS Allocation)	11,970	6,681	38,540	3,300	1,500	1,500
(46310) Equipment (IS Allocation)	24,000	20,666	29,167	29,167	29,167	31,667
(46410) Information Technology (IS Allocation)	0	0	0	6,500	6,500	6,369
TOTAL INTERNAL SERVICES	35,970	28,050	70,140	40,076	38,118	40,549
(43010) Office Supplies	0	0	0	0	0	0
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - URBAN FORESTRY
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(43020) Operating Supplies	0	913	0	0	2,000	2,000
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip	344	0	1,086	1,235	2,500	2,500
(43040) Maintenance Materials	6,239	4,587	2,076	163	2,000	2,000
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms	265	263	659	321	500	500
(43070) City Mechanic Supplies	0	0	0	4,592	4,201	4,327
(43075) City Mechanic Shop Charge	0	0	0	140	120	160
(43080) Motor Fuels	2,624	4,910	2,527	3,250	3,250	3,348
(43110) Copier Lease						
(43210) Communications Devices	0	0	0	33	0	0
(43220) Postage						
(43230) Dues and Subscriptions						
(43240) Advertising and Legal Notices						
(43310) Training and Travel	676	699	235	100	1,000	800
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	10,148	11,372	6,583	9,834	15,571	15,635
(49010) Transfer to other Funds						
TOTAL OTHER FINANCING USES	-	-	-	-	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv	18,288	11,955	6,000	22,437	45,000	45,000
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	18,288	11,955	6,000	22,437	45,000	45,000
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous						
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	-	-	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	178,712	172,912	199,893	189,528	217,366	230,656



GENERAL PARKS

ACTIVITY MANAGER

Ron Ritchie, Public Works Director
Ron.Ritchie@northstpaul.org
651-747-2556

DESCRIPTION OF ACTIVITY

This activity provides for the maintenance of parks, trails and other public grounds owned by the City, including planting of trees and shrubs, fertilizing and mowing of grass, maintenance of ball fields, general playgrounds and picnic facilities, flooding and maintenance of outdoor ice rinks and plowing of public parking lots, sidewalks and departmental grounds. The parks department also assists with public events and the maintenance of city owned facilities.

DEPARTMENT SERVICES

Park Maintenance	Trash Removal
Special Event Preparations	Mowing
Irrigation	Fertilizing
Field Scheduling	Ball Field Maintenance
Playground Maintenance	Outdoor Rink Maintenance
Project Coordination	Beach Maintenance

OBJECTIVES AND PRIORITIES

- Continue to manage and protect the 146 acres of North St. Paul park land.
- Provide maintenance to park shelter, playgrounds, and City Hall grounds.
- Increase community involvement with parks and build positive connections with community members.
- Trail maintenance (wood chips and bituminous).
- Coordinate with the City's Forester to ensure a healthy diverse tree population.
- Maintain the City's fields in playable condition for the various City sponsored sports activities.
- Leverage part-time staff to assist with seasonal operations and maintenance projects.
- Collect solid waste and recycling containers throughout the park system year-round.
- Support the DNR and advocate for the maintenance and expansion of the Gateway Trail.
- Ensure the overall aesthetics of the City are *extraordinary*.



IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2017	Actual 2018	Actual 2019	Projected 2020	Projected 2021	Projected 2022
Acres of Parks	146.45	146.45	146.45	146.45	146.45	146.45
Number of Parks Maintained	14	14	14	14	14	14
Outdoor Ice Rinks Maintained	3	3	3	3	3	4
Turf Maintenance Mow - in Hours	1,177	868	1,440	1,300	1,300	1,350
Ball Fields Maintained	12	12	12	12	12	12
Number of Shelters Maintained	8	8	8	8	8	8
Number of Park Buildings Maintained	5	5	5	5	5	5

BUDGET HIGHLIGHTS

- Discontinued transfer of \$16,500 to the Community Event Fund for Silver Lake Lifeguards.
- Small Capital budget set at \$25,500 for various upgrades (playgrounds, concrete resurfacing, shelter improvements, fence replacement, etc.).
- Public Works staff will provide ground maintenance instead of contracting reducing the budget by \$100,000.
- Added a Public Works Director position, percentage allocated to this budget.
- Replace asset 40-605, 11 foot wing mower - \$80,000 and asset 40-611, 72 inch zero turn mower - \$24,000, per the 10-year CIP Plan.



GENERAL PARKS

PERSONNEL SUMMARY

Regular Employment (FTE)						
Position Title	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Public Works Director	-	-	-	0.20	-	-
Public Works Supervisor	-	-	0.15	0.15	0.15	0.15
City Mechanic	-	-	-	0.20	0.20	0.20
Public Works Maintenance Worker	1.40	1.40	0.80	1.35	1.35	1.35
Total FTE	1.40	1.40	0.95	1.90	1.70	1.70
Inc/(Dec) From Previous Year		-	(0.45)	0.95	(0.20)	-

Seasonal Employment (Hours)						
Position Title	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Seasonal	2,680	2,680	2,680	2,680	2,680	2,680



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - GENERAL PARKS
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	-	-	-	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	-	-	-	-	-	-	-	0%
EXPENDITURES								
PERSONNEL	131,747	130,179	109,585	150,064	174,704	171,425	(3,279)	-2%
BENEFITS	35,567	35,184	32,037	49,947	57,186	64,284	7,098	12%
PROFESSIONAL SERVICES	39,527	19,808	19,661	18,855	148,283	56,125	(92,158)	-62%
INTERNAL SERVICES	67,293	150,683	89,768	73,111	80,327	85,401	5,074	6%
OPERATING	54,490	59,028	60,292	59,154	84,150	87,499	3,349	4%
OTHER FINANCING USES	33,822	16,500	16,500	16,500	-	-	-	0%
CAPITAL	45,396	59,750	59,714	30,135	25,000	25,500	500	2%
OTHER	-	-	-	183	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	407,842	471,132	387,557	397,949	569,650	490,234	(79,416)	-14%
CHANGE IN NET POSITION	(407,842)	(471,132)	(387,557)	(397,949)	(569,650)	(490,234)		



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - GENERAL PARKS
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	-	-	-
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - GENERAL PARKS
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(38010) Investment Income						
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment						
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	-	-	-	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - GENERAL PARKS
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed
						Budget
(40110) Full-Time Employees - Regular	94,290	86,943	86,997	133,532	127,232	129,748
(40115) Full-Time Employees - Overtime	4,679	9,110	9,869	1,682	5,000	0
(40120) Part-Time Employees	32,778	34,126	12,719	14,850	41,000	0
(40130) Seasonal Employees	0	0	0	0	0	40,200
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	1,472	1,477
(40215) Severance Payout						
TOTAL PERSONNEL	131,747	130,179	109,585	150,064	174,704	171,425
(41110) Deferred Compensation	2,788	2,721	2,639	4,291	3,712	7,653
(41120) PERA Contribution	7,809	7,389	7,095	9,975	9,917	10,019
(41130) FICA Contribution	7,845	8,250	6,722	9,469	10,970	10,937
(41140) Medicare Contribution	1,835	1,929	1,573	2,214	2,566	2,558
(41150) Educ Assistance Contribution						
(41210) Health Insurance	9,227	7,730	8,720	12,666	15,529	11,252
(41215) HSA Employer Contribution	0	0	0	0	0	2,280
(41220) Dental Insurance	0	0	0	0	0	1,557
(41230) Long-term Disability Insurance	0	0	0	0	0	570
(41240) Life Insurance	0	0	0	0	0	87
(41250) Workers Compensation Insurance	6,063	7,165	5,288	11,332	14,492	14,530
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance	0	0	0	0	0	465
(41820) Communication Device Allowance	0	0	0	0	0	216
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits	0	0	0	0	0	2,160
TOTAL BENEFITS	35,567	35,184	32,037	49,947	57,186	64,284
(42010) Contract and Consulting Serv	37,879	12,544	18,004	15,909	142,883	50,725
(42020) Financial Services						
(42030) Legal Services						
(42040) Planning Services						
(42050) Engineering Services	85	0	176	0	0	0
(42060) Software and Technology Serv	0	716	0	0	400	400
(42070) Janitorial Services	210	0	0	0	0	0
(42110) Sanitation and Recycling Serv	803	2,743	1,331	2,946	5,000	5,000
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint	550	3,805	150	0	0	0
TOTAL PROFESSIONAL SERVICES	39,527	19,808	19,661	18,855	148,283	56,125
(44010) General Liability Insurance (IS Allocation)	0	0	878	0	0	0
(44020) Property Insurance (IS Allocation)	0	15,695	6,121	0	0	0
(44030) Automotive Insurance (IS Allocation)	0	524	609	744	640	682
(46010) Fiber Service (IS Allocation)	0	0	0	0	6,520	6,944
(46110) Building Maint (IS Allocation)	0	53,807	3,857	0	0	0
(46210) City Mechanic (IS Allocation)	10,499	23,739	24,086	10,450	4,750	4,750
(46310) Equipment (IS Allocation)	56,794	56,918	54,217	48,917	48,917	53,917
(46410) Information Technology (IS Allocation)	0	0	0	13,000	19,500	19,108
TOTAL INTERNAL SERVICES	67,293	150,683	89,768	73,111	80,327	85,401
(43010) Office Supplies	0	38	0	0	500	500
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - GENERAL PARKS
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(43020) Operating Supplies	2,929	94	9,449	1,967	7,000	7,210
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip	1,268	3,393	2,014	276	3,500	3,500
(43040) Maintenance Materials	34,155	38,818	30,136	32,276	46,500	46,500
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials	0	1,047	0	20	200	200
(43060) Uniforms	5,707	1,836	4,862	3,904	1,750	3,950
(43070) City Mechanic Supplies	0	0	0	11,320	11,500	11,845
(43075) City Mechanic Shop Charge	0	0	0	920	500	1,000
(43080) Motor Fuels	7,762	10,430	8,670	7,872	9,400	9,494
(43110) Copier Lease	303	885	185	300	0	0
(43210) Communications Devices	0	0	0	98	350	350
(43220) Postage	0	0	0	0	250	250
(43230) Dues and Subscriptions	250	0	60	132	0	200
(43240) Advertising and Legal Notices	77	0	0	69	200	0
(43310) Training and Travel	308	423	2,393	0	2,500	2,500
(43390) Fire Relief Contribution						
(43410) Utilities	1,731	2,064	2,523	0	0	0
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	54,490	59,028	60,292	59,154	84,150	87,499
(49010) Transfer to other Funds	33,822	16,500	16,500	16,500	0	0
TOTAL OTHER FINANCING USES	33,822	16,500	16,500	16,500	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment	1,650	0	47,572	0	0	0
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv	43,746	59,750	12,142	30,135	25,000	25,500
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	45,396	59,750	59,714	30,135	25,000	25,500
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous						
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities	0	0	0	183	0	0
(44090) Other Insurance						
TOTAL OTHER	-	-	-	183	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	407,842	471,132	387,557	397,949	569,650	490,234



RECREATION

ACTIVITY MANAGER

Ron Ritchie, Public Works Director
Ron.Ritchie@northstpaul.org
651-747-2556

DESCRIPTION OF ACTIVITY

This activity provides recreational activities, programs and special events for the community. This department is responsible for staffing the Parks and Recreation Commission, park facility reservations, conducting playground safety audits, directing adult softball, scheduling softball and baseball fields, managing warming house attendants, and collaborating with outside organizations such as the school district and sports organizations.

DEPARTMENT SERVICES

Playground Safety Audits	Field Scheduling
Parks and Recreation Commission Staffing	Warming House / Skating Rinks Staffing
Lifeguard Coordination	Recreation Programming
Park Equipment Reservations	

OBJECTIVES AND PRIORITIES

- Increase community involvement with parks and build positive connections with community members.
- Ensure recreation and services are inclusive and welcoming to all members of the community.
- Develop and maintain collaborative programs with neighboring communities and organizations.
- Evaluate programs to ensure that the appropriate level of program expenses are covered by user fees.
- Expand rental of park shelter and equipment at facilities locations throughout the City.
- Collaborate with Park Commission on targeted projects and recreation opportunities.
- Provide positive recreation opportunities seasonally throughout the year.
- Offer two softball seasons a year at the McKnight Field Complex.
- Provide events including the Egg Hunt, Star Watch, and Music in the Park.
- Continue partnership with History Cruze Car Show.
- Utilize technology to make softball programming more efficient.



IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Projected 2022
Annual Playground Inspections	80	90	90	90	90	90
Recreational Classes	0	7	11	4	11	11
City Softball Teams (Fall & Spring)	68	60	58	34	65	65
Field Banner Advertising	21	20	19	19	20	20
Field Reservations	901	876	811	228	1,174	1,200
Community Park Meetings	4	4	4	2	4	4
Annual Special Events	11	11	11	4	12	12
Parks and Recreation Commission Meetings	11	11	11	11	11	11
Casey Lake Park Reservations	133	136	119	20	173	175
Hause Park Reservations	27	2	56	14	99	100
Silver Lake Reservations	15	23	12	7	42	45
Northwood Park Reservations	0	1	0	0	12	12
Colby Hills Reservations	1	0	0	0	7	7
Rotary Park	0	0	2	1	0	1
Canoe Storage Reservations	6	6	6	6	6	6

BUDGET HIGHLIGHTS

- Note: 2021 - of the 1,174 Ball Field reservations, 1,074 required field maintenance. The fee per field was \$75 and the reservations only generated \$8,775, as there were only 2 teams using the field seasonally that weren't non-profit and a few paid tournaments by various leagues.

Non-profit Seasonal Teams:

1. St Paul Chemical Dependency League
2. North St Paul Fast Pitch
3. North St Paul Athletic Association
4. North High School
5. American Legion
6. Frozen Few (T-Ball)

Paid Teams:

1. 3M League Softball
2. Take the Field Baseball

- Funding for the Art and Culture Committee has been added to the Recreation budget.



RECREATION

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Community & Admin Svcs Director	-	-	0.20	0.20	-	-
Parks Coordinator	-	-	0.80	0.90	-	-
Total FTE	-	-	1.00	1.10	-	-
Inc/(Dec) From Previous Year		-	1.00	0.10	(1.10)	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - RECREATION
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	-	-	-	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	-	-	-	-	-	-	-	0%
EXPENDITURES								
PERSONNEL	-	39,955	87,558	106,714	-	5,043	5,043	0%
BENEFITS	-	11,910	27,570	28,008	-	1,037	1,037	0%
PROFESSIONAL SERVICES	-	11,080	7,143	1,624	7,500	7,500	-	0%
INTERNAL SERVICES	-	2,294	13,399	13,345	-	-	-	0%
OPERATING	-	3,100	2,479	2,333	9,765	10,042	277	3%
OTHER FINANCING USES	-	-	-	-	-	-	-	0%
CAPITAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	-	68,339	138,149	152,024	17,265	23,622	6,357	37%
CHANGE IN NET POSITION	-	(68,339)	(138,149)	(152,024)	(17,265)	(23,622)		



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - RECREATION
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	-	-	-
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - RECREATION
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income						
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment						
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	-	-	-	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - RECREATION
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	0	39,955	87,204	104,858	0	0
(40115) Full-Time Employees - Overtime	0	0	0	0	0	5,000
(40120) Part-Time Employees	0	0	354	1,856	0	0
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	0	43
(40215) Severance Payout						
TOTAL PERSONNEL	-	39,955	87,558	106,714	-	5,043
(41110) Deferred Compensation	0	927	2,081	2,190	0	0
(41120) PERA Contribution	0	2,997	6,458	5,435	0	375
(41130) FICA Contribution	0	2,132	4,809	5,430	0	310
(41140) Medicare Contribution	0	499	1,125	1,270	0	73
(41150) Educ Assistance Contribution						
(41210) Health Insurance	0	4,885	12,348	13,002	0	0
(41215) HSA Employer Contribution						
(41220) Dental Insurance						
(41230) Long-term Disability Insurance						
(41240) Life Insurance						
(41250) Workers Compensation Insurance	0	470	749	681	0	279
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	-	11,910	27,570	28,008	-	1,037
(42010) Contract and Consulting Serv	0	10,813	7,143	1,624	7,500	7,500
(42020) Financial Services						
(42030) Legal Services						
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv	0	267	0	0	0	0
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint						
TOTAL PROFESSIONAL SERVICES	-	11,080	7,143	1,624	7,500	7,500
(44010) General Liability Insurance (IS Allocation)	0	0	418	0	0	0
(44020) Property Insurance (IS Allocation)	0	8	426	0	0	0
(44030) Automotive Insurance (IS Allocation)	0	155	176	214	0	0
(46010) Fiber Service (IS Allocation)	0	0	6,122	6,520	0	0
(46110) Building Maint (IS Allocation)	0	381	2,191	0	0	0
(46210) City Mechanic (IS Allocation)	0	0	2,566	111	0	0
(46310) Equipment (IS Allocation)	0	1,750	1,500	0	0	0
(46410) Information Technology (IS Allocation)	0	0	0	6,500	0	0
TOTAL INTERNAL SERVICES	-	2,294	13,399	13,345	-	-

(43010) Office Supplies
(43015) Training Supplies



CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - RECREATION
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(43020) Operating Supplies	0	1,816	1,239	440	9,400	9,657
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials	0	1,000	494	32	0	0
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies	0	0	0	893	0	0
(43075) City Mechanic Shop Charge	0	0	0	20	0	0
(43080) Motor Fuels	0	240	546	190	0	0
(43110) Copier Lease						
(43210) Communications Devices	0	44	80	103	0	0
(43220) Postage	0	0	0	250	0	0
(43230) Dues and Subscriptions	0	0	120	365	365	385
(43240) Advertising and Legal Notices						
(43310) Training and Travel	0	0	0	40	0	0
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	-	3,100	2,479	2,333	9,765	10,042
(49010) Transfer to other Funds						
TOTAL OTHER FINANCING USES	-	-	-	-	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	-	-	-	-	-	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous						
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	-	-	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	-	68,339	138,149	152,024	17,265	23,622



ECONOMIC DEVELOPMENT AUTHORITY

ACTIVITY MANAGER

Brian Frandle, Interim City Manager
Brian.Frandle@northstpaul.org
651-747-2436

DESCRIPTION OF ACTIVITY

This activity administers the North St. Paul Economic Development Authority (EDA). The EDA provides support for the economic development of the City and its goal is to build a strong and adaptive local economy. The EDA is a legally separate organization from the City with an independent taxing authority. The governing body consists of seven members, two of which are City Council members.

DEPARTMENT SERVICES

Authority Meetings	Market Businesses and Opportunities within the City
Set the Economic Development Comprehensive Plan	Downtown Revitalization
Redevelopment Master Plan	Advertise Development Sites
Development Financing Programs	New Business Processing

OBJECTIVES AND PRIORITIES

- Set a strategic vision for economic development as framed in the 2040 Comprehensive Plan.
- Brand and market our City to internal and external audiences.
- Retain and expand current businesses while attracting new business and customers.
- Strengthen existing businesses with local and regional resources, training, and support.
- Market potential business development sites along with financing & other resources.
- Partner with the North St. Paul Business & Professional Association on economic development throughout the city.
- Investigate potential solutions for a redevelopment of Commerce Park.
- Invest in the Downtown district for both commercial/retail and residential redevelopment.

BUDGET HIGHLIGHTS

- Build-up cash reserves for future economic development projects.
- Budgeted expenditures for personnel to support the mission of the EDA.



ECONOMIC DEVELOPMENT AUTHORITY

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
City Manager	0.10	0.10	0.10	0.10	0.10	0.10
Administrative Assistant	-	-	-	-	-	0.20
Deputy Clerk	0.10	0.10	0.10	0.10	0.10	0.10
Total FTE	0.20	0.20	0.20	0.20	0.20	0.40
Inc/(Dec) From Previous Year						0.20



CITY OF NORTH ST. PAUL, MINNESOTA
ECONOMIC DEVELOPMENT AUTHORITY
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	-	-	-	-	0%
AD VALOREM TAXES	140,935	148,999	156,231	166,769	184,687	200,907	16,220	9%
OTHER FINANCING SOURCES	3,830	4,863	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	40	21	3,662	2,845	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	144,805	153,883	159,893	169,614	184,687	200,907	16,220	9%
EXPENDITURES								
PERSONNEL	46,072	47,269	29,399	24,044	23,121	60,579	37,458	162%
BENEFITS	15,045	14,012	6,518	6,990	7,646	21,214	13,568	177%
PROFESSIONAL SERVICES	4,501	77,229	448	-	-	-	-	0%
INTERNAL SERVICES	1,035	925	1,619	925	1,065	1,134	69	6%
OPERATING	1,408	662	454	4,040	450	450	-	0%
OTHER FINANCING USES	10,000	10,000	10,000	10,000	10,000	10,000	-	0%
CAPITAL	-	-	-	-	-	-	-	0%
OTHER	3,830	4,863	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	81,891	154,960	48,438	45,999	42,282	93,377	51,095	121%
CHANGE IN NET POSITION	62,914	(1,077)	111,455	123,615	142,405	107,530		



CITY OF NORTH ST. PAUL, MINNESOTA
ECONOMIC DEVELOPMENT AUTHORITY
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	-	-	-
(30010) Current Property Tax	140,935	148,999	156,231	166,769	184,687	200,907
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	140,935	148,999	156,231	166,769	184,687	200,907
(39010) Transfer from other Funds	3,830	4,863	0	0	0	0
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	3,830	4,863	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
ECONOMIC DEVELOPMENT AUTHORITY
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income	0	0	2,666	2,806	0	0
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment	0	0	974	-18	0	0
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements	40	21	22	57	0	0
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	40	21	3,662	2,845	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	144,805	153,883	159,893	169,614	184,687	200,907



**CITY OF NORTH ST. PAUL, MINNESOTA
ECONOMIC DEVELOPMENT AUTHORITY
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET**

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	46,072	47,269	29,399	23,938	22,926	60,068
(40115) Full-Time Employees - Overtime	0	0	0	106	0	0
(40120) Part-Time Employees						
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	195	511
(40215) Severance Payout						
TOTAL PERSONNEL	46,072	47,269	29,399	24,044	23,121	60,579
(41110) Deferred Compensation	1,560	1,929	1,156	1,459	1,581	3,709
(41120) PERA Contribution	3,453	3,680	1,867	1,537	1,719	4,505
(41130) FICA Contribution	2,686	3,026	1,506	1,363	1,519	3,673
(41140) Medicare Contribution	628	708	353	318	355	900
(41150) Educ Assistance Contribution						
(41210) Health Insurance	6,303	4,244	1,636	2,159	2,286	6,548
(41215) HSA Employer Contribution	0	0	0	0	0	360
(41220) Dental Insurance	0	0	0	0	0	459
(41230) Long-term Disability Insurance	0	0	0	0	0	163
(41240) Life Insurance	0	0	0	0	0	20
(41250) Workers Compensation Insurance	415	425	0	154	186	457
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance	0	0	0	0	0	420
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	15,045	14,012	6,518	6,990	7,646	21,214
(42010) Contract and Consulting Serv	4,035	69,904	0	0	0	0
(42020) Financial Services						
(42030) Legal Services	466	7,325	448	0	0	0
(42040) Planning Services						
(42050) Engineering Services	0	0	0	0	0	0
(42060) Software and Technology Serv						
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint						
TOTAL PROFESSIONAL SERVICES	4,501	77,229	448	-	-	-
(44010) General Liability Insurance (IS Allocation)	1,035	925	1,619	925	1,065	1,134
(44020) Property Insurance (IS Allocation)						
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)						
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	1,035	925	1,619	925	1,065	1,134
(43010) Office Supplies	0	0	0	0	0	0
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
ECONOMIC DEVELOPMENT AUTHORITY
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies						
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease						
(43210) Communications Devices	138	102	0	0	0	0
(43220) Postage	0	0	4	0	0	0
(43230) Dues and Subscriptions	905	560	450	450	450	450
(43240) Advertising and Legal Notices						
(43310) Training and Travel	365	0	0	0	0	0
(43390) Fire Relief Contribution						
(43410) Utilities	0	0	0	3,590	0	0
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	1,408	662	454	4,040	450	450
(49010) Transfer to other Funds	10,000	10,000	10,000	10,000	10,000	10,000
TOTAL OTHER FINANCING USES	10,000	10,000	10,000	10,000	10,000	10,000
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	-	-	-	-	-	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous	1,242	0	0	0	0	0
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities	2,588	4,863	0	0	0	0
(44090) Other Insurance						
TOTAL OTHER	3,830	4,863	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	81,891	154,960	48,438	45,999	42,282	93,377



HOUSING AND REDEVELOPMENT AUTHORITY

ACTIVITY MANAGER

Brian Frandle, Interim City Manager
Brian.Frandle@northstpaul.org
651-747-2436

DESCRIPTION OF ACTIVITY

This activity provides the administrative direction for the North St. Paul Housing and Redevelopment Authority (HRA). The HRA monitors affordable, market-rate, and senior housing. Resources for the rehabilitation of blighted properties are administered by the HRA. The HRA is a legally separate organization with an independent taxing authority. The governing body consists of City Council members, with management of the City having operational responsibility.

DEPARTMENT SERVICES

Provide Housing Options	Blighted Property Abatements
Energy Smart	Student Built Housing Program
Maximize City Housing Resources	Senior Housing Guide

OBJECTIVES AND PRIORITIES

- Foster, promote, and effectively communicate the advantages of living in North St. Paul.
- Create and maintain high quality, sustainable single and multi-family housing options.
- Retain and attract desirable housing that leads to investment and commitment to the community.
- Foster innovation and flexibility in housing maintenance, improvement and development.
- Create a sense of community by embracing the diversity of its residents and being responsive to residents' ever-changing housing needs.
- Assist citizens with trouble making mortgage payments by offering support through the Minnesota Homeownership Center.
- Support the development of Anchor Block apartments and the Gateway at McKnight townhomes.
- Evaluate blighted properties for redevelopment.

BUDGET HIGHLIGHTS

- Continue the Student Built Housing Program including developing at least one property per year.
- Continue to support the ongoing construction of the 19th Ave student built home.



HOUSING & REDEVELOPMENT AUTHORITY

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
City Manager	0.10	0.10	0.10	0.10	0.10	0.10
Administrative Assistant	-	-	-	-	-	0.20
Part Time Construction Assistant	0.50	0.50	0.50	0.50	0.50	-
Total FTE	0.60	0.60	0.60	0.60	0.60	0.30
Inc/(Dec) From Previous Year						(0.30)



CITY OF NORTH ST. PAUL, MINNESOTA
HOUSING & REDEVELOPMENT AUTHORITY
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	-	-	-	-	0%
AD VALOREM TAXES	143,319	149,556	155,866	168,207	188,456	205,007	16,551	9%
OTHER FINANCING SOURCES	-	56,600	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	75,937	86,740	47,397	70,709	275,000	275,000	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	219,256	292,896	203,263	238,916	463,456	480,007	16,551	4%
EXPENDITURES								
PERSONNEL	28,912	25,771	39,629	51,262	43,182	73,504	30,322	70%
BENEFITS	6,212	4,752	6,536	16,052	12,115	23,548	11,433	94%
PROFESSIONAL SERVICES	4,795	155,454	83,312	52,127	10,000	10,000	-	0%
INTERNAL SERVICES	356	2,621	2,055	2,290	5,700	6,071	371	7%
OPERATING	1,394	1,582	5,176	3,579	2,800	2,800	-	0%
OTHER FINANCING USES	20,000	76,600	20,000	20,000	20,000	20,000	-	0%
CAPITAL	95,846	62,577	14,798	224,534	491,248	344,084	(147,164)	-30%
OTHER	23,079	-	2,699	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	180,594	329,357	174,205	369,844	585,045	480,007	(105,038)	-18%
CHANGE IN NET POSITION	38,662	(36,461)	29,058	(130,928)	(121,589)	-		



CITY OF NORTH ST. PAUL, MINNESOTA
HOUSING & REDEVELOPMENT AUTHORITY
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed	
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget	
(36010) Administration Charges							
(36020) Searches							
(36030) Over/Under Misc Revenue							
(36040) Sidewalk Snow Removal							
(36090) Maplewood Utility Billing Fee							
(36120) Pawn Shop Transaction Fees							
(36410) Park Rental Fees							
(36420) Canoe Rentals							
(36430) Recreation Outdoor Program							
(36440) Park Dedication Fees							
(36515) Residential Overhead Sales							
(36570) Large Commercial Sales							
(36595) Green Power Sales							
(36599) City Used Utilities							
(36615) Residential Water Sales							
(36625) Commercial Water Sales							
(36645) Residential Sewer Sales							
(36655) Commercial Sewer Sales							
(36670) Residential Surface Serv Chrg							
(36710) Garbage Sales							
(36720) Recycling Sales							
(36730) Yard Waste Sales							
(36740) Bulk Pick Up Sales							
(36790) Fiber Service							
(36795) Fiber Service - NSP							
(36810) ISF Charges for Service							
(36820) ISF Charges - Ancillary							
(36910) Misc Charges for Services							
(36920) Connection Charges							
(40130) Seasonal Employees							
TOTAL CHARGES FOR SERVICES	-	-	-	-	-	-	-
(30010) Current Property Tax	141,421	147,948	154,618	167,678	188,456	205,007	
(30020) Delinquent Property Tax	1,898	1,608	1,281	561	0	0	
(30030) Penalty and Interest	0	0	-33	-32	0	0	
(30040) Tax Increment Excess							
(30110) Tax Increment							
TOTAL AD VALOREM TAXES	143,319	149,556	155,866	168,207	188,456	205,007	
(39010) Transfer from other Funds	0	56,600	0	0	0	0	
(39020) Contributed Capital Asset							
(39110) Proceeds on Debt							
(39120) Proceeds on Debt - Bond Prem							
(39210) OFS - Contract for Deed							
TOTAL OTHER FINANCING SOURCES	-	56,600	-	-	-	-	-
(35010) Federal Grants							
(35110) State Grants							
(35120) State LGA							
(35130) State AID - MSA Maintenance							
(35140) State Aid - Construction							
(35150) State Fire Aid							
(35160) Police Aid							
(35190) PERA Aid							
(35210) County Grants							
(35220) County Fire Training							
(35330) ISD 622 Community School							
(35340) Liaison Officer							
(35900) Other Grants							
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
HOUSING & REDEVELOPMENT AUTHORITY
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income	9,254	7,969	7,654	2,983	0	0
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment	-2,942	-6,103	3,463	1,320	0	0
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements	7,839	10,369	36,280	66,406	0	0
(38710) Sale of Goods and Property	61,786	74,505	0	0	275,000	275,000
(38810) Pension Contributions						
TOTAL OTHER	75,937	86,740	47,397	70,709	275,000	275,000
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	219,256	292,896	203,263	238,916	463,456	480,007



CITY OF NORTH ST. PAUL, MINNESOTA
HOUSING & REDEVELOPMENT AUTHORITY
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	28,912	14,737	13,149	13,025	15,255	44,321
(40115) Full-Time Employees - Overtime	0	0	0	183	1,000	2,000
(40120) Part-Time Employees	0	11,034	26,480	38,054	26,927	26,927
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	0	256
(40215) Severance Payout						
TOTAL PERSONNEL	28,912	25,771	39,629	51,262	43,182	73,504
(41110) Deferred Compensation	204	386	886	1,240	1,373	3,292
(41120) PERA Contribution	1,801	739	1,150	9,107	3,164	5,419
(41130) FICA Contribution	1,720	1,657	2,371	3,221	2,762	4,477
(41140) Medicare Contribution	426	388	554	753	646	1,088
(41150) Educ Assistance Contribution						
(41210) Health Insurance	1,613	1,120	1,288	1,436	1,527	5,262
(41215) HSA Employer Contribution	0	0	0	0	0	240
(41220) Dental Insurance	0	0	0	0	0	345
(41230) Long-term Disability Insurance	0	0	0	0	0	128
(41240) Life Insurance	0	0	0	0	0	15
(41250) Workers Compensation Insurance	448	462	287	295	2,643	2,862
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance	0	0	0	0	0	420
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	6,212	4,752	6,536	16,052	12,115	23,548
(42010) Contract and Consulting Serv	4,287	150,577	81,762	42,860	0	0
(42020) Financial Services						
(42030) Legal Services	508	4,877	1,550	9,267	10,000	10,000
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv						
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint						
TOTAL PROFESSIONAL SERVICES	4,795	155,454	83,312	52,127	10,000	10,000
(44010) General Liability Insurance (IS Allocation)	0	854	1,021	1,018	1,200	1,278
(44020) Property Insurance (IS Allocation)	356	1,767	1,034	1,272	4,500	4,793
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)						
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	356	2,621	2,055	2,290	5,700	6,071
(43010) Office Supplies						
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
HOUSING & REDEVELOPMENT AUTHORITY
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies						
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease						
(43210) Communications Devices						
(43220) Postage	0	1	0	47	0	0
(43230) Dues and Subscriptions						
(43240) Advertising and Legal Notices						
(43310) Training and Travel						
(43390) Fire Relief Contribution						
(43410) Utilities	1,394	1,581	5,176	3,532	2,800	2,800
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	1,394	1,582	5,176	3,579	2,800	2,800
(49010) Transfer to other Funds	20,000	76,600	20,000	20,000	20,000	20,000
TOTAL OTHER FINANCING USES	20,000	76,600	20,000	20,000	20,000	20,000
(47010) Land	0	1,687	14,690	224,536	491,248	344,084
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv	95,846	60,890	108	-2	0	0
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	95,846	62,577	14,798	224,534	491,248	344,084
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous	23,079	0	2,699	0	0	0
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	23,079	-	2,699	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	180,594	329,357	174,205	369,844	585,045	480,007

**To**

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # IX.B

City Business Action Items & Recommendations

Subject

Adopt the Revised 2022 - 2031 Capital Improvement Plan

Background/Facts

On October 19, 2021 the City Council approved the 2022 – 2031 Capital Improvement Plan. Since the plan was approved, costs related to the replacement of Police vehicles have proven to be higher than the estimated \$65,000 included in the plan and should be \$77,500. The 2022 – 2031 Capital Improvement Plan has been revised to reflect the higher cost for Police vehicle replacement.

Recommendation:

It is recommended the City Council adopt the Revised 2022 - 2031 Capital Improvement Plan.

Attachments

1. Res 2021-xxx_RESOLUTION ADOPTING THE REVISED 2022 TO 2031 CAPITAL IMPROVEMENT PLAN
2. Revised CIP 2022 - 2031 12.7.21

Respectfully submitted,
Daniel Winek, Finance Director

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

**RESOLUTION ADOPTING THE REVISED 2022 TO 2031 CAPITAL
IMPROVEMENT PLAN**

WHEREAS, the 2022 – 2031 Capital Improvement Plan (CIP) is a ten-year planning guide for capital improvements and equipment; and,

WHEREAS, the purpose of the CIP is to identify, prioritize and address community needs through careful long-term capital planning and balanced public investment in supporting physical infrastructure; and,

WHEREAS, the goals of the City's CIP are:

- Acknowledge and communicate public infrastructure priorities and dynamics;
- Ensure appropriate responses to changing infrastructure needs and demands;
- Develop a financial assessment of capital resources available to meet future capital project planning needs;
- Institute a strategic vision predicated on maintaining high-quality infrastructure capable of meeting the needs of our citizens for today and tomorrow; and,

WHEREAS, the objectives of the 2022 – 2031 CIP are to present a comprehensive capital improvement program that communicates efforts:

- To ensure that community priorities are reflected in the capital investment plans of each City department;
- To provide a consolidated financial picture of anticipated expenditures and outline recommended funding strategies to underwrite anticipated capital improvements;
- To document and communicate capital improvement processes for City projects that will ensure consistency, an appreciation of the costs and benefits of proposed capital investments, and raise the level of public understanding regarding the City's public improvement processes;
- To provide information on the fiscal impacts of capital investment plans on total City finances; and
- To effectively plan for public improvements that support community needs in the areas of private development infrastructure, transportation, public safety, parks and recreation, utilities, and commercial/industrial growth through fiscally responsible economic development initiatives; and,

WHEREAS, the North St. Paul Planning Commission (Commission) unanimously approved that the 2022 – 2031 Capital Improvement Plan complies with the 2040 Comprehensive Plan; and,

WHEREAS, since the City Council approved the 2022 – 2031 Capital Improvement Plan on October 19, 2021 costs related to the replacement of Police vehicles have proven to be higher than the estimated \$65,000 included in the plan and should be \$77,500; and,

WHEREAS, the 2022 – 2031 Capital Improvement Plan has been revised to reflect the higher cost for Police vehicle replacement.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, that the City Council hereby adopts and approves the Revised 2022 – 2031 Capital Improvement Plan.

BE IT FURTHER RESOLVED, that the City Council hereby approves the use of all American Rescue Plan Act of 2021 (ARPA) Funds to be utilized for City's infrastructural needs related to eligible water

and sewer projects identified in the Revised 2022 – 2031 Capital Improvement Plan.

ADOPTED this 7th day of December, 2021.

Motion by Council Member
Second by Council Member

Voting: Aye: Nay:
 Abstain:
 Absent:

Terrence J. Furlong, Mayor

Attest:

Brian Frandle, Interim City Manager/Clerk

Capital Improvement Plan

Revised 12/7/21

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Vehicles and Equipment										
POLICE DEPARTMENT (210)	420,000	-	34,710	8,620	351,240	359,860	9,280	39,310	9,750	422,300
FIRE DEPARTMENT (260)	64,000	171,200	21,200	700,000	58,600	60,000	-	-	1,584,000	67,900
STREET MAINTENANCE DEPARTMENT (310)	280,000	105,100	193,400	-	182,900	90,600	255,200	590,900	-	370,100
URBAN FORESTRY DEPARTMENT (360)	-	-	-	323,100	-	-	-	-	-	-
GENERAL PARKS (400)	104,000	34,400	130,400	92,100	76,200	124,000	-	81,500	104,200	32,100
TOTAL EXPENDITURE	868,000	310,700	379,710	1,123,820	668,940	634,460	264,480	711,710	1,697,950	892,400
RECOMMENDATION (General Fund):										
ANNUAL FUNDING	507,463	507,463	507,463	507,463	507,463	507,463	507,463	507,463	507,463	507,463
TRADE IN VALUE	24,500	12,500	14,000	29,000	25,700	23,500	10,000	21,000	50,000	25,000
TRANSFER OUT	-	-	-	-	-	-	-	-	-	-
CASH BALANCE (FUND 740)	3,302,850	2,966,813	3,176,076	2,730,472	2,594,695	2,491,198	2,744,181	2,560,934	1,420,447	1,060,510
RECOMMENDATION (Included in Fund):										
WATER (520)	68,500	-	-	-	421,900	44,200	-	-	-	-
WASTE WATER (530)	55,000	548,400	-	-	60,800	-	-	-	426,025	-
SURFACE WATER (540)	-	-	-	-	240,100	-	-	-	-	-
ELECTRIC (510)	450,500	133,500	107,200	755,300	-	-	27,900	393,000	509,075	299,200
FUNDING:										
WATER (520)	68,500	-	-	-	421,900	44,200	-	-	-	-
WASTE WATER (530)	55,000	548,400	-	-	60,800	-	-	-	426,025	-
SURFACE WATER (540)	-	-	-	-	240,100	-	-	-	-	-
ELECTRIC (510)	450,500	133,500	107,200	755,300	-	-	27,900	393,000	509,075	299,200
TOTAL EXPENDITURE	1,442,000	992,600	486,910	1,879,120	1,391,740	678,660	292,380	1,104,710	2,633,050	1,191,600
TOTAL FUNDING	1,105,963	1,201,863	628,663	1,291,763	1,255,963	575,163	545,363	921,463	1,492,563	831,663
Building & Facility Improvements										
City Hall	129,000	90,350	5,300	-	-	147,150	258,750	426,600	62,500	64,100
Public Works Building	-	-	10,550	32,400	-	-	58,000	-	68,200	300,900
Park Buildings	15,000	46,200	-	-	-	-	-	-	-	-
Various	28,000	28,700	29,600	30,300	31,000	31,800	32,500	33,400	34,200	35,000
TOTAL EXPENDITURE	172,000	165,250	45,450	62,700	31,000	178,950	349,250	460,000	164,900	400,000
Enterprise Charge	211,095	216,373	221,783	227,328	233,012	238,838	244,809	250,930	257,204	263,635
General Fund Charge (Fire)	31,425	75,000	76,875	78,797	80,767	82,787	84,857	86,979	89,154	91,383
Franchise Fees	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000
Transfers-In From Equipment Fund	-	-	-	-	-	-	-	-	-	-
Operating Budget (Maintenance)	253,832	261,447	269,290	277,369	285,690	294,261	303,089	312,181	321,547	331,193
CASH BALANCE (FUND 760)	86,666	78,354	118,031	276,948	418,004	590,093	613,507	465,834	206,562	241,473
Facility Assessment will be completed and separate item brought to the City Council										
Community Center	-	-	-	-	-	-	-	-	-	-

Capital Improvement Plan

Revised 12/7/21

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
TOTAL EXPENDITURE	-	-	-	-	-	-	-	-	-	-
Rent	120,000	123,000	126,075	129,227	132,458	135,770	139,165	142,645	146,212	149,868
Operating Expenditures	58,437	59,898	61,396	62,931	64,505	66,118	67,771	69,466	71,203	72,984
Enterprise Transfer	-	-	-	-	-	-	-	-	-	-
CASH BALANCE 125,772	187,335	250,437	315,116	381,412	449,365	519,017	590,411	663,590	738,599	815,483

Capital Technology

Various	82,357	52,800	86,500	55,470	56,880	116,150	59,470	96,550	249,550	63,660
TOTAL EXPENDITURE	82,357	52,800	86,500	55,470	56,880	116,150	59,470	96,550	249,550	63,660
ANNUAL FUNDING NEEDED	69,982	73,482	77,157	81,015	85,066	89,320	93,786	98,476	103,400	108,570
CASH BALANCE (Fund 720) 60,557	48,182	68,864	59,521	85,066	113,252	86,422	120,738	122,664	(23,486)	21,424

Pavement Preservation

Road & Allyways	516,549	449,360	433,600	360,000	437,300	360,000	441,200	360,000	445,300	360,000
Parking Lots	1,388,000	146,000	55,600	32,400	54,100	84,900	-	35,700	11,400	29,100
Retaining Walls	-	-	-	-	-	-	29,000	-	-	-
TOTAL EXPENDITURE	1,904,549	595,360	489,200	392,400	491,400	444,900	470,200	395,700	456,700	389,100
LGA	266,449	263,360	174,000	174,000	174,000	174,000	174,000	174,000	174,000	174,000
MSA Maintenance	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
BOND	1,300,000	-	-	-	-	-	-	-	-	-
CASH BALANCE (Fund 415) 2,557,510	2,349,410	2,147,410	1,962,210	1,873,810	1,686,410	1,545,510	1,379,310	1,287,610	1,134,910	1,049,810

Ponds, Natural Resources & Environment

URBAN FORESTRY DEPARTMENT (360)	21,000	22,060	22,610	23,180	23,760	24,350	24,960	25,590	26,230	26,880
GENERAL PARKS (400)	25,000	26,270	26,920	27,600	28,290	28,990	29,720	30,460	31,220	32,000
TOTAL EXPENDITURE	46,000	48,330	49,530	50,780	52,050	53,340	54,680	56,050	57,450	58,880
RECOMMENDATION (General Fund):										
ANNUAL FUNDING	46,000	48,330	49,530	50,780	52,050	53,340	54,680	56,050	57,450	58,880

RECOMMENDATION (Included in Fund):										
WATER (520)	-	-	-	-	-	-	-	-	-	-
SURFACE WATER (540)	-	100,000	100,000	100,000	100,000	100,000	-	100,000	100,000	100,000
TOTAL EXPENDITURE	-	100,000	100,000	100,000	100,000	100,000	-	100,000	100,000	100,000
ANNUAL FUNDING	-	100,000	100,000	100,000	100,000	100,000	-	100,000	100,000	100,000

Parks, Playgrounds, Paths, Open Space

Capital Improvement Plan

Revised 12/7/21

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Trails & Walking Paths	-	-	-	-	71,800	22,700	-	-	-	-
Parks	136,000	61,600	567,500	689,300	154,600	141,500	232,000	-	-	-
TOTAL EXPENDITURE	136,000	61,600	567,500	689,300	226,400	164,200	232,000	-	-	-
ANNUAL FUNDING	102,401	104,962	107,587	110,277	113,034	115,860	118,757	121,726	124,770	127,890
CASH BALANCE 635,639	602,040	645,402	185,489	(393,534)	(506,900)	(555,240)	(668,483)	(546,757)	(421,987)	(294,097)

Streets & Utility Reconstruction

	BONDING & ARPA	BONDING	BONDING	BONDING
STREET MAINTENANCE DEPARTMENT (360)	4,405,100	-	733,500	7,833,500
WATER (520)	1,281,000	-	-	1,164,300
WASTE WATER (530)	1,187,000	-	-	570,800
SURFACE WATER (540)	979,000	-	-	2,684,800
TOTAL EXPENDITURE	7,852,100	-	733,500	12,253,400
FUNDING:				
INCLUDED IN PAVEMENT PRESERVATION (415)	424,100	-	733,500	-
ARPA FUNDS	1,313,000	-	-	-
BONDS	6,115,000	-	-	12,253,400
TOTAL FUNDING	7,852,100	-	733,500	12,253,400

Utility Infrastructure Preservation

RECOMMENDATION (Included in Fund):

WATER (520)	240,000	184,600	189,300	194,000	198,900	203,800	4,459,100	172,500	262,200	225,000
ANNUAL FUNDING	240,000	184,600	189,300	194,000	198,900	203,800	4,459,100	172,500	262,200	225,000
CASH BALANCE 4,812,882	4,812,882	4,812,882	4,812,882	4,812,882	4,812,882	4,812,882	4,812,882	4,812,882	4,812,882	4,812,882
WASTE WATER (530)	121,467	124,500	127,600	130,800	134,067	137,400	140,833	144,367	147,967	151,667
ANNUAL FUNDING	121,467	124,500	127,600	130,800	134,067	137,400	140,833	144,367	147,967	151,667
CASH BALANCE 2,878,519	2,878,519	2,878,519	2,878,519	2,878,519	2,878,519	2,878,519	2,878,519	2,878,519	2,878,519	2,878,519
SURFACE WATER (540)	-	-	-	-	-	-	-	-	-	-
ANNUAL FUNDING	-	-	-	-	-	-	-	-	-	-
CASH BALANCE 2,860,018	2,860,018	2,860,018	2,860,018	2,860,018	2,860,018	2,860,018	2,860,018	2,860,018	2,860,018	2,860,018
ELECTRIC (510)	250,000	250,000	250,000	250,000	277,600	250,000	250,000	250,000	250,000	281,300
ANNUAL FUNDING	250,000	250,000	250,000	250,000	277,600	250,000	250,000	250,000	250,000	281,300
CASH BALANCE 9,100,023	9,100,023	9,100,023	9,100,023	9,100,023	9,100,023	9,100,023	9,100,023	9,100,023	9,100,023	9,100,023

Vehicles and Equipment

POLICE DEPARTMENT (210)

Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	Future Replacement Cost									
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
2124	Police	2014 Ford Explorer	Police Interceptor, Reserve Vehicle, includes buildout, cameras, and computer, replaced by 2134	1MSK8AR4EGAS5329	0	2014	2014	N/A	Equipment Fund	65,000	3,000	0	-	-	-	-	-	-	-	-	-
2125	Police	2014 Ford Explorer	Police Interceptor, includes buildout, cameras, and computer, totaled in 2020 and replaced by 2136	1FM5K8AR4EGAS5330	0	2014	2014	N/A	Equipment Fund	65,000	3,000	0	-	-	-	-	-	-	-	-	-
2126	Police	2014 Ford Explorer	Police Interceptor - CSO, does not require buildout, replaced by 2136	1FM5K8AR7EGA91919	0	2014	2014	N/A	Equipment Fund	55,000	3,000	0	-	-	-	-	-	-	-	-	-
2127	Police	2016 Ford Explorer	Police Interceptor, includes buildout, cameras, and computer, replaced by 2137	1FM5K8AR1GGA37020	0	2015	2015	N/A	Equipment Fund	65,000	3,000	0	-	-	-	-	-	-	-	-	-
2128	Police	2016 Ford Explorer	Police Interceptor, includes buildout, cameras, and computer, Police Chief	1FM5K8AR1GGA37021	5	2015	2022	Equipment Fund	77,500	3,000	15,500	77,500	-	-	-	-	87,700	-	-	-	-
2130	Police	2018 Ford Explorer	Police Interceptor, includes buildout, cameras, and computer	1FM5K8ARXHG15028	5	2017	2022	Equipment Fund	77,500	3,000	15,500	77,500	-	-	-	-	87,700	-	-	-	-
2131	Police	2018 Ford Explorer	Police Interceptor, includes buildout, cameras, and computer	1FH5K8ARXHG15029	5	2017	2022	Equipment Fund	77,500	3,000	15,500	77,500	-	-	-	-	87,700	-	-	-	-
2132	Police	2018 Ford Taurus Sedan	Police Interceptor, includes buildout, cameras, and computer	1FAHP2MK7HG145826	5	2017	2022	Equipment Fund	77,500	3,000	15,500	77,500	-	-	-	-	87,700	-	-	-	-
2134	Police	2021 Police Interceptor	Police Interceptor, includes buildout, cameras, and computer	1FM5K8AW5MNA14269	5	2021	2026	Equipment Fund	77,500	3,000	15,500	-	-	-	-	85,600	-	-	-	-	96,800
2135	Police	2021 Police Interceptor - Hybrid	Police Interceptor, includes buildout, cameras, and computer	1FM5K8AW1MNA14270	5	2021	2026	Equipment Fund	77,500	3,000	15,500	-	-	-	-	85,600	-	-	-	-	96,800
2136	Police	2021 Police Interceptor	Police Interceptor, includes buildout, cameras, and computer	1FM5K8AW3MNA14271	5	2021	2026	Equipment Fund	77,500	3,000	15,500	-	-	-	-	85,600	-	-	-	-	96,800
2137	Police	2021 Police Interceptor	Police Interceptor, includes buildout, cameras, and computer	1FM5K8AW5MNA14272	5	2021	2026	Equipment Fund	77,500	3,000	15,500	-	-	-	-	85,600	-	-	-	-	96,800
2190	Police	MPH Speed Display Trailer	MPH Speed Display Trailer	1M0US1106D597075	5	2001	2024	Equipment Fund	25,000	0	5,000	-	-	26,300	-	-	-	-	29,800	-	-
	Police	Body Worn Cameras (21)	Vests, Cameras, Batteries, Chargers		10	2022	2031	Equipment Fund	80,000	0	8,000	-	-	8,410	8,620	8,840	9,060	9,280	9,510	9,750	10,000
	Police	800 Mhz Radios	Handhelds (20) @ \$5,500 each		10	2006	2022	Equipment Fund	110,000	0	11,000	110,000	-	-	-	-	-	-	-	-	-
	Police	800 Mhz Radios	Base (1 - \$9,000)		10	2021	2031	Equipment Fund	9,000	0	900	-	-	-	-	-	-	-	-	-	11,600
	Police	800 Mhz Radios	Desktop Remote (7) @ \$1,500		10	2021	2031	Equipment Fund	10,500	0	1,050	-	-	-	-	-	-	-	-	-	13,500
	Police	800 Mhz Radios	Mobiles (10) @ \$5,000 per. Included in the Cost of the Vehicle Build Out		10	2006	2022	Equipment Fund	0	0	0	-	-	-	-	-	-	-	-	-	-
TOTALS												420,000	0	34,710	8,620	351,240	359,860	9,280	39,310	9,750	422,300

Annual Charge	149,950	153,699	157,542	161,481	165,519	169,657	173,899	178,247	182,704	187,272
Capital Expenditures	420,000	-	34,710	8,620	351,240	359,860	9,280	39,310	9,750	422,300
Trade in Value	12,000	-	-	-	12,000	12,000	-	-	-	12,000
167,997										

FIRE DEPARTMENT (260)

Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	Future Replacement Cost									
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
2602	Fire	2006 Chevy Trailblazer	SQUAD 515	1GNDT13S872190826	10	2021	2031	Equipment Fund	53,000	3,000	5,300	-	-	-	-	-	-	-	-	-	67,900
2603	Fire	2008 Chevy Trailblazer	SQUAD 513	1GNDT13SX82216277	10	2008	2023	Equipment Fund	53,000	3,000	5,300	-	54,400	-	-	-	-	-	-	-	-
2604	Fire	2012 Ford F-150 Crew Cab	SQUAD 514	1FTFW1ET1CKD64762	10	2012	2023	Equipment Fund	50,000	3,000	5,000	-	51,300	-	-	-	-	-	-	-	-
26-511	Fire	2016 Ford Explorer	SQUAD 511	1FM5K8AR6GGC73629	10	2016	2026	Equipment Fund	53,000	3,000	5,300	-	-	-	-	58,600	-	-	-	-	-
26-512	Fire	2017 Ford Explorer	SQUAD 512	1FM5K8AR4HGE13453	10	2017	2027	Equipment Fund	53,000	3,000	5,300	-	-	-	-	60,000	-	-	-	-	-
26-520	Fire	1995 Freightliner Pumper	ENGINE 520	1FV6F5E86P775157	25	1995	2025	Equipment Fund	650,000	25,000	26,000	-	-	-	700,000	-	-	-	-	-	-
26-530	Fire	2001 HME Ladder	LADDER 530	44KFT64801W219624	29	2001	2030	Equipment Fund	1,300,000	50,000	44,828	-	-	-	-	-	-	-	-	1,584,000	-
26-540	Fire	2014 Rosenbauer Rescue	RESCUE 540	54F2CBB17EWM10777	25	2014	2039	Equipment Fund	700,000	3,000	28,000	-	-	-	-	-	-	-	-	-	-
	Fire	SCBA Air Compressor	Air Compressor to fill High Pressure Breathing Packs	191671	15	2017	2032	Equipment Fund	25,000	0	1,667	-	-	-	-	-	-	-	-	-	-
	Fire	SCBA Air Packs	High Pressure Breathing Packs		15	2018	2033	Equipment Fund	160,000	0	10,667	-	-	-	-	-	-	-	-	-	-
	Fire	Aire Custom Built Compressor's Inc.	General Use air compressor for the Station including the Engines		20	2004	2024	Equipment Fund	10,000	0	500	-	-	10,600	-	-	-	-	-	-	-
	Fire	Unimac	Commercial Washer used for Fire Equipment	UC35MN2NN1	20	2004	2024	Equipment Fund	5,000	-	250	-	-	5,300	-	-	-	-	-	-	-
	Fire	Speed Queen	Commercial Dryer used for Fire Equipment	0407010385	20	2004	2024	Equipment Fund	5,000	-	250	-	-	5,300	-	-	-	-	-	-	-
	Fire	800 Mhz Radios	Handhelds (20) @ \$5,500 each		10	2006	2023	Equipment Fund	110,000	0	11,000	55,000	55,000	-	-	-	-	-	-	-	-
	Fire	800 Mhz Radios	Base (1 - \$9,000)		10	2006	2022	Equipment Fund	9,000	0	900	9,000	-	-	-	-	-	-	-	-	-
	Fire	800 Mhz Radios	Desktop Remote (7) @ \$1,500		10	2006	2023	Equipment Fund	10,500	0	1,050	-	10,500	-	-	-	-	-	-	-	-
	Fire	800 Mhz Radios	Mobiles (8) @ \$5,000 per. Included in the Cost of the Vehicle Build Out		10			Equipment Fund	0	0	0	-	-	-	-	-	-	-	-	-	-
TOTALS												64,000	171,200	21,200	700,000	58,600	60,000	0	0	1,584,000	67,900

Annual Charge	151,312	155,095	158,973	162,948	167,022	171,198	175,478	179,865	184,362	188,972
Capital Expenditures	64,000	171,200	21,200	700,000	58,600	60,000	-	-	1,584,000	67,900
Trade in Value	-	6,000	-	25,000	3,000	3,000	-	-	50,000	3,000
169,523										

STREET MAINTENANCE DEPARTMENT (310)

Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	Future Replacement Cost									
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
31-619	Street Mainten	Ford F-250	Pick-up Truck no attachments	1FTBF2B67GEA59936	10	2016	2026	Equipment Fund	43,500	3,000	4,350	-	-	-	-	48,100	-	-	-	-	-
31-601	Street Mainten	Ford F-550	Dump Truck, Plow Truck - Smaller truck used in winter for plow and park maintenance	1FDUF5HT7CE99615	10	2012	2024	Equipment Fund	102,000	3,500	10,200	-	-	107,200	-	-	-	-	-	-	-
31-503	Street Mainten	Sterling LT8500	Plow Truck, Hook Truck, Dump Truck, (Salt, Sanding, Trash Hauling), Tandem Axel	2F2HAWDCX7AY56723	12	2021	2033	Equipment Fund	325,000	12,500	27,084	-	-	-	-	-	-	-	-	-	-
31-502	Street Mainten	Sterling L8500	Plow Truck, Dump Truck - single axel, replace with tandem axel	2F2AAWD0C6SAU7622	12	2005	2022	Equipment Fund	280,000	12,500	23,334	280,000	-	-	-	-	-	-	-	-	-
31-501	Street Mainten	Chevy 3500	Dump Truck w/ plow - Smaller truck used for black top patching trailer	1GBJK34U46E154420	12	2006	2023	Equipment Fund	100,000	5,000	8,334	-	105,100	-	-	-	-	-	-	-	-
31-507	Street Mainten	Sterling SC8000	Water Tanker - sewer cleaning, flooding hockey rinks, hauling water, Fire. Will sand blast and paint to extend life 5 years	49HAAEBV73DK80518	20	2003	2028	Equipment Fund	220,000	10,000	11,000	-	-	-	-	-	255,200	-	-	-	-
31-504	Street Mainten	Mack Truck	Plow Truck, Hook Truck, Dump Truck, (Salt, Sanding, Trash Hauling), Tandem Axel	1M2AX07C9HM036799	12	2017	2029	Equipment Fund	325,000	12,500	27,084	-	-	-	-	-	-	-	386,400	-	-
31-505	Street Mainten	2017 Ford F-550 W Crysteel Dump Body	Dump Truck - used in Park Maintenance and Streets	1FDUF5HT1HEE28052	12	2017	2029	Equipment Fund	90,000	5,000	7,500	-	-	-	-	-	-	-	107,000	-	-

Vehicles and Equipment																						
31-509	Street Mainten	2019 Mack GR42F w Truck Chassis	Plow Truck, Dump Truck - single axel	1M2GR2AC9KM00115	12	2019	2031	Equipment Fund	250,000	10,000	20,834	-	-	-	-	-	-	-	-	-	-	320,100
31-515	Street Mainten	Bobcat 5600 Toolcat	Toolcat with Equipment - Used year round	AHG812089	5	2021	2026	Equipment Fund	82,000	3,500	16,400	-	-	-	90,600	-	-	-	-	-	-	-
31-528	Street Mainten	Bobcat S595 Skidsteer	Skidsteer with Equipment - Used year round	B3NL11557	5	2019	2024	Equipment Fund	82,000	3,500	16,400	-	-	86,200	-	-	-	97,500	-	-	-	-
31-554	Street Mainten	Tennant	Small Sweeper - Sidewalks and shop	11085	10	2007	2027	Equipment Fund	57,500	3,000	5,750	-	-	-	-	65,100	-	-	-	-	-	-
31-512	Street Mainten	Bomag	Blacktop Roller	861834071958	12	2015	2027	Equipment Fund	22,500	500	1,875	-	-	-	-	25,500	-	-	-	-	-	-
31-508-19	Street Mainten	John Deere 644K	Front End Loader, Plow Downtown- Salt, Dirt, emergency plow truck	1DW64KZJF695641	15	2019	2035	Equipment Fund	310,000	10,000	20,667	-	-	-	-	-	-	-	-	-	-	-
31-510	Street Mainten	Sno-Go	Snow Thrower Attachment - removing snow from downtown. Will sand blast and paint to extend life 10 years. A wheel kit will be added to prevent dragging on the ground.	3704	40	1998	2039	Equipment Fund	350,000	5,000	8,750	-	-	-	-	-	-	-	-	-	-	-
31-521	Street Mainten	Blacktop patching Trailer	Heated Box	4S9PHD3Y2DS127106	5	2021	2026	Equipment Fund	40,000	1,200	8,000	-	-	-	44,200	-	-	-	-	-	-	50,000
TOTALS									0	2,679,500	100,700	217,562	280,000	105,100	193,400	0	182,900	90,600	255,200	590,900	0	370,100

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Annual Charge	217,562	223,002	228,578	234,293	240,151	246,155	252,309	258,617	265,083	271,711
Capital Expenditures	280,000	105,100	193,400	-	182,900	90,600	255,200	590,900	-	370,100
Trade in Value	12,500	5,000	7,000	-	7,700	3,500	10,000	17,500	-	10,000
243,746										

URBAN FORESTRY DEPARTMENT (360)

Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	Future Replacement Cost									
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
36-412	Urban Forestry	2021 Mack GR64F	Clam Truck - Pickup trees and brush - 50% Urban Forestry 50% Electric	1M2GR4GCOMM024479	15	2021	2035	Equipment Fund	250,000	12,500	16,667	-	-	-	-	-	-	-	-	-	-
36-411	Urban Forestry	Ford F-750	Tree Trimming Truck, Bucket Truck	3FDXF75R11MA57959	20	2001	2025	Equipment Fund	300,000	4,000	15,000	-	-	-	323,100	-	-	-	-	-	-
TOTALS									0	550,000	16,500	31,667	0	0	0	323,100	0	0	0	0	0

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Annual Charge	31,667	32,459	33,271	34,103	34,956	35,830	36,726	37,645	38,587	39,552
Capital Expenditures	-	-	-	323,100	-	-	-	-	-	-
Trade in Value	-	-	-	4,000	-	-	-	-	-	-
35,480										

GENERAL PARKS (400)

												Future Replacement Cost									
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge										
40-600	General Parks	Ford F-250	Pickup truck	1FTBFZB69GEA59937	10	2016	2026	Equipment Fund	49,000	3,000	4,900	-	-	-	-	54,100	-	-	-	-	-
31-575	General Parks	Ford F-350	Lift Gate - Trash Hauling	1FDRF3H66KED54607	10	2019	2029	Equipment Fund	68,500	3,500	6,850	-	-	-	-	-	-	-	81,500	-	-
40-628	General Parks	Toro Workman	Utility Vehicle - Ball Fields, Weeds, Weed Whipping	312001192	10	2010	2023	Equipment Fund	33,500	1,500	3,350	-	34,400	-	-	-	-	-	-	-	-
40-616	General Parks	John Deere 60" Mower						Equipment Fund	14,500												
40-620	General Parks	Toro Zero Turn	Zero Turn Mower - 60" with Equipment	315000310	12	2021	2026	Equipment Fund	20,000	0	1,667	-	-	-	-	22,100	-	-	-	-	-
40-605	General Parks	Toro 30448	Wing Mower - 11'	312000333	10	2012	2022	Equipment Fund	80,000	0	8,000	80,000	-	-	-	-	-	-	-	-	-
40-606	General Parks	Bobcat Toolcat 5600	Toolcat with Equipment - Used year round	AHG816734	5	2019	2025	Equipment Fund	85,500	0	17,100	-	-	-	92,100	-	-	-	-	104,200	-
40-611	General Parks	Kubota ZD1211	Zero Turn Mower - 72"	21792	5	2017	2022	Equipment Fund	24,000	0	4,800	24,000	-	-	-	-	27,200	-	-	-	-
40-625	General Parks	Toro workman	Utility Vehicle - Ball Fields, Weeds, Weed Whipping	31100287	10	2012	2024	Equipment Fund	33,500	3,500	3,350	-	-	35,200	-	-	-	-	-	-	-
40-608	General Parks	John Deer 4066 R	Utility Tractor - Used year round	1LV4066RTH4402341	10	2017	2027	Equipment Fund	85,500	5,000	8,550	-	-	-	-	-	96,800	-	-	-	-
40-627	General Parks	Jacobsen	Utility Vehicle - Ball Fields, Weeds, Weed Whipping. Replacing with Toro Workman		10	2002	2024	Equipment Fund	85,500	3,500	8,550	-	-	89,900	-	-	-	-	-	-	-
	General Parks	Silver Lake Baffle	Baffle for Aerator at Silver Lake		20	2013	2033	Equipment Fund	10,000		500	-	-	-	-	-	-	-	-	-	-
	General Parks	Silver Lake Aerator Pump	Used at Silver lake to keep lake from completely freezing		20	2011	2031	Equipment Fund	25,000		1,250	-	-	-	-	-	-	-	-	-	32,100
	General Parks	Aerator	Used at Casey Lake to keep lake from completely freezing. Obtained from MN DNR		15		2024	Equipment Fund	5,000	0	334	-	-	5,300	-	-	-	-	-	-	-
		TOTALS						0	619,500	20,000	69,201	104,000	34,400	130,400	92,100	76,200	124,000	0	81,500	104,200	32,100

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Annual Charge	69,201	70,932	72,706	74,524	76,388	78,298	80,256	82,263	84,320	86,428
Capital Expenditures	104,000	34,400	130,400	92,100	76,200	124,000	-	81,500	104,200	32,100
Trade in Value	-	1,500	7,000	-	3,000	5,000	-	3,500	-	-
77,532										

WATER (520)

												Future Replacement Cost									
Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
62-800	Water	Ford Transit Van	Transit Van - Tools for Fire Hydrants, Water Main Breaks	1FTYR2CG8GKA01506	10	2015	2026	Equipment Fund	65,000	3,000	6,500	-	-	-	-	71,800	-	-	-	-	-
62-617	Water	2012 Ford F250 - with Snowplow	Commuter Truck with Plow	1FTBFZB6SCEC9612	10	2012	2022	Equipment Fund	55,000	3,000	5,500	68,500	-	-	-	-	-	-	-	-	-
62-500	Water	2018 Chevy Silverado	PW Supervisor Truck	3GCUKNEC9JG153596	10	2017	2027	Equipment Fund	40,000	3,000	4,000	-	-	-	-	-	44,200	-	-	-	-
62-811	Water	John Deere 710G	Backhoe - Digger, repair water main breaks, may be replaced by excavator with trailer, current day price \$183k excavator and \$33k trailer	T0710GX958099	18	2006	2026	Equipment Fund	290,000	12,500	16,112	-	-	-	-	320,200	-	-	-	-	-
62-829	Water	Ingersoll Rand 250	Air Compressor - Tow behind, Jack Hammer, Irrigation Systems	4FVCABDA11V315945	20	2001	2026	Equipment Fund	27,000	0	1,350	-	-	-	-	29,900	-	-	-	-	-
		TOTALS						0	477,000	21,500	33,462	68,500	0	0	0	421,900	44,200	0	0	0	0

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Annual Charge	33,462	34,299	35,157	36,036	36,937	37,861	38,808	39,779	40,774	41,794
Capital Expenditures	68,500	-	-	-	421,900	44,200	-	-	-	-
Trade in Value	3,000	-	-	-	15,500	3,000	-	-	-	-

Vehicles and Equipment

37,491

WASTE WATER (530)

Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	Future Replacement Cost									
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
72-802	Waste Water	FORD SUPER DUTY	Lawn Mower Truck - will not be replaced	1FDLF47F4SEA6770	10	1995		Equipment Fund	0	0	0	-	-	-	-	-	-	-	-	-	-
72-801	Waste Water	CHEVY 3500 HD (In 2020 Transfer to Mechanic)	Sewer Tool Truck	1GBJK34K18E201646	10	2020	2030	Equipment Fund	100,000	3,500	10,000	-	-	-	-	-	-	-	-	-	-
72-618	Waste Water	2012 FORD F250 - W/SNOWPLOW #618	Commuter TRUCK WITH PLOW	1FTBF2B63CEC9611	10	2012	2022	Equipment Fund	55,000	12,500	5,500	55,000	-	-	-	-	-	-	-	124,900	-
72-860	Waste Water	STERLING LT7501	VACTOR - Sewer Cleaning with hydro	2FZ-HATDC94AN53894	12	2004	2023	Equipment Fund	535,000	12,500	44,584	-	548,400	-	-	-	-	-	-	-	-
72-815	Waste Water	FORD E-450 CUBE VAN	CAMERA TRUCK & EQUIPMENT	1FDXE45S44H830416	12	2004	2030	Equipment Fund	53,500	7,500	4,459	-	-	-	-	-	-	-	-	66,900	-
62-810	Waste Water	JOHN DEERE 310SK	BACKHOE - repair water main breaks, digging for electric paid 75% waste water and 25% electric	1T0310SKCFE276287	15	2015	2030	Equipment Fund	250,000	10,000	12,500	-	-	-	-	-	-	-	-	234,225	-
820	Waste Water	Tow behind Generator	Tow behind Generator - used in emergencies at lift station	1750977203	20	1975	2026	Equipment Fund	55,000	7,500	2,750	-	-	-	-	60,800	-	-	-	-	-
TOTALS												55,000	548,400	0	0	60,800	0	0	0	426,025	0
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Annual Charge												79,793	81,789	83,834	85,930	88,079	90,281	92,539	94,853	97,225	99,656
Capital Expenditures												55,000	548,400	-	-	60,800	-	-	-	426,025	-
Trade in Value												12,500	12,500	-	-	7,500	-	-	-	21,000	-
89,398																					

SURFACE WATER (540)

Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	Future Replacement Cost									
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
75-556	Surface Water	Elgin Pelican	Street Sweeper	NP30507	10	2015	2026	Equipment Fund	217,500	3,000	21,750	-	-	-	-	240,100	-	-	-	-	-
TOTALS												0	0	0	0	240,100	0	0	0	0	0
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Annual Charge												21,750	22,294	22,852	23,424	24,010	24,611	25,227	25,858	26,505	27,168
Capital Expenditures												-	-	-	-	240,100	-	-	-	-	-
Trade in Value												-	-	-	-	3,000	-	-	-	-	-
24,370																					

ELECTRIC (510)

												Future Replacement Cost													
Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031				
50-701	Electric	2016 GMC Sierra	Service Truck - Administration	1GTV2LEH0GZ164953	10	2015	2025	Electric Fund	40,000	850	4,000	-	-	-	43,100	-	-	-	-	-	-				
50-707	Electric	Chevy 2500	Locate Van	1CGCGG24U941145250	15	2004	2022	Electric Fund	31,000	500	2,067	31,000	-	-	-	-	-	-	-	-	-				
50-713	Electric	Chevy 2500 HD 3/4 TON	Service Truck - Underground Maintenance, looking to replace with 1-ton	1GBHK29KX8E202120	10	2008	2022	Electric Fund	54,500	1,200	5,450	54,500	-	-	-	-	-	-	-	-	-				
50-709	Electric	Freightliner FL70	Digger Truck - Set and Hold Poles, Set Transformers	1FVABTCHS42HJ83215	20	2001	2025	Electric Fund	250,000	8,500	12,500	-	-	-	269,300	-	-	-	-	-	-				
50-710	Electric	GMC C7500 Double	Bucket Truck - Overhead Pole Work	1GDM7H1C6Y1513355	18	2000	2025	Electric Fund	265,000	8,500	14,723	-	-	-	285,400	-	-	-	-	-	-				
50-711	Electric	CHEVY C7500 Single	Bucket Truck - Overhead Pole Work	1GBJ7H1P2VJ100245	18	1997	2022	Electric Fund	265,000	8,500	14,723	265,000	-	-	-	-	-	-	-	-	-				
50-712	Electric	Ford Duralift F-550 SD	Bucket Truck - Overhead Pole Work	1FDUF3HY9DEA05189	18	2012	2030	Electric Fund	265,000	8,500	14,723	-	-	-	-	-	-	-	-	331,000	-				
50-715	Electric	Chevy 3500 HD 1 Ton Dump	Dump Truck - Haul Materials	1GBJK34K58E204212	12	2008	2023	Electric Fund	73,500	2,500	6,125	-	75,400	-	-	-	-	-	-	-	-				
50-714	Electric	2017 Ford F-350 1 Ton	Service Truck - Underground Maintenance	1FD7X3F68HEE28058	14	2017	2031	Electric Fund	55,000	1,800	3,929	-	-	-	-	-	-	-	-	-	70,500				
50-706	Electric	2017 Ford F-350 1 Ton	Service Truck - Underground Maintenance	1FD7X3F68HEE28057	14	2017	2031	Electric Fund	55,000	1,800	3,929	-	-	-	-	-	-	-	-	-	70,500				
50-700	Electric	2018 Ford 1/2 Ton	Service Truck - Administration	1FTEW1EP7JKC72681	14	2017	2031	Electric Fund	38,500	1,200	2,750	-	-	-	-	-	-	-	-	-	49,300				
50-704	Electric	Ditch Witch Hydro Vac	Trencher/backhoe - Expose, Install, and Repair of Underground Utilities	DWPHX50XAL0000347	10	2021	2031	Electric Fund	74,000	5,000	7,400	-	-	-	-	-	-	-	-	-	94,800				
50-704	Electric	Ditch Witch VT17 Trailer	Trailer for Ditch Witch Hydro Vac	1DST522S7L1702612	10	2021	2031	Electric Fund	11,000	500	1,100	-	-	-	-	-	-	-	-	-	14,100				
50-719	Electric	Mitsubishi FG35AB	Forklift	AF13D50217	20	1998	2030	Electric Fund	40,000	1,800	2,000	-	-	-	-	-	-	-	-	50,000	-				
50-702	Electric	Mini Digger Derrick - 55MLP	Set Poles, Tree Trim, High Voltage Work	B0125335	12	2018	2029	Electric Fund	140,000	6,500	11,667	-	-	-	-	-	-	-	-	-	-				
50-708	Electric	2019 DM47B-TR Fully Configured FA Model	Digger Truck - Set and Hold Poles, Set Transformers	3ALACXFC3DKDK08991	15	2018	2033	Electric Fund	220,000	7,000	14,667	-	-	-	-	-	-	-	170,600	-	-				
50-740	Electric	2019 Bobcat 5600 T4	Multi-function Loader, Snowblower, Dirt Work	AHG816538	5	2019	2024	Electric Fund	67,000	2,400	13,400	-	-	70,400	-	-	-	-	-	-	-				
50-721	Electric	Skyjack SJ3226	Scissor Lift - Building Maintenance	27003301	20	2008	2028	Electric Fund	24,000	2,400	1,200	-	-	-	-	-	27,900	-	79,700	-	-				
50-729	Electric	Ingersoll 185 90	Air Compressor (Motor Replace in 2018)	114823480932	20	2018	2038	Electric Fund	30,000	500	1,500	-	-	-	-	-	-	-	-	-	-				
50-736	Electric	Thumper Radar Heavy Duty Dolly Mounted	Locate Faults in Underground Wire		20	2010	2030	Electric Fund	40,000	1,200	2,000	-	-	-	-	-	-	-	-	50,000	-				
36-412	Electric	2021 Mack GR64F	Clam Truck - Pickup trees and brush - 50% Urban Forestry 50% Electric	1M2GR4GCOMM024479	15	2021	2036	Electric Fund	250,000	12,500	16,667	-	-	-	-	-	-	-	-	-	-				
62-810	Electric	JOHN DEERE 310SK	BACKHOE - repair water main breaks, digging for electric paid 75% waste water and 25% electric	1T0310SKCFE276287	15	2015	2030	Electric Fund	250,000	10,000	16,667	-	-	-	-	-	-	-	-	78,075	-				
50-703	Electric	Bobcat	Mini Excavator		7	2017	2024	Electric Fund	35,000		5,000	-	-	36,800	-	-	-	-	-	-	-				
50-731	Electric	1820 HE Ditch Witch	Walk-behind trencher, bury secondary wires to homes		23	2000	2023	Electric Fund	37,000		1,609	-	38,000	-	-	-	-	-	-	-	-				
	Electric	Generac 300KVA	Community Center Generator	98A04910-S	30	1999	2029	Electric Fund	120,000		4,000	-	-	-	-	-	-	-	142,700	-	-				
	Electric	Caterpillar 600 KVA	City Hall Generator	02133	22	2003	2025	Electric Fund	120,000		5,455	-	-	-	157,500	-	-	-	-	-	-				
	Electric	Generator 35 KV	50% Electric and 50% Streets, replace with 100 KV generator		30	1970	2022	Electric Fund	100,000		3,334	100,000	-	-	-	-	-	-	-	-	-				
	Electric	800 MHz Radios	Handhelds (10) - @ \$3,000 per		10	2006	2019	Electric Fund	9,000	0	900	-	9,300	-	-	-	-	-	-	-	-				
	Electric	800 MHz Radios	Base (1 - \$9,000)		10	2006	2019	Electric Fund	10,500	0	1,050	-	10,800	-	-	-	-	-	-	-	-				
TOTALS												0	2,970,500	93,650	194,535	450,500	133,500	107,200	755,300	0	0	27,900	393,000	509,075	299,200

Building & Facility Improvements

Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	Future Replacement Cost									
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	City Hall		Council Chambers Service Door		30	-	2023	Municipal Building Fund	8,000		267	-	8,200	-	-	-	-	-	-	-	-
	City Hall		Council Chambers Secure Hallway		30	-	2023	Municipal Building Fund	20,000		667	-	20,500	-	-	-	-	-	-	-	-
	City Hall		Fire Station Exterior Service Doors		15	2004	2022	Municipal Building Fund	15,000		1,000	15,000	-	-	-	-	-	-	-	-	-
	City Hall		Finance Service Door		30	-	2022	Municipal Building Fund	8,000		267	8,000	-	-	-	-	-	-	-	-	-
	City Hall		Finance Secure Service Window		30	-	2028	Municipal Building Fund	125,000		4,167	-	-	-	-	-	-	145,000	-	-	-
	City Hall		Community Service Secure Window		30	-	2029	Municipal Building Fund	125,000		4,167	-	-	-	-	-	-	-	152,400	-	-
	City Hall		City Hall Tuck Pointing and Caulking		10	2004	2022	Municipal Building Fund	50,000		5,000	50,000	-	-	-	-	-	-	-	-	64,100
	City Hall		City Hall Landscape Update		5	2018	2023	Municipal Building Fund	20,000		4,000	-	20,500	-	-	-	-	23,200	-	-	-
	City Hall		City Hall Fence Police Backlot		12	-	2022	Municipal Building Fund	10,000		834	10,000	-	-	-	-	-	-	-	-	-
	City Hall		City Hall Fitness Equipment		5	2013	2024	Municipal Building Fund	5,000		1,000	-	-	5,300	-	-	-	-	6,100	-	-
	City Hall		Hydration Station Upgrades		10	2004	2023	Municipal Building Fund	10,000		1,000	-	10,300	-	-	-	-	-	-	-	-
	City Hall		City Hall Roof		25	2004	2029	Municipal Building Fund	220,000		8,800	-	-	-	-	-	-	-	268,100	-	-
	City Hall		City Hall Roof Top Units (250k & 250k)		20	2004	2027	Municipal Building Fund	160,000		8,000	-	-	-	-	-	90,550	90,550	-	-	-
	City Hall		City Hall Bollers (3)		25	2004	2030	Municipal Building Fund	50,000		2,000	-	-	-	-	-	-	-	-	62,500	-
	City Hall		City Hall MGE UPS Server Power System		20	2004	2027	Municipal Building Fund	50,000		2,500	-	-	-	-	-	56,600	-	-	-	-
	City Hall		City Hall Tenant Sweeper		15	2004	2023	Municipal Building Fund	10,000		667	-	10,300	-	-	-	-	-	-	-	-
	City Hall		City Hall Tenant Vacuum		15	2004	2023	Municipal Building Fund	10,000		667	-	10,300	-	-	-	-	-	-	-	-
	City Hall		City Hall Antenna System		30	-	2022	Municipal Building Fund	36,000		1,200	36,000	-	-	-	-	-	-	-	-	-
	City Hall		HVAC Control Updates - City Hall		20	2004	2022	Municipal Building Fund	20,000		1,000	10,000	10,250	-	-	-	-	-	-	-	-
TOTALS									952,000	0	47,203	129,000	90,350	5,300	0	0	147,150	258,750	426,600	62,500	64,100

2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
47,203	48,384	49,594	50,834	52,105	53,408	54,744	56,113	57,516	58,954
129,000	90,350	5,300	-	-	147,150	258,750	426,600	62,500	64,100
Trade in Value									

Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	Future Replacement Cost									
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	Public Works Building		Public Works Roof		25	2008	2031	Municipal Building Fund	235,000		9,400	-	-	-	-	-	-	-	-	-	300,900
	Public Works Building		Public Works Tuck Pointing and Caulking		20	2008	2028	Municipal Building Fund	50,000		2,500	-	-	-	-	-	-	58,000	-	-	-
	Public Works Building		Public Works Landscape Update		5		2025	Municipal Building Fund	20,000		4,000	-	-	-	21,600	-	-	-	-	24,400	-
	Public Works Building		Public Works Roof Top Unit (1)		20	2008	2030	Municipal Building Fund	35,000		1,750	-	-	-	-	-	-	-	-	43,800	-
	Public Works Building		HVAC Control Updates - Public Works		20	2008	2024	Municipal Building Fund	20,000		1,000	-	-	10,550	10,800	-	-	-	-	-	-
TOTALS									360,000	0	18,650	0	0	10,550	32,400	0	0	58,000	0	68,200	300,900

2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
18,650	19,117	19,595	20,085	20,588	21,103	21,631	22,172	22,727	23,296
-	-	10,550	32,400	-	-	58,000	-	68,200	300,900
Trade in Value									

Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	Future Replacement Cost									
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	Park Buildings		Hause Park HVAC		15	2020	2035	Municipal Building Fund	8,000		534	-	-	-	-	-	-	-	-	-	-
	Park Buildings		Casey Lake HVAC		15	-	2030	Municipal Building Fund	20,000		1,334	-	20,500	-	-	-	-	-	-	-	-
	Park Buildings		McKnight Field HVAC		15	-	2029	Municipal Building Fund	15,000		1,000	15,000	-	-	-	-	-	-	-	-	-
	Park Buildings		Silver Lake Park Restrooms		12	-	2023	Municipal Building Fund	25,000		2,084	-	25,700	-	-	-	-	-	-	-	-
TOTALS									68,000	0	4,952	15,000	46,200	0	0	0	0	0	0	0	0

2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
4,952	5,076	5,203	5,334	5,468	5,605	5,746	5,890	6,038	6,189
15,000	46,200	-	-	-	-	-	-	-	-
Trade in Value									

Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	Future Replacement Cost									
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	Various		Door Security Updates (\$1,200 / Door)	Budget for 8 Door Locks Per Year	10	-	-	Municipal Building Fund	8,000		8,000	8,000	8,200	8,500	8,700	8,900	9,100	9,300	9,600	9,800	10,000
	Various		Municipal Building Cameras (\$1,000 / Camera)	Budget for 10 Cameras Per Year	10	-	-	Municipal Building Fund	20,000		20,000	20,000	20,500	21,100	21,600	22,100	22,700	23,200	23,800	24,400	25,000
TOTALS									28,000	0	28,000	28,000	28,700	29,600	30,300	31,000	31,800	32,500	33,400	34,200	35,000

2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
28,000	28,700	29,600	30,300	31,000	31,800	32,500	33,400	34,200	35,000
28,000	28,700	29,600	30,300	31,000	31,800	32,500	33,400	34,200	35,000
Trade in Value									

Building & Facility Improvements

Beginning Cash	127,958	119,646	159,322	318,240	459,296	631,384	654,799	507,126	247,854	282,765
Enterprise Charge	211,095	216,373	221,783	227,328	233,012	238,838	244,809	250,930	257,204	263,635
Capital Expenditures	172,000	165,250	45,450	62,700	31,000	178,950	349,250	460,000	164,900	400,000
Trade In Value	-	-	-	-	-	-	-	-	-	-
General Fund Charge (Fire)	31,425	75,000	76,875	78,797	80,767	82,787	84,857	86,979	89,154	91,383
Franchise Fees	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000
Transfers-In From Equipment Fund	-	-	-	-	-	-	-	-	-	-
Operating Budget (Maintenance)	253,832	261,447	269,290	277,369	285,690	294,261	303,089	312,181	321,547	331,193

Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	Future Replacement Cost									
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	Community Center		Community Center Roof		25	1990	2022	Bonding Bill or Solid Waste	TBD		TBD	-	-	-	-	-	-	-	-	-	-
	Community Center		Community Center Roof Top Units (3)		25	1990	2023	Bonding Bill or Solid Waste	TBD		TBD	-	-	-	-	-	-	-	-	-	-
	Community Center		Community Center HVAC		25	1990	2022	Bonding Bill or Solid Waste	TBD		TBD	-	-	-	-	-	-	-	-	-	-
	Community Center		Community Center Window and Flashing Replacement		25	1990	2022	Bonding Bill or Solid Waste	TBD		TBD	-	-	-	-	-	-	-	-	-	-
	Community Center		Community Center Exterior Wall Finishing		25	1990	2022	Bonding Bill or Solid Waste	TBD		TBD	-	-	-	-	-	-	-	-	-	-
TOTALS									TBD	0	TBD	0	0	0	0	0	0	0	0	0	0

Beginning Cash	60,060	121,623	184,725	249,404	315,700	383,653	453,305	524,699	597,878	672,887
Rent	120,000	123,000	126,075	129,227	132,458	135,770	139,165	142,645	146,212	149,868
Operating Expenditures	58,437	59,898	61,396	62,931	64,505	66,118	67,771	69,466	71,203	72,984
Enterprise Transfer	-	-	-	-	-	-	-	-	-	-
Capital Expenditures	-	-	-	-	-	-	-	-	-	-

Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	Future Replacement Cost									
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
												-	-	-	-	-	-	-	-	-	-
TOTALS									0	0	0	0	0	0	0	0	0	0	0	0	0

Beginning Cash										
Annual Charge	-	-	-	-	-	-	-	-	-	-
Capital Expenditures	-	-	-	-	-	-	-	-	-	-

Capital Technology

Capital Technology												Future Replacement Cost									
Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	Information Technology		Computer Replacement Program	Approx 89 workstations City-Wide	5	2022	2022	Information Technology	2,000		36,800	10,000	30,000	31,000	32,000	33,000	34,000	35,000	36,000	37,000	38,000
	Information Technology		Desktop Telephone Program	Approx 80 desktop telephones City-Wide	5	2022	2022	Information Technology	155		2,015	2,000	1,920	2,040	2,040	2,160	2,160	2,160	2,280	2,280	2,400
	Information Technology		Surveillance Equipment	Cameras	5	2022	2022	Information Technology	7,957		8,200	7,957	8,360	8,570	8,780	9,000	9,230	9,460	9,690	9,940	10,190
	Electric		SCADA System	Total cost split with Electric, Water, Sewer and Surface Water	5	2017	2022	Electric	30,000		1,200	7,500	-	-	-	-	8,698	-	-	-	-
	Water		SCADA System	Total cost split with Electric, Water, Sewer and Surface Water	5	2017	2022	Water	30,000		1,200	7,500	-	-	-	-	8,698	-	-	-	-
	Waste Water		SCADA System	Total cost split with Electric, Water, Sewer and Surface Water	5	2017	2022	Waste Water	30,000		1,200	7,500	-	-	-	-	8,698	-	-	-	-
	Surface Water		SCADA System	Total cost split with Electric, Water, Sewer and Surface Water	5	2017	2022	Surface Water	30,000		1,200	7,500	-	-	-	-	8,698	-	-	-	-
	Waste Water		SCADA System Lift Station Panels		5	2019	2024	Waste Water	30,000		6,000	-	-	32,310	-	-	-	-	35,660	-	-
	Waste Water		SCADA Computer		5	2017	2022	Waste Water	20,000		4,000	20,000	-	-	-	-	23,190	-	-	-	-
	Information Technology		Body Camera Software	5 year replacement	5	2021	2026	Information Technology	12,000		2,400	2,400	2,520	2,580	2,650	2,720	2,780	2,850	2,920	3,000	3,070
	Cable PEG Fees		Council AV Technology	Cablecast equipment	10	2020	2030	Cable PEG Fees	150,000		15,000	-	-	-	-	-	-	-	-	187,330	-
	Information Technology		Non-Workstation Hardware	Smartboards, other technology	1	2021	2022	Information Technology	10,000		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		TOTALS						0	352,112	0	89,215	82,357	52,800	86,500	55,470	56,880	116,150	59,470	96,550	249,550	63,660
Beginning Cash												205,190	192,815	213,497	204,154	229,699	257,885	231,055	265,371	267,297	121,147
Annual Charge												69,982	73,482	77,157	81,015	85,066	89,320	93,786	98,476	103,400	108,570
Annual Expenditures												82,357	52,800	86,500	55,470	56,880	116,150	59,470	96,550	249,550	63,660

Pavement Preservation

Road & Allyways													Future Replacement Cost									
Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	
	Street Maintenance		Maintenance Overlays - includes sidewalks and curb		1		2022	Street Maintenance	350,000		350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	
	Street Maintenance		Crack Seal		2		2022	Street Maintenance	70,000		36,000	70,000	-	73,600	-	77,300	-	81,200	-	85,300	-	
	Street Maintenance		Striping		1		2022	Street Maintenance	10,000		10,000	4,100	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
	Downtown		Beautification				2022		140,000		140,000	92,449	89,360									
		TOTALS							570,000	0	536,000	516,549	449,360	433,600	360,000	437,300	360,000	441,200	360,000	445,300	360,000	

Parking Lots												Future Replacement Cost									
Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	Street Maintenance		City Hall North & South Parking Lot		10		2023	Street Maintenance	15,000		1,500	-	15,400	-	-	-	-	-	-	-	-
	Street Maintenance		City Hall Police Parking Lot		10		2027	Street Maintenance	75,000		7,500	-	-	-	-	-	84,900	-	-	-	-
	Street Maintenance		7th & Margaret Parking Lot		25		2022	Bond	1,008,000		40,320	1,008,000	-	-	-	-	-	-	-	-	-
	Street Maintenance		7th & Margaret Parking Lot - Surface Water		25		2022	Bond	292,000		11,680	292,000	-	-	-	-	-	-	-	-	-
	Street Maintenance		Charles & Sepala Blvd Parking Lot		15		2022	Street Maintenance	88,000		5,867	88,000	-	-	-	-	-	-	-	-	-
	Street Maintenance		Sepala Blvd between Margaret & Helen Parking Lot		15		2029	Street Maintenance	30,000		2,000	-	-	-	-	-	-	-	35,700	-	-
	Street Maintenance		Helen & Sepala Parking Lot - Well #3		15		2030	Street Maintenance	9,303		621	-	-	-	-	-	-	-	-	11,400	-
	Street Maintenance		Old Medical Center Parking Lot		15		2031	Street Maintenance	23,262		1,551	-	-	-	-	-	-	-	-	-	29,100
	Street Maintenance		Public Works Parking Lot		10		2026	Street Maintenance	48,969		4,897	-	-	-	-	54,100	-	-	-	-	-
	Street Maintenance		Rotary Park Parking Lot		10		2024	Parks Fund	22,836		2,284	-	-	24,000	-	-	-	-	-	-	-
	Street Maintenance		Casey Lake Parking Lot		10		2024	Parks Fund	30,000		3,000	-	-	31,600	-	-	-	-	-	-	-
	Street Maintenance		McKnight Field Parking Lot		10		2023	Parks Fund	127,408		12,741	-	130,600	-	-	-	-	-	-	-	-
	Street Maintenance		Hause Park Parking Lot		10		2025	Parks Fund	30,000		3,000	-	-	-	32,400	-	-	-	-	-	-
TOTALS									1,799,778	0	96,961	1,388,000	146,000	55,600	32,400	54,100	84,900	0	35,700	11,400	29,100

Retaining Walls																						
Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	Future Replacement Cost										
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	
	Street Maintenance		Community Center West Retaining Wall		20		2035	Street Maintenance	25,000		1,250	-	-	-	-	-	-	-	-	-		
	Street Maintenance		17th Ave Retaining Walls		20		2028	Street Maintenance	25,000		1,250	-	-	-	-	29,000	-	-	-	-		
	Street Maintenance		Lake Blvd Retaining Wall		20		2036	Street Maintenance	10,000		500	-	-	-	-	-	-	-	-	-		
	Street Maintenance		Concrete Retaining Wall around Franklin Pond		20		2038	Street Maintenance	50,000		2,500	-	-	-	-	-	-	-	-	-		
TOTALS									110,000	0	5,500	0	0	0	0	0	29,000	0	0	0		

Beginning Cash	2,419,979	961,879	809,879	674,679	636,279	498,879	407,979	291,779	250,079	147,379
LGA	266,449	263,360	174,000	174,000	174,000	174,000	174,000	174,000	174,000	174,000
MSA Maintenance	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
General Fund Transfer	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Annual Charge										
Annual Expenditures	1,904,549	595,360	489,200	392,400	491,400	444,900	470,200	395,700	456,700	389,100

URBAN FORESTRY DEPARTMENT (360)

GENERAL PARKS (400)

WATER (520)

SURFACE WATER (540)

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Parks, Playgrounds, Paths, Open Space

Trails & Walking Paths

Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	Future Replacement Cost									
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	General Parks		Casey Lake Trail		10	2013	2023	General Fund	50,000		5,000	-	-	-	-	55,200	-	-	-	-	-
	General Parks		Silver Lake Trail		10	2020	2035	General Fund	50,000		5,000	-	-	-	-	-	-	-	-	-	-
	General Parks		Franklin Trail		10	2017	2027	General Fund	20,000		2,000	-	-	-	-	-	22,700	-	-	-	-
	General Parks		Tower Park Road		30	1996	2026	General Fund	15,000		500	-	-	-	-	16,600	-	-	-	-	-
		TOTALS							135,000	0	12,500	0	0	0	0	71,800	22,700	0	0	0	0

Parks

Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	Future Replacement Cost									
												2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	General Parks		Pavilion Maintenance - (Silver Lake, Hause, Northwood, 2 at Rotary)		5		2022	General Fund	25,000		5,000	-	-	-	-	-	28,300	-	-	-	-
	General Parks		Park Fencing at McKnight		20		2025	General Fund	40,000		2,000	-	-	-	-	-	-	-	-	-	-
	General Parks		Dugouts at McKnight (4 total \$25k each)		20		2025	General Fund	50,000		2,500	-	-	-	-	-	-	-	-	-	-
	General Parks		Casey Lake Building and Playground Irrigation System		15		2023	General Fund	10,000		667	-	10,300	-	-	-	-	-	-	-	-
	General Parks		Casey Lake Fishing Dock		25		2037	General Fund	25,000		1,000	-	-	-	-	-	-	-	-	-	-
	General Parks		Hause Park Tennis Court Rehab and ADA Walkway		25		2022	Park Dedication Fund	100,000		4,000	100,000	-	-	-	-	-	-	-	-	-
	General Parks		Signage for All Parks		15		2022	General Fund	36,000		2,400	36,000	-	-	-	-	-	-	-	-	-
	General Parks		Casey Lake Hockey Rink Maintenance		20		2023	Park Fund	50,000		2,500	-	51,300	-	-	-	-	-	-	-	-
	General Parks		Northwood Park Warming House and Bathrooms Update		30		2024	Park Dedication , Park Fund, Bonding, Grants	500,000		16,667	-	-	525,400	-	-	-	-	-	-	-
	General Parks		Northwood Park Shelter Replacement		20		2024	Park Dedication , Park Fund, General	40,000		2,000	-	-	42,100	-	-	-	-	-	-	-
	General Parks		Splash Pad and Play Structure (location TBD)		20		2025	Park Dedication , Park Fund, Bonding, Grants	550,000		27,500	-	-	-	592,300	-	-	-	-	-	-
	General Parks		Casey Lake Outdoor Exercise Equipment		15		2026	Park Dedication , Park Fund	100,000		6,667	-	-	-	-	110,400	-	-	-	-	-
	General Parks		Casey Lake Open Air Shelter		20		2026	Park Dedication , Park Fund, General	40,000		2,000	-	-	-	-	44,200	-	-	-	-	-
	General Parks		Hause Park Playground Equipment		20		2027	Park Dedication , Park Fund	100,000		5,000	-	-	-	-	-	113,200	-	-	-	-
	General Parks		Silver Lake Park Playground Equipment		20		2028	Park Dedication , Park Fund, Grants	200,000		10,000	-	-	-	-	-	-	232,000	-	-	-
		TOTALS							125,000	0	89,901	136,000	61,600	567,500	689,300	154,600	141,500	232,000	0	0	0

STREET MAINTENANCE DEPARTMENT (360)

[illegible]

Asset ID	Department	Make/Model	Notes	Serial or Additional Notes	Target Replace Cycle Years	In-service Date	Replace Year	Funding Source	2022 Estimated Replacement Cost	Estimated Trade Value	2022 Charge	Future Replacement Cost								
												2022	2023	2024	2025	2026	2027	2028	2029	2030
			7th Ave E (Concrete Pavement)		30		2022	Bond	241,000			241,000	-	-	-	-	-	-	-	-
			Helen Street (Concrete Pavement)		30		2022	Bond	58,000			58,000	-	-	-	-	-	-	-	-
			4th Avenue		30		2022	Bond	168,000			168,000	-	-	-	-	-	-	-	-
			Ariel Street N (50% of area, cost shared)		30		2022	Bond	135,000			135,000	-	-	-	-	-	-	-	-
			Mcknight Rd (Beam to CR D) - County to Overlay in 2023		30		2022	Bond	517,000			517,000	-	-	-	-	-	-	-	-
			10th Ave E Additional Watermain Work		30		2022	Bond	162,000			162,000	-	-	-	-	-	-	-	-
			7th Avenue (Concrete Pavement)		30		2025	Bond	190,000				-	-	-	-	-	-	-	-
			7th Avenue (Bituminous Pavement)		30		2025	Bond	230,000				-	-	-	-	-	-	-	-
			Margaret Street (Concrete Pavement)		30		2025	Bond	57,000				-	-	-	-	-	-	-	-
			Margaret Street (Bituminous Pavement)		30		2025	Bond	550,000				-	-	-	-	-	-	-	-
			Margaret Street		30		2025	Bond	54,000				-	-	-	-	-	-	-	-
			Buhl Avenue, Gerald Avenue, Shawnee Drive		30		2027	Bond	932,000				-	-	-	-	-	-	-	-
			Chisholm Avenue, Mesabi Avenue, Gerald Avenue		30		2029	Bond	1,079,000				-	-	-	-	-	-	-	-
			TOTALS						0	4,373,000	0	0	1,281,000	0	0	1,164,300	0	1,054,500	0	1,282,600

[illegible][illegible]

TOTALS								0	3,420,000	0	0

1,187,000	0	0	570,800	0	754,700	0	1,231,500	0	0
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SURFACE WATER (540)

[illegible]Page 349 of 544

WATER (520)

WASTE WATER (530)

SURFACE WATER (540)

ELECTRIC (510)

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**To**

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # IX.C

City Business Action Items & Recommendations

Subject

Adopt the 2022 City Non-Levy Budgets

Background/Facts

At the December 7, 2021 City Council meeting, as a separate item, 2022 budgets and levies for the General Fund, Housing and Redevelopment Authority, and Economic Development Authority are presented for approval.

In addition to the budgets noted above, the city has non-levy supported funds. These funds are classified as either Governmental or Proprietary.

In the creation of these non-levy budgets, a number of factors were considered throughout the process:

- Focus on basic City services and funding these activities adequately.
- Demonstrate a commitment to existing infrastructure and proactive repair/replacement.
- Estimate anticipated revenues at realistic levels.
- Retain adequate reserves to protect against fiscal uncertainty.
- Sufficient funding for Equipment Replacement, Building Maintenance, and Information Technology.

The preparation of these budgets is essential as they outline fiscal decisions for the upcoming year. This document incorporates our core values and the goals and objectives we have as a community into a financial blueprint for success.

The budgets presented outline investments that will help maintain and improve core services and infrastructure without jeopardizing our fiscal strength.

This is not a complete listing of all city operated funds, only those with planned expenses/expenditures for 2022. Use of non-budgeted funds would require Council pre-approval.

Recommendation:

It is recommended the City Council adopted the final 2022 non-levy supported budgets.

Attachments

1. Res 2021-xxx_RESOLUTION ADOPTING THE FINAL 2022 NON-LEVY BUDGETS
2. Electric Fund
3. Water Fund
4. Waste Water Fund
5. Surface Water Fund
6. Solid Waste Fund
7. Fiber Optic Fund
8. Municipal Buildings - Building Maintenance Fund
9. City Mechanic Fund
10. Equipment Fund
11. Information Technology Fund
12. Insurance Fund
13. Community Center
14. Community Event Fund
15. Fire Relief
16. Street Maintenance Fund
17. Park Fund

Respectfully submitted,
Daniel Winek, Finance Director

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-XXX

RESOLUTION APPROVING THE 2022 NON-LEVY BUDGETS

WHEREAS, the City of North St. Paul, Minnesota (the “City”) operates several funds with the purpose of providing essential city services and maintaining city infrastructure; and,

WHEREAS, budget preparation is essential to communicating how City operations will be financed; and

WHEREAS, the 2022 budget for non-levy City Funds has been prepared in the manner prescribed by the Governmental Accounting Standards Board (GASB).

NOW THEREFORE, BE IT RESOLVED THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA that the following sums of money be budgeted for expenditures in 2022 for non-levy supported funds:

PROPRIETARY FUNDS

Electric.....	\$10,274,319
Water.....	\$ 1,463,185
Waste Water.....	\$ 2,066,275
Surface Water.....	\$ 606,294
Solid Waste	\$ 1,031,213
Fiber Optic.....	\$ 99,400
Building Maintenance.....	\$ 425,832
City Mechanic.....	\$ 18,697
Equipment.....	\$ 868,000
Information Technology.....	\$ 412,734
Insurance.....	\$ 433,904
SUBTOTAL.....	\$17,699,853

GOVERNMENTAL FUNDS

Community Center.....	\$ 58,437
Community Event.....	\$ 50,000
Fire Relief.....	\$ 96,000
Park.....	\$ 65,000
Street Maintenance	\$ 604,549
SUBTOTAL.....	\$ 873,986

TOTAL.....\$18,573,839

ADOPTED this 7th day of December, 2021. Motion by Council Member

Second by Council Member

Voting: Aye:
 Nay:
 Abstain:
 Absent:

Terrence J. Furlong, Mayor

Attest:

Brian Frandle, Interim City Manager/Clerk



ELECTRIC FUND

ACTIVITY MANAGER

Brian Frandle, Electric Director
Brian.Frandle@northstpaul.org
651-747-2472

DESCRIPTION OF ACTIVITY

This activity provides safe, reliable and economic electric power to over 5,813 residential customers and 553 commercial customers in North St. Paul as well as service to an area of Oakdale, and a limited number of Maplewood customers. The department is responsible for maintaining the city's distribution system, new installation for residential and commercial customers, and providing sustainability initiatives and education. We benefit our community and are readily available to our customers. Our profits go back into our community not to stockholders. Yearly transfers to the city's general funds help keep taxes down.

DEPARTMENT SERVICES

Electric System Maintenance	Electric System Safety
Rate Analysis	Safety Training
Material & Equipment Purchases	Inside Wiring
Federal & State Reporting	Public Relations
Metering	OSHA Mandate Compliance
Installation of Electric Services	Substation Operation
Locating Underground Facilities	Job Planning

OBJECTIVES AND PRIORITIES

- Maintain the electric system to provide safe, reliable, and economical power to customers.
- Review and update the system on a continual basis.
- Provide installation services for underground, overhead, lighting, and meters.
- Take part in the Minnesota Municipal Power Agency with 11 other cities to keep prices competitive and keep service reliable and sustainable.
- Offer energy saving and rebate programs such as: Clean Energy Choice and the City Rebate Program.
- Provide clean and reliable power with good customer service.



STATISTICS

Item	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Tentative 2021	Projected 2022
Feet of Overhead to Underground Cutover	23,840	1,100	2,600	2,200	1,000	
Feet of Replaced Old Underground Wire	2,150	7,643	4,400	3,200	3,900	
Feet of New Construction Underground					13,800	
Mega-Watt Hours Sold	68,238	70,870	66,954	68,048	-	
Power Outages	27	26	40	42	40	
Average Residential KWH Rate	0.12825	0.12713	0.12730	0.13102	-	

BUDGET HIGHLIGHTS

- Interfund loan related to Anchor Commons (TIF 4-10 & TIF 4-11); will when parcels are sold.
- Lower interest income and penalties.
- 2.5% rate increase from wholesale power supplier (MMPA).
- No intent on issuing bonds / debt in foreseeable future.

CAPITAL OUTLAY – VEHICLE AND EQUIPMENT REPLACEMENT

- Replace asset 50-707, Locate Van - \$31,000
- Replace asset 50-713, Service Truck - Underground Maintenance, looking to replace with 1-ton - \$54,500
- Replace asset 50-711, Bucket Truck - Overhead Pole Work - \$265,000
- Replace Generator 35 KV, 50% Electric and 50% Streets, replace with 100 KV generator - \$100,000
- Underground Wire Replacement - \$250,000.

All per the 10-year CIP Plan.



ELECTRIC FUND

PERSONNEL SUMMARY

Regular Employment (FTE)						
Position Title	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Electric Director	1.00	1.00	1.00	1.00	1.00	1.00
Electric Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Electric Linesman	8.00	8.00	8.00	7.00	7.00	7.00
Locator	-	-	1.00	1.00	1.00	1.00
City Mechanic	-	-	-	0.20	0.20	0.20
FT Utility Billing Staff	0.82	0.82	0.82	0.95	0.45	0.90
PT Customer Service Specialist	0.60	0.60	0.60	1.00	1.00	-
City Manager	0.10	0.10	0.10	0.25	0.25	0.25
Community & Admin Services Director	-	-	-	0.25	-	-
Deputy City Clerk	-	-	-	0.25	0.25	0.25
Community Relations Coordinator	-	-	-	0.20	-	-
Finance Director	-	-	-	0.25	0.25	0.25
Utility Billing Coordinator	-	-	-	-	-	0.50
Accountant	-	-	-	0.25	0.25	0.25
Accounting Technician	-	-	-	0.25	0.25	0.25
Total FTE	11.52	11.52	12.52	13.85	12.90	12.85
Inc/(Dec) From Previous Year		-	1.00	1.33	(0.95)	(0.05)

Seasonal Employment (Hours)						
Position Title	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Seasonal	1,608	1,608	1,608	1,608	1,608	1,608



CITY OF NORTH ST. PAUL, MINNESOTA
ELECTRIC FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	9,460,709	10,100,706	9,246,985	9,295,646	9,591,604	9,808,662	217,058	2%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	21,946	20,004	17,924	15,711	13,500	13,500	-	0%
OTHER	115,521	135,789	279,317	320,163	31,000	31,000	-	0%
OTHER TAXES	(368,484)	(244,007)	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	38	26	13	6	-	-	-	0%
FINES	172,769	190,881	179,746	39,179	45,000	45,000	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	9,402,499	10,203,399	9,723,985	9,670,705	9,681,104	9,898,162	217,058	2%
EXPENDITURES								
PERSONNEL	1,039,934	1,051,548	1,111,589	1,321,784	1,355,216	1,405,599	50,383	4%
BENEFITS	378,272	320,764	475,203	317,067	395,899	472,415	76,516	19%
PROFESSIONAL SERVICES	403,236	362,398	351,867	288,510	359,188	407,188	48,000	13%
INTERNAL SERVICES	49,022	92,167	110,086	256,069	275,348	281,576	6,228	2%
OPERATING	6,084,546	6,819,022	6,035,999	5,926,164	6,339,655	6,486,666	147,011	2%
OTHER FINANCING USES	560,630	355,993	372,932	300,000	300,000	300,000	-	0%
CAPITAL	74,705	101,308	121,201	108,239	101,289	700,500	599,211	592%
OTHER	8,801	77,215	36,188	33,217	56,000	191,000	135,000	241%
DEBT	65,827	59,480	52,679	47,001	39,230	29,375	(9,855)	-25%
TOTAL EXPENDITURES	8,664,973	9,239,895	8,667,744	8,598,051	9,221,825	10,274,319	1,052,494	11%
CHANGE IN NET POSITION	737,526	963,504	1,056,241	1,072,654	459,279	(376,157)		



CITY OF NORTH ST. PAUL, MINNESOTA
ELECTRIC FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue	136	-23	68	-13	0	0
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales	5,831,186	6,216,427	5,745,413	6,042,278	5,936,147	6,066,742
(36570) Large Commercial Sales	3,626,764	3,928,188	3,499,404	3,258,311	3,702,926	3,789,389
(36595) Green Power Sales	3,040	7,074	8,176	9,139	5,000	5,000
(36599) City Used Utilities	-109,615	-151,674	-138,380	-123,710	-151,674	-151,674
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg	79,239	79,205	79,769	80,241	79,205	79,205
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges	29,959	21,509	52,535	29,400	20,000	20,000
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	9,460,709	10,100,706	9,246,985	9,295,646	9,591,604	9,808,662
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants	0	0	0	0	0	0
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants	21,946	20,004	17,924	15,711	13,500	13,500
TOTAL INTERGOVERNMENTAL	21,946	20,004	17,924	15,711	13,500	13,500



CITY OF NORTH ST. PAUL, MINNESOTA
ELECTRIC FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(38010) Investment Income	79,228	102,761	138,167	74,897	3,500	3,500
(38015) Interfund Loan Interest	0	0	9,282	127,089	0	0
(38020) Market Value Adjustment	-26,907	-32,703	76,146	1,241	0	0
(38030) Rental Income	52,352	36,218	26,625	27,589	22,500	22,500
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee	2,208	1,860	1,350	240	0	0
(38090) Phone Payment Fee	2,400	1,880	1,280	480	0	0
(38110) Donations						
(38210) Misc Revenue Non-Taxable	-2,591	10,265	18,778	67,905	5,000	5,000
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements	8,021	7,679	4,251	4,179	0	0
(38710) Sale of Goods and Property	425	960	1,346	13,630	0	0
(38810) Pension Contributions	385	6,869	2,092	2,913	0	0
TOTAL OTHER	115,521	135,789	279,317	320,163	31,000	31,000
(31010) Electric Franchise	-368,484	-244,007	0	0	0	0
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	(368,484)	(244,007)	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current	0	0	0	0	0	0
(32020) Special Assessment Delinquent	0	0	0	0	0	0
(32030) Spec Assess Penalty & Interest	38	26	13	6	0	0
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	38	26	13	6	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge	172,769	190,881	179,746	39,179	45,000	45,000
TOTAL FINES	172,769	190,881	179,746	39,179	45,000	45,000
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	9,402,499	10,203,399	9,723,985	9,670,705	9,681,104	9,898,162



CITY OF NORTH ST. PAUL, MINNESOTA
ELECTRIC FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed
						Budget
(40110) Full-Time Employees - Regular	973,874	984,566	1,076,512	1,265,838	1,227,757	1,299,693
(40115) Full-Time Employees - Overtime	9,341	9,016	7,622	7,824	45,000	45,000
(40120) Part-Time Employees	56,719	57,966	27,455	48,122	71,037	511
(40130) Seasonal Employees	0	0	0	0	0	48,240
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	11,422	12,155
(40215) Severance Payout						
TOTAL PERSONNEL	1,039,934	1,051,548	1,111,589	1,321,784	1,355,216	1,405,599
(41110) Deferred Compensation	24,169	25,320	27,006	33,411	33,589	71,496
(41120) PERA Contribution	72,664	76,556	82,033	93,900	97,167	103,636
(41130) FICA Contribution	64,729	64,991	66,791	79,899	85,398	89,716
(41140) Medicare Contribution	15,154	15,200	15,213	18,685	19,972	21,100
(41150) Educ Assistance Contribution						
(41210) Health Insurance	102,362	92,846	111,697	112,401	121,509	87,794
(41215) HSA Employer Contribution	0	0	0	0	0	17,340
(41220) Dental Insurance	0	0	0	0	0	12,291
(41230) Long-term Disability Insurance	0	0	0	0	0	5,639
(41240) Life Insurance	0	0	0	0	0	635
(41250) Workers Compensation Insurance	25,884	34,876	30,764	31,335	38,264	37,658
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense	73,310	6,857	159,920	-4,550	0	0
(41320) OPEB Expense	0	4,118	-18,221	-48,014	0	0
(41810) Uniforms Allowance	0	0	0	0	0	2,460
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance	0	0	0	0	0	1,050
(41910) Cash in Lieu of Benefits	0	0	0	0	0	21,600
TOTAL BENEFITS	378,272	320,764	475,203	317,067	395,899	472,415
(42010) Contract and Consulting Serv	269,941	242,375	230,049	212,352	280,750	280,750
(42020) Financial Services	19,388	18,870	19,659	23,863	18,438	36,938
(42030) Legal Services	7,359	3,374	192	1,204	8,000	8,000
(42040) Planning Services						
(42050) Engineering Services	800	0	0	757	0	0
(42060) Software and Technology Serv	87,000	78,944	81,536	25,099	30,000	33,000
(42070) Janitorial Services	839	0	0	0	0	0
(42110) Sanitation and Recycling Serv	-396	0	593	91	2,000	2,000
(42310) Personnel Testing	310	0	306	198	0	0
(42320) Printing and Binding	17,995	18,570	19,532	22,222	20,000	46,500
(42410) Contracted Repair and Maint	0	265	0	2,724	0	0
TOTAL PROFESSIONAL SERVICES	403,236	362,398	351,867	288,510	359,188	407,188
(44010) General Liability Insurance (IS Allocation)	7,021	18,604	21,537	12,949	13,790	14,686
(44020) Property Insurance (IS Allocation)	7,703	9,604	22,522	17,891	17,224	18,344
(44030) Automotive Insurance (IS Allocation)	4,396	3,597	4,717	6,029	5,171	5,507
(46010) Fiber Service (IS Allocation)	0	0	7,197	7,665	8,163	8,694
(46110) Building Maint (IS Allocation)	0	31,607	20,792	135,000	155,000	159,650
(46210) City Mechanic (IS Allocation)	29,902	28,755	33,321	11,535	11,000	11,000
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)	0	0	0	65,000	65,000	63,695
TOTAL INTERNAL SERVICES	49,022	92,167	110,086	256,069	275,348	281,576
(43010) Office Supplies	2,224	849	1,259	1,041	3,500	3,500
(43015) Training Supplies	0	0	0	0	500	500



**CITY OF NORTH ST. PAUL, MINNESOTA
ELECTRIC FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET**

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed
						Budget
(43020) Operating Supplies	207	0	5,216	1	350	350
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip	18,578	4,623	3,327	6,421	13,500	13,500
(43040) Maintenance Materials	293,141	655,230	300,951	252,687	213,300	213,300
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms	6,164	5,979	7,564	9,237	14,000	14,000
(43070) City Mechanic Supplies	0	0	0	13,615	23,000	23,000
(43075) City Mechanic Shop Charge	0	0	0	900	700	700
(43080) Motor Fuels	10,848	10,643	11,249	9,578	12,000	12,000
(43110) Copier Lease						
(43210) Communications Devices	4,464	4,019	4,723	3,055	5,000	5,000
(43220) Postage	2,304	2,256	1,473	1,733	3,200	5,200
(43230) Dues and Subscriptions	16,476	18,476	17,872	19,329	19,500	19,500
(43240) Advertising and Legal Notices						
(43310) Training and Travel	17,585	15,320	11,104	6,586	19,500	19,500
(43390) Fire Relief Contribution						
(43410) Utilities	47,561	31,256	15,827	13,481	15,000	15,000
(43420) Power Purchase	5,506,510	5,926,690	5,483,334	5,431,927	5,800,446	5,945,457
(43430) Green Power and Clean Energy	4,202	7,577	8,772	9,765	8,500	8,500
(43510) Collected for Other Agencies	154,282	136,104	163,328	146,808	187,659	187,659
(43710) Animal Shelter Fees						
TOTAL OPERATING	6,084,546	6,819,022	6,035,999	5,926,164	6,339,655	6,486,666
(49010) Transfer to other Funds	560,630	355,993	372,932	300,000	300,000	300,000
TOTAL OTHER FINANCING USES	560,630	355,993	372,932	300,000	300,000	300,000
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment	0	457	0	0	0	0
(47130) Field Equipment	1,103	15,544	19,912	4,500	0	450,500
(47210) Vehicles						
(47310) Infrastructure Improvements	0	0	0	0	0	250,000
(47410) Buildings and Other Improv						
(47810) Depreciation	73,602	85,307	101,289	103,739	101,289	0
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	74,705	101,308	121,201	108,239	101,289	700,500
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense	7,734	65,138	32,766	26,452	50,000	50,000
(44910) Miscellaneous	0	7,301	658	1,414	1,000	1,000
(44310) Interest Expense Cust Deposits	1,067	4,776	2,764	5,351	5,000	5,000
(44230) Credit Card Processing	0	0	0	0	0	135,000
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	8,801	77,215	36,188	33,217	56,000	191,000
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest	64,927	58,484	51,805	44,751	37,230	28,625
(48030) Bonding and Debt - Other	900	996	874	2,250	2,000	500
(48040) Bank Charges - Debt	0	0	0	0	0	250
TOTAL DEBT	65,827	59,480	52,679	47,001	39,230	29,375
TOTAL	8,664,973	9,239,895	8,667,744	8,598,051	9,221,825	10,274,319



WATER FUND

ACTIVITY MANAGER

Ron Ritchie, Public Works Director
Ron.Ritchie@northstpaul.org
651-747-2556

DESCRIPTION OF ACTIVITY

This activity provides water service and billing for over 4,500 customers. Public Works staff operates and maintains 5 wells that pump in excess of 450 million gallons of water annually. The Public Works staff along with the Minnesota Department of Health, and independent laboratories monitor the City's water. Based on this monitoring, Public Works annually prepares the Drinking Water Quality Report on the status of the City's water. The city also maintains two water towers for water distribution.

DEPARTMENT SERVICES

Water Distribution Maintenance	Water Treatment
Hydrant Maintenance	Meter Installation and Diagnosis
Water Main Repair	Fire Flow Storage

OBJECTIVES AND PRIORITIES

- Provide safe and reliable water service to the City of North St. Paul.
- Test the water quality to ensure the US Environmental Protection Agency standards are met and annually prepare the Drinking Water Quality Report.
- Monitor the City wells and maintain/repair the water lines, water towers, and hydrants throughout the City to keep service running smoothly.
- Coordinate with street reconstruction, development, and redevelopment projects to properly update the water system.
- Annually flush the hydrants and watermains to ensure reliability and dislodge & remove build-up.

IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Projected 2022
Gate Valves	790	790	800	805	810	815
Number of Main Breaks	-	13	3	10	8	8
Miles of Water Main	61.1	61.1	62	62	62	62
Meters	-	4,651	4,705	4,705	4,720	4,750
Hydrants	606	606	606	616	626	630
Water Pumped (Million Gallons)	353	355	359	352	380	400



BUDGET HIGHLIGHTS

- No proposed rate changes.
- Added a Public Works Director position, percentage allocated to this budget.
- Planned bond / debt issuance for 2022 in the estimated amount of \$1,281,000.
 - 7th Ave E (Concrete Pavement) - \$241,000
 - Helen Street (Concrete Pavement) - \$58,000
 - 4th Avenue - \$168,000
 - Ariel Street N (50% of area, cost shared) - \$135,000
 - McKnight Rd (Beam to CR D) - County to Overlay in 2023 - \$517,000
 - 10th Ave E Additional Watermain Work - \$162,000
- Replace asset 62-617, Commuter Truck with Plow - \$68,500, per the 10-year CIP Plan.
- Utility Infrastructure:
 - Tower Park Vaults - \$25,000
 - Well 3 Building Rehab - \$35,000
 - Well 3 Building Rehab - \$35,000
 - Meter Replacement Program - \$40,000
 - Watermain Break - \$75,000
 - Curb Stop Program - \$30,000



WATER FUND

PERSONNEL SUMMARY

Regular Employment (FTE)						
Position Title	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Public Works Director	0.25	0.25	0.25	0.20	-	0.25
Public Works Supervisor	-	-	0.15	0.15	0.15	0.15
Public Works Service Worker	1.37	1.39	1.11	1.25	1.25	1.25
City Mechanic	-	-	-	0.10	0.10	0.10
FT Utility Billing Staff	0.56	0.56	0.56	0.40	0.25	0.40
PT Customer Service Specialist	0.35	0.27	0.27	0.50	0.50	-
Utility Billing Coordinator	-	-	-	-	-	0.20
City Manager	0.03	0.03	0.03	0.03	0.03	0.03
Total FTE	2.56	2.50	2.37	2.63	2.28	2.38
Inc/(Dec) From Previous Year		(0.06)	(0.13)	0.26	(0.35)	0.10

Seasonal Employment (Hours)						
Position Title	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Seasonal	1,072	1,072	1,072	1,072	1,072	1,072



CITY OF NORTH ST. PAUL, MINNESOTA
WATER FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

						Variance from 2021 Budget to		
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	1,754,289	1,788,964	1,808,715	1,994,698	1,751,550	1,751,550	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	3,673	3,390	10,543	12,892	12,982	12,982	-	0%
INTERGOVERNMENTAL	-	-	-	14,692	-	-	-	0%
OTHER	31,631	51,656	154,362	61,146	1,000	1,000	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	581	388	603	1,027	-	-	-	0%
FINES	30,297	33,584	32,511	7,110	3,500	3,500	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	1,820,471	1,877,982	2,006,734	2,091,565	1,769,032	1,769,032	-	0%
EXPENDITURES								
PERSONNEL	151,667	164,410	166,954	171,054	179,046	218,103	39,057	22%
BENEFITS	71,752	69,560	99,732	11,898	60,833	86,415	25,582	42%
PROFESSIONAL SERVICES	141,448	169,318	252,661	203,737	234,898	264,398	29,500	13%
INTERNAL SERVICES	41,468	66,079	120,572	117,768	118,843	67,475	(51,368)	-43%
OPERATING	126,317	171,795	183,417	242,243	250,879	250,879	-	0%
OTHER FINANCING USES	205,000	205,000	205,000	205,000	205,000	205,000	-	0%
CAPITAL	167,070	194,616	209,785	205,280	205,280	254,500	49,220	24%
OTHER	19	1,085	28	166	171	10,171	10,000	5848%
DEBT	75,188	104,958	121,678	133,241	120,418	106,244	(14,174)	-12%
TOTAL EXPENDITURES	979,929	1,146,821	1,359,827	1,290,387	1,375,368	1,463,185	87,817	6%
CHANGE IN NET POSITION	840,542	731,161	646,907	801,178	393,664	305,847		



CITY OF NORTH ST. PAUL, MINNESOTA
WATER FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales	1,355,621	1,374,522	1,372,951	1,505,781	1,364,750	1,364,750
(36625) Commercial Water Sales	398,668	419,842	430,064	470,317	381,100	381,100
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges	0	-5,400	5,700	18,600	5,700	5,700
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	1,754,289	1,788,964	1,808,715	1,994,698	1,751,550	1,751,550
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem	3,673	3,390	10,543	12,892	12,982	12,982
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	3,673	3,390	10,543	12,892	12,982	12,982
(35010) Federal Grants						
(35110) State Grants	0	0	0	0	0	0
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants	0	0	0	14,692	0	0
TOTAL INTERGOVERNMENTAL	-	-	-	14,692	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
WATER FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income	33,670	60,317	91,044	45,631	1,000	1,000
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment	-9,527	-10,587	51,809	2,012	0	0
(38030) Rental Income						
(38050) Meter Sales - Remote	2,175	830	7,370	6,804	0	0
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable	404	1	3,500	5,790	0	0
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property	4,850	0	328	541	0	0
(38810) Pension Contributions	59	1,095	311	368	0	0
TOTAL OTHER	31,631	51,656	154,362	61,146	1,000	1,000
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current	0	0	0	0	0	0
(32020) Special Assessment Delinquent	0	0	0	0	0	0
(32030) Spec Assess Penalty & Interest	581	388	603	1,027	0	0
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	581	388	603	1,027	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge	30,297	33,584	32,511	7,110	3,500	3,500
TOTAL FINES	30,297	33,584	32,511	7,110	3,500	3,500
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	1,820,471	1,877,982	2,006,734	2,091,565	1,769,032	1,769,032



CITY OF NORTH ST. PAUL, MINNESOTA
WATER FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	139,894	137,704	141,423	152,363	135,059	184,896
(40115) Full-Time Employees - Overtime	3,323	7,697	13,220	8,605	15,000	15,000
(40120) Part-Time Employees	8,450	19,009	12,311	10,086	27,478	256
(40130) Seasonal Employees	0	0	0	0	0	16,080
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	1,509	1,871
(40215) Severance Payout						
TOTAL PERSONNEL	151,667	164,410	166,954	171,054	179,046	218,103
(41110) Deferred Compensation	4,563	4,847	5,031	5,407	4,643	10,162
(41120) PERA Contribution	11,198	12,198	12,188	11,852	12,109	15,299
(41130) FICA Contribution	9,190	10,495	9,991	10,119	11,295	13,833
(41140) Medicare Contribution	2,149	2,454	2,337	2,366	2,642	3,247
(41150) Educ Assistance Contribution						
(41210) Health Insurance	25,611	29,356	23,787	17,157	17,580	17,324
(41215) HSA Employer Contribution	0	0	0	0	0	3,432
(41220) Dental Insurance	0	0	0	0	0	2,404
(41230) Long-term Disability Insurance	0	0	0	0	0	776
(41240) Life Insurance	0	0	0	0	0	111
(41250) Workers Compensation Insurance	7,771	8,459	6,100	9,757	12,564	15,720
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense	11,270	1,093	27,571	-24,430	0	0
(41320) OPEB Expense	0	658	12,727	-20,330	0	0
(41810) Uniforms Allowance	0	0	0	0	0	405
(41820) Communication Device Allowance	0	0	0	0	0	216
(41830) Travel & Mileage Allowance	0	0	0	0	0	126
(41910) Cash in Lieu of Benefits	0	0	0	0	0	3,360
TOTAL BENEFITS	71,752	69,560	99,732	11,898	60,833	86,415
(42010) Contract and Consulting Serv	47,819	53,443	111,092	71,807	65,000	65,000
(42020) Financial Services	10,295	7,653	7,595	7,843	2,898	5,898
(42030) Legal Services	0	7,414	6,661	0	0	0
(42040) Planning Services	0	0	880	0	3,000	3,000
(42050) Engineering Services	15,591	19,908	30,195	19,121	25,000	25,000
(42060) Software and Technology Serv	28,965	33,033	46,615	28,507	30,000	30,000
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing	341	0	0	231	12,000	12,000
(42320) Printing and Binding	12,077	21,090	22,657	24,284	25,000	51,500
(42410) Contracted Repair and Maint	26,360	26,777	26,966	51,944	72,000	72,000
TOTAL PROFESSIONAL SERVICES	141,448	169,318	252,661	203,737	234,898	264,398
(44010) General Liability Insurance (IS Allocation)	972	2,867	3,573	4,320	4,601	4,900
(44020) Property Insurance (IS Allocation)	3,560	2,773	4,164	5,969	5,747	6,121
(44030) Automotive Insurance (IS Allocation)	1,922	642	766	946	812	865
(46010) Fiber Service (IS Allocation)	0	0	17,198	18,316	19,506	20,774
(46110) Building Maint (IS Allocation)	0	15,835	13,271	16,627	16,627	17,126
(46210) City Mechanic (IS Allocation)	5,547	14,128	28,000	4,990	4,950	4,950
(46310) Equipment (IS Allocation)	29,467	29,834	53,600	53,600	53,600	0
(46410) Information Technology (IS Allocation)	0	0	0	13,000	13,000	12,739
TOTAL INTERNAL SERVICES	41,468	66,079	120,572	117,768	118,843	67,475
(43010) Office Supplies	0	0	0	18	100	100
(43015) Training Supplies						



**CITY OF NORTH ST. PAUL, MINNESOTA
WATER FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET**

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed
						Budget
(43020) Operating Supplies	12,194	19,515	27,077	37,323	49,700	49,700
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip	4,513	2,937	4,079	7,203	5,000	5,000
(43040) Maintenance Materials	11,730	28,835	22,254	40,652	25,000	25,000
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials	0	0	0	0	0	0
(43060) Uniforms	2,036	2,689	3,073	3,414	4,000	4,000
(43070) City Mechanic Supplies	0	0	0	10,447	20,379	20,379
(43075) City Mechanic Shop Charge	0	0	0	400	400	400
(43080) Motor Fuels	2,183	6,005	6,201	4,205	5,000	5,000
(43110) Copier Lease	0	870	1,163	1,982	3,600	3,600
(43210) Communications Devices	0	0	110	955	2,500	2,500
(43220) Postage	1,184	954	1,131	778	1,200	1,200
(43230) Dues and Subscriptions	250	308	229	477	5,000	5,000
(43240) Advertising and Legal Notices	0	0	0	0	0	0
(43310) Training and Travel	2,099	1,366	27	3,726	3,000	3,000
(43390) Fire Relief Contribution						
(43410) Utilities	90,128	108,316	118,073	111,952	111,000	111,000
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies	0	0	0	18,711	15,000	15,000
(43710) Animal Shelter Fees						
TOTAL OPERATING	126,317	171,795	183,417	242,243	250,879	250,879
(49010) Transfer to other Funds	205,000	205,000	205,000	205,000	205,000	205,000
TOTAL OTHER FINANCING USES	205,000	205,000	205,000	205,000	205,000	205,000
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment	0	398	0	0	0	0
(47130) Field Equipment	0	0	4,505	0	0	0
(47210) Vehicles	0	0	0	0	0	68,500
(47310) Infrastructure Improvements	0	0	0	0	0	240,000
(47410) Buildings and Other Improv						
(47810) Depreciation	167,070	194,218	205,280	205,280	205,280	-54,000
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	167,070	194,616	209,785	205,280	205,280	254,500
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense	19	352	0	-8	0	0
(44910) Miscellaneous	0	733	28	174	171	171
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing	0	0	0	0	0	10,000
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	19	1,085	28	166	171	10,171
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest	75,188	80,788	120,625	115,295	114,959	104,744
(48030) Bonding and Debt - Other	0	24,170	943	17,272	4,909	500
(48040) Bank Charges - Debt	0	0	110	674	550	1,000
TOTAL DEBT	75,188	104,958	121,678	133,241	120,418	106,244
TOTAL	979,929	1,146,821	1,359,827	1,290,387	1,375,368	1,463,185



WASTE WATER FUND

ACTIVITY MANAGER

Ron Ritchie, Public Works Director
Ron.Ritchie@northstpaul.org
651-747-2556

DESCRIPTION OF ACTIVITY

This activity provides wastewater collection and treatment and wastewater and drainage billing for over 4,500 customers. The City maintains the manholes, sewer pipe, and lift stations to ensure proper waste water drainage to interceptor sewers operated by the Metropolitan Council. The waste water is then transported to Metropolitan Council treatment plants. The City has a sanitary sewer-cleaning program that includes cleaning the sanitary sewers on a 3-year revolving schedule.

DEPARTMENT SERVICES

Collection System Maintenance	Lift Station Maintenance
Annual Sewer Cleaning	Conveyance of Waste Water

OBJECTIVES AND PRIORITIES

- Reduce waste and prevent pollution in the wastewater collection system.
- Environmental compliance with Metropolitan Council standards.
- Monitor wastewater collection system and provide maintenance.
- Develop and plan additions to the wastewater collection system in conjunction with street reconstruction, new development, and redevelopment.
- Ensure the sewer line is clean of debris and check joints for proper sealing.

IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Projected 2022
Miles of Sewer	45.9	45.9	46.34	46.84	46.84	46.84
No. of Lift Stations	4	4	4	4	4	4
Miles of Sewer Cleaned/Inspected	7.4	11.9	15.44	31.25	16	16
Feet of Sewer Reconstructed	6,900	8,160	8,883	9,813	9,813	15,518
Number of Sewer Backups	-	3	1	2	2	2



BUDGET HIGHLIGHTS

- No proposed rate changes.
- Added a Public Works Director position, percentage allocated to this budget.
- Planned bond / debt issuance for 2022 in the estimated amount of \$1,187,000.
 - Helen Street (Concrete Pavement) - \$151,000
 - 4th Avenue - \$160,000
 - 10th Ave E, 2nd St N, N High Service Road, 7th Ave Alley, 4th Ave, 6th Ave sanitary sewer work - \$876,000
- Replace asset 72-618, Commuter Truck with Plow - \$55,000, per the 10-year CIP Plan.
- Televising/Sewer Cleaning - \$121,467, per the 10-year CIP Plan.



WASTE WATER FUND

PERSONNEL SUMMARY

Regular Employment (FTE)						
Position Title	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Public Works Director	0.25	0.25	0.25	0.20	-	0.25
Public Works Supervisor	-	-	-	0.15	0.15	0.15
Public Works Service Worker	1.33	1.33	1.30	1.25	1.25	1.25
City Mechanic	-	-	-	0.05	0.05	0.05
FT Utility Billing Staff	0.26	0.36	0.36	0.30	0.15	0.20
PT Customer Service Specialist	0.16	0.15	0.15	0.13	0.13	-
Utility Billing Coordinator	-	-	-	-	-	0.10
City Manager	0.03	0.03	0.03	0.03	0.03	0.03
Total FTE	2.03	2.12	2.09	2.11	1.76	2.03
Inc/(Dec) From Previous Year		0.09	(0.03)	0.02	(0.35)	0.27
Seasonal Employment (Hours)						
Position Title	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Seasonal	536	536	536	536	536	536



CITY OF NORTH ST. PAUL, MINNESOTA
WASTE WATER FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

						2022 Proposed	Variance from 2021 Budget to	
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget	2022 Budget Positive	
							(Negative)	
REVENUES								
CHARGES FOR SERVICES	2,023,884	2,149,315	2,280,972	2,466,741	2,439,004	2,439,004	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	8,357	8,572	16,025	118,876	16,089	16,089	-	0%
INTERGOVERNMENTAL	-	-	186,960	-	-	-	-	0%
OTHER	67,645	47,276	111,307	32,165	2,500	2,500	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	470	919	582	431	-	-	-	0%
FINES	39,327	43,758	44,383	10,245	5,000	5,000	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	2,139,683	2,249,840	2,640,229	2,628,458	2,462,593	2,462,593	-	0%
EXPENDITURES								
PERSONNEL	145,248	137,886	152,830	150,950	144,273	178,581	34,308	24%
BENEFITS	53,744	46,035	85,641	29,297	52,244	74,136	21,892	42%
PROFESSIONAL SERVICES	1,020,022	1,148,296	1,108,630	1,165,044	1,113,761	1,222,154	108,393	10%
INTERNAL SERVICES	78,030	100,606	147,616	140,604	141,378	63,040	(78,338)	-55%
OPERATING	20,262	31,169	33,329	45,552	68,066	68,066	-	0%
OTHER FINANCING USES	145,000	145,000	145,000	145,000	145,000	145,000	-	0%
CAPITAL	89,081	141,332	213,555	231,490	205,103	176,467	(28,636)	-14%
OTHER	(192)	25,782	-	(16)	-	10,000	10,000	0%
DEBT	123,882	140,338	149,572	148,000	127,331	128,831	1,500	1%
TOTAL EXPENDITURES	1,675,077	1,916,444	2,036,173	2,055,921	1,997,156	2,066,275	69,119	3%
CHANGE IN NET POSITION	464,606	333,396	604,056	572,537	465,437	396,318		



CITY OF NORTH ST. PAUL, MINNESOTA
WASTE WATER FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee	5,889	5,905	5,888	5,906	4,000	4,000
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales	1,688,332	1,790,745	1,887,074	2,029,018	2,022,322	2,022,322
(36655) Commercial Sewer Sales	329,663	354,765	382,310	413,367	412,682	412,682
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges	0	-2,100	5,700	18,450	0	0
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	2,023,884	2,149,315	2,280,972	2,466,741	2,439,004	2,439,004
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds	0	0	0	102,787	0	0
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem	8,357	8,572	16,025	16,089	16,089	16,089
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	8,357	8,572	16,025	118,876	16,089	16,089
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants	0	0	186,960	0	0	0
TOTAL INTERGOVERNMENTAL	-	-	186,960	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
WASTE WATER FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income	37,423	53,702	70,062	29,746	2,500	2,500
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment	-11,707	-11,868	40,975	1,665	0	0
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable	41,876	484	0	418	0	0
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property	0	4,000	0	0	0	0
(38810) Pension Contributions	53	958	270	336	0	0
TOTAL OTHER	67,645	47,276	111,307	32,165	2,500	2,500
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current	0	0	0	0	0	0
(32020) Special Assessment Delinquent	0	0	0	0	0	0
(32030) Spec Assess Penalty & Interest	470	919	582	431	0	0
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	470	919	582	431	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge	39,327	43,758	44,383	10,245	5,000	5,000
TOTAL FINES	39,327	43,758	44,383	10,245	5,000	5,000
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	2,139,683	2,249,840	2,640,229	2,628,458	2,462,593	2,462,593



**CITY OF NORTH ST. PAUL, MINNESOTA
WASTE WATER FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET**

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(40110) Full-Time Employees - Regular	127,256	124,869	126,641	140,686	124,318	163,876
(40115) Full-Time Employees - Overtime	3,137	6,952	6,105	5,151	5,000	5,000
(40120) Part-Time Employees	14,855	6,065	20,084	5,113	13,739	128
(40130) Seasonal Employees	0	0	0	0	0	8,040
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	1,216	1,537
(40215) Severance Payout						
TOTAL PERSONNEL	145,248	137,886	152,830	150,950	144,273	178,581
(41110) Deferred Compensation	3,863	4,301	4,377	4,982	4,123	9,431
(41120) PERA Contribution	9,937	10,677	10,587	10,772	10,126	12,963
(41130) FICA Contribution	8,746	8,710	9,461	9,257	9,125	11,402
(41140) Medicare Contribution	2,046	2,037	2,213	2,165	2,134	2,679
(41150) Educ Assistance Contribution						
(41210) Health Insurance	12,580	12,611	15,461	15,256	15,313	12,967
(41215) HSA Employer Contribution	0	0	0	0	0	2,592
(41220) Dental Insurance	0	0	0	0	0	2,002
(41230) Long-term Disability Insurance	0	0	0	0	0	702
(41240) Life Insurance	0	0	0	0	0	98
(41250) Workers Compensation Insurance	6,573	6,160	5,853	8,704	11,423	15,208
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense	9,999	956	40,417	-15,443	0	0
(41320) OPEB Expense	0	583	-2,728	-6,396	0	0
(41810) Uniforms Allowance	0	0	0	0	0	390
(41820) Communication Device Allowance	0	0	0	0	0	216
(41830) Travel & Mileage Allowance	0	0	0	0	0	126
(41910) Cash in Lieu of Benefits	0	0	0	0	0	3,360
TOTAL BENEFITS	53,744	46,035	85,641	29,297	52,244	74,136
(42010) Contract and Consulting Serv	26,473	23,774	13,027	45,236	21,000	21,000
(42020) Financial Services	6,138	3,160	3,136	3,729	4,158	8,358
(42030) Legal Services	540	17,479	0	0	0	0
(42040) Planning Services						
(42050) Engineering Services	27,016	41,940	6,010	4,201	2,000	2,000
(42060) Software and Technology Serv	24,968	26,040	27,196	17,728	22,000	22,000
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv	917,406	1,017,386	1,039,029	1,072,629	1,004,103	1,081,796
(42310) Personnel Testing	0	0	0	0	500	500
(42320) Printing and Binding	17,481	18,252	18,842	21,489	20,000	46,500
(42410) Contracted Repair and Maint	0	265	1,390	32	40,000	40,000
TOTAL PROFESSIONAL SERVICES	1,020,022	1,148,296	1,108,630	1,165,044	1,113,761	1,222,154
(44010) General Liability Insurance (IS Allocation)	8,614	4,151	5,543	4,315	4,595	4,894
(44020) Property Insurance (IS Allocation)	2,216	2,809	6,002	5,961	5,739	6,112
(44030) Automotive Insurance (IS Allocation)	1,518	1,245	1,512	1,880	1,613	1,718
(46010) Fiber Service (IS Allocation)	0	0	14,198	15,121	16,104	17,151
(46110) Building Maint (IS Allocation)	0	15,835	13,271	16,627	16,627	17,126
(46210) City Mechanic (IS Allocation)	4,942	14,232	26,690	3,300	3,300	3,300
(46310) Equipment (IS Allocation)	60,740	62,334	80,400	80,400	80,400	0
(46410) Information Technology (IS Allocation)	0	0	0	13,000	13,000	12,739
TOTAL INTERNAL SERVICES	78,030	100,606	147,616	140,604	141,378	63,040
(43010) Office Supplies	0	154	0	0	500	500
(43015) Training Supplies						



**CITY OF NORTH ST. PAUL, MINNESOTA
WASTE WATER FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET**

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed
						Budget
(43020) Operating Supplies	-750	1,134	0	1,250	6,000	6,000
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip	932	4,188	0	1,738	5,000	5,000
(43040) Maintenance Materials	8,494	1,655	7,256	8,275	21,000	21,000
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials	0	0	0	0	0	0
(43060) Uniforms	1,860	1,880	1,161	3,180	3,000	3,000
(43070) City Mechanic Supplies	0	0	0	2,602	5,066	5,066
(43075) City Mechanic Shop Charge	0	0	0	220	300	300
(43080) Motor Fuels	3,212	3,274	3,448	2,524	5,000	5,000
(43110) Copier Lease	0	0	0	0	2,000	2,000
(43210) Communications Devices	1,660	1,669	1,536	1,537	1,900	1,900
(43220) Postage	1,176	952	808	723	1,800	1,800
(43230) Dues and Subscriptions	0	33	0	0	500	500
(43240) Advertising and Legal Notices	0	0	0	0	0	0
(43310) Training and Travel	793	6,501	803	5,172	4,000	4,000
(43390) Fire Relief Contribution						
(43410) Utilities	2,885	9,729	18,317	18,331	12,000	12,000
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	20,262	31,169	33,329	45,552	68,066	68,066
(49010) Transfer to other Funds	145,000	145,000	145,000	145,000	145,000	145,000
TOTAL OTHER FINANCING USES	145,000	145,000	145,000	145,000	145,000	145,000
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles	0	0	0	0	0	55,000
(47310) Infrastructure Improvements	0	0	0	24,674	0	121,467
(47410) Buildings and Other Improv	-19,214	-15,050	8,452	0	0	0
(47810) Depreciation	108,295	156,382	205,103	206,816	205,103	0
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	89,081	141,332	213,555	231,490	205,103	176,467
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense	-192	0	0	-26	0	0
(44910) Miscellaneous	0	25,782	0	10	0	0
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing	0	0	0	0	0	10,000
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	(192)	25,782	-	(16)	-	10,000
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest	112,497	120,002	148,406	137,652	127,331	127,331
(48030) Bonding and Debt - Other	11,385	20,336	1,076	9,680	0	500
(48040) Bank Charges - Debt	0	0	90	668	0	1,000
TOTAL DEBT	123,882	140,338	149,572	148,000	127,331	128,831
TOTAL	1,675,077	1,916,444	2,036,173	2,055,921	1,997,156	2,066,275



SURFACE WATER FUND

ACTIVITY MANAGER

Ron Ritchie, Public Works Director
Ron.Ritchie@northstpaul.org
651-747-2556

DESCRIPTION OF ACTIVITY

This activity provides service to manage the discharge of stormwater. The goal of this department is to reduce the amount of sediment and pollutants that enter the surface water and flow into our storm sewer systems. The department is responsible for the following: public education and outreach, illicit discharge detection and elimination, construction site stormwater runoff control, post-construction stormwater management in new development and redevelopment, and stormwater pollution prevention.

DEPARTMENT SERVICES

Operation of Storm Water System	Catch Basin Clearing
Rain Garden maintenance	Street Sweeping
Storage of Water Run Off	Compliance with MS4

OBJECTIVES AND PRIORITIES

- Ensure compliance with the State of Minnesota's MS4 permitting program.
- Increase street sweeping to prevent leaves & road salt from entering storm drains.
- Inspect and perform regular surface water ponds maintenance.
- Regularly examine catch basins and repair as needed.
- Respond to reports of suspicious dumping or spills.
- Educate residents on the impact of chemicals entering the City's ponds and lakes.
- Collaborate with the Ramsey-Washington Metro and Valley Branch Watershed Districts on water management techniques and strategy
- Adhering to the Surface Water Management Plan as required by state law.

IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2017	Actual 2018	Actual 2019	Projected 2020	Projected 2021	Projected 2022
Sweepings Removed (Dollars)	3,418	4,735	6,823	7,000	7,000	7,000
Miles of Storm Sewer Pipe	38.2	38.2	44.0	45.5	50	50.5
Catch Basins	1,640	1,640	1,640	1,660	1,660	1,665



BUDGET HIGHLIGHTS

- No proposed rate changes.
- Reduction in capital expenditures of \$137,772.
- Added a Public Works Director position, percentage allocated to this budget.
- Planned bond / debt issuance for 2022 in the estimated amount of \$979,000.
 - 7th Ave E (Concrete Pavement) - \$453,000
 - Helen Street (Concrete Pavement) - \$176,000
 - 4th Avenue - \$350,000



SURFACE WATER FUND

PERSONNEL SUMMARY

Regular Employment (FTE)						
Position Title	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Public Works Director	0.25	0.25	0.25	0.20	-	0.25
Public Works Supervisor	-	-	-	0.15	0.15	0.15
Public Works Service Worker	1.15	1.15	1.01	1.25	1.25	1.25
City Mechanic	-	-	-	0.05	0.05	0.05
Parks Coordinator	-	-	-	0.10	-	-
FT Utility Billing Staff	0.14	0.33	0.33	0.10	0.05	0.10
Utility Billing Coordinator	-	-	-	-	-	0.05
PT Customer Service Specialist	0.09	0.17	0.17	0.13	0.13	-
Total FTE	1.63	1.90	1.76	1.98	1.63	1.85
Inc/(Dec) From Previous Year		0.27	(0.14)	0.22	(0.35)	0.22

Seasonal Employment (Hours)						
Position Title	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Seasonal	536	536	536	536	536	536



CITY OF NORTH ST. PAUL, MINNESOTA
SURFACE WATER FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

						2022 Proposed	Variance from 2021 Budget to	
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget	2022 Budget Positive	
							(Negative)	
REVENUES								
CHARGES FOR SERVICES	716,538	808,179	869,028	922,505	798,250	798,250	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	2,688	2,646	6,567	185,786	9,006	9,006	-	0%
INTERGOVERNMENTAL	-	-	-	753,848	-	-	-	0%
OTHER	23,166	33,913	100,443	34,757	1,000	1,000	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	162	162	229	84	-	-	-	0%
FINES	9,920	11,372	11,939	2,863	1,000	1,000	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	752,474	856,272	988,206	1,899,843	809,256	809,256	-	0%
EXPENDITURES								
PERSONNEL	126,913	128,729	123,606	139,800	129,598	164,754	35,156	27%
BENEFITS	52,151	43,334	58,085	29,357	47,171	67,698	20,527	44%
PROFESSIONAL SERVICES	133,168	216,346	50,255	27,673	154,597	155,997	1,400	1%
INTERNAL SERVICES	45,303	55,677	76,669	76,749	76,946	39,735	(37,211)	-48%
OPERATING	3,447	4,702	9,283	6,856	29,827	29,827	-	0%
OTHER FINANCING USES	80,000	80,000	80,000	256,780	80,000	80,000	-	0%
CAPITAL	159,139	127,751	137,772	171,122	137,772	-	(137,772)	-100%
OTHER	(37)	8,535	-	(12)	-	-	-	0%
DEBT	37,014	50,894	59,303	89,248	74,316	68,283	(6,033)	-8%
TOTAL EXPENDITURES	637,098	715,968	594,973	797,573	730,227	606,294	(123,933)	-17%
CHANGE IN NET POSITION	115,376	140,304	393,233	1,102,270	79,029	202,962		



CITY OF NORTH ST. PAUL, MINNESOTA
SURFACE WATER FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg	716,538	808,179	869,028	922,505	798,250	798,250
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	716,538	808,179	869,028	922,505	798,250	798,250
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset	0	0	0	176,780	0	0
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem	2,688	2,646	6,567	9,006	9,006	9,006
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	2,688	2,646	6,567	185,786	9,006	9,006
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction	0	0	0	753,848	0	0
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	753,848	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
SURFACE WATER FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income	33,891	46,196	63,860	31,271	1,000	1,000
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment	-11,355	-13,520	36,338	2,757	0	0
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable	580	354	0	419	0	0
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions	50	883	245	310	0	0
TOTAL OTHER	23,166	33,913	100,443	34,757	1,000	1,000
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current	0	0	0	0	0	0
(32020) Special Assessment Delinquent	0	0	0	0	0	0
(32030) Spec Assess Penalty & Interest	162	162	229	84	0	0
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	162	162	229	84	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge	9,920	11,372	11,939	2,863	1,000	1,000
TOTAL FINES	9,920	11,372	11,939	2,863	1,000	1,000
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	752,474	856,272	988,206	1,899,843	809,256	809,256



**CITY OF NORTH ST. PAUL, MINNESOTA
SURFACE WATER FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET**

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	118,262	113,273	114,238	136,951	112,616	150,229
(40115) Full-Time Employees - Overtime	3,776	5,819	3,843	363	5,000	5,000
(40120) Part-Time Employees	4,875	9,637	5,525	2,486	10,890	64
(40130) Seasonal Employees	0	0	0	0	0	8,040
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	1,092	1,421
(40215) Severance Payout						
TOTAL PERSONNEL	126,913	128,729	123,606	139,800	129,598	164,754
(41110) Deferred Compensation	3,735	3,849	3,687	4,327	3,400	8,667
(41120) PERA Contribution	9,431	9,834	9,592	9,941	9,035	11,935
(41130) FICA Contribution	7,591	8,222	7,819	8,604	8,178	10,597
(41140) Medicare Contribution	1,775	1,923	1,828	2,011	1,913	2,478
(41150) Educ Assistance Contribution						
(41210) Health Insurance	13,204	11,552	13,952	13,536	13,338	10,726
(41215) HSA Employer Contribution	0	0	0	0	0	2,160
(41220) Dental Insurance	0	0	0	0	0	1,795
(41230) Long-term Disability Insurance	0	0	0	0	0	651
(41240) Life Insurance	0	0	0	0	0	92
(41250) Workers Compensation Insurance	6,931	6,545	3,470	8,912	11,307	14,631
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense	9,484	882	20,164	-12,035	0	0
(41320) OPEB Expense	0	527	-2,427	-5,939	0	0
(41810) Uniforms Allowance	0	0	0	0	0	390
(41820) Communication Device Allowance	0	0	0	0	0	216
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits	0	0	0	0	0	3,360
TOTAL BENEFITS	52,151	43,334	58,085	29,357	47,171	67,698
(42010) Contract and Consulting Serv	56	8,005	20,775	4,826	27,500	27,500
(42020) Financial Services	4,385	4,740	4,704	4,776	1,395	2,795
(42030) Legal Services	0	32	238	0	0	0
(42040) Planning Services						
(42050) Engineering Services	59,112	37,273	7,206	17,747	40,000	40,000
(42060) Software and Technology Serv	0	704	0	0	702	702
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv	3,463	6,922	8,232	324	13,000	13,000
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint	66,152	158,670	9,100	0	72,000	72,000
TOTAL PROFESSIONAL SERVICES	133,168	216,346	50,255	27,673	154,597	155,997
(44010) General Liability Insurance (IS Allocation)	538	1,464	1,812	4,315	4,596	4,895
(44020) Property Insurance (IS Allocation)	0	1,579	2,168	5,961	5,739	6,112
(44030) Automotive Insurance (IS Allocation)	1,132	0	0	0	0	0
(46010) Fiber Service (IS Allocation)	0	0	2,000	2,130	2,268	2,415
(46110) Building Maint (IS Allocation)	0	15,898	13,271	16,693	16,693	17,194
(46210) City Mechanic (IS Allocation)	11,733	10,486	19,018	2,750	2,750	2,750
(46310) Equipment (IS Allocation)	31,900	26,250	38,400	38,400	38,400	0
(46410) Information Technology (IS Allocation)	0	0	0	6,500	6,500	6,369
TOTAL INTERNAL SERVICES	45,303	55,677	76,669	76,749	76,946	39,735
(43010) Office Supplies	0	0	0	0	300	300
(43015) Training Supplies						



**CITY OF NORTH ST. PAUL, MINNESOTA
SURFACE WATER FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET**

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(43020) Operating Supplies	0	0	0	0	3,000	3,000
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip	58	0	1,700	0	2,500	2,500
(43040) Maintenance Materials	114	1,476	1,965	1,318	10,000	10,000
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials	0	0	0	0	0	0
(43060) Uniforms	350	338	521	415	1,000	1,000
(43070) City Mechanic Supplies	0	0	0	1,341	7,417	7,417
(43075) City Mechanic Shop Charge	0	0	0	160	300	300
(43080) Motor Fuels	1,975	1,509	1,814	1,894	3,500	3,500
(43110) Copier Lease	0	0	1,650	0	0	0
(43210) Communications Devices	95	35	0	98	710	710
(43220) Postage	0	0	0	0	0	0
(43230) Dues and Subscriptions	760	1,010	1,633	1,630	1,100	1,100
(43240) Advertising and Legal Notices	95	14	0	0	0	0
(43310) Training and Travel	0	320	0	0	0	0
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	3,447	4,702	9,283	6,856	29,827	29,827
(49010) Transfer to other Funds	80,000	80,000	80,000	256,780	80,000	80,000
TOTAL OTHER FINANCING USES	80,000	80,000	80,000	256,780	80,000	80,000
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements	0	0	0	0	0	0
(47410) Buildings and Other Improv	52,586	0	0	33,350	0	0
(47810) Depreciation	106,553	127,751	137,772	137,772	137,772	0
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	159,139	127,751	137,772	171,122	137,772	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense	-37	50	0	-12	0	0
(44910) Miscellaneous	0	8,485	0	0	0	0
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	(37)	8,535	-	(12)	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest	32,902	38,906	58,162	70,890	73,766	66,783
(48030) Bonding and Debt - Other	4,112	11,988	1,091	17,797	550	500
(48040) Bank Charges - Debt	0	0	50	561	0	1,000
TOTAL DEBT	37,014	50,894	59,303	89,248	74,316	68,283
TOTAL	637,098	715,968	594,973	797,573	730,227	606,294



SOLID WASTE FUND

ACTIVITY MANAGER

Brian Frandle, Interim City Manager
Brian.Frandle@northstpaul.org
651-747-2436

DESCRIPTION OF ACTIVITY

This activity contracts with an outside vendor to facilitate and organize coordinated garbage, recycling, yard waste, and pay per item bulk pickup for over 3,500 residents. Residents are charged a monthly fee for the disposal (tipping), pickup and hauling, solid waste management tax administered by the State of Minnesota (9.75%) and Ramsey County Environmental Charge (28% for residential accounts). This department is responsible for billing, customer service and solid waste education. Tennis Sanitation, L.L.C. has served as waste collector for the City since September 2019.

DEPARTMENT SERVICES

Coordinated Residential Service	Recycling
Garbage	Paid on Call Bulk Pick Up
Yard Waste	Textile Recycling

OBJECTIVES AND PRIORITIES

- Monitor rates in an effort to get the best prices for North St. Paul residents.
- Collaborate with Tennis Sanitation, LLC on all solid waste issues.
- Continue offering weekly recycling to reduce unnecessary landfill.
- Provide *extraordinary* customer service to all community members.
- Process recycling charges for Maplewood residents with North St. Paul Electric services.

IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Projected 2021	Projected 2022
32 Gallon Service	406	389	417	411	415	418
68 Gallon Service	1,509	1,520	1,523	1,586	1,612	1,635
95 Gallon Service	1,548	1,556	1,515	1,526	1,537	1,540
163 Gallon Service	30	31	31	30	35	36
Commercial Accounts	8	8	8	11	14	14
Residential Recycling Only Accounts	40	37	48	48	36	40



IMPACT MEASURES / PERFORMANCE INDICATORS CONTINUED

BUDGET HIGHLIGHTS

- No proposed rate changes for residential & commercial accounts.
- Rates increased from city-wide hauler (Tennis) by 3%.
- Tipping fee increase from \$84 / ton to \$87 / ton.
- Score Grant projected to be \$27,000.
- Purchase of 400 lids at \$20 per lid (minimum order is 200 lids per size).



SOLID WASTE FUND

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
Public Works Service Worker	0.39	0.39	0.39	-	-	-
Utility Billing Coordinator	-	-	-	-	-	0.15
FT Utility Billing Staff	-	0.19	0.19	0.30	0.10	0.40
PT Customer Service Specialist	-	0.24	0.24	0.25	0.25	-
City Manager	-	-	-	0.02	0.02	0.02
Total FTE	0.39	0.82	0.82	0.57	0.37	0.57
Inc/(Dec) From Previous Year		0.43	-	(0.25)	(0.20)	0.20



CITY OF NORTH ST. PAUL, MINNESOTA
SOLID WASTE FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	1,024,831	1,064,631	1,043,486	976,481	944,892	991,392	46,500	5%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	1,129	1,016	1,618	1,254	1,254	1,254	-	0%
INTERGOVERNMENTAL	26,239	32,167	134,093	29,315	27,000	27,000	-	0%
OTHER	56,495	52,843	69,653	13,626	4,150	4,150	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	327	280	174	59	-	-	-	0%
FINES	27,991	29,905	28,451	5,859	2,500	2,500	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	1,137,012	1,180,842	1,277,475	1,026,594	979,796	1,026,296	46,500	5%
EXPENDITURES								
PERSONNEL	51,596	53,896	68,680	29,186	24,633	34,131	9,498	39%
BENEFITS	17,988	(8,847)	16,918	9,257	6,794	16,115	9,321	137%
PROFESSIONAL SERVICES	904,678	933,683	919,651	846,038	877,892	909,078	31,186	4%
INTERNAL SERVICES	-	3,177	5,678	-	-	-	-	0%
OPERATING	103	98	111	-	-	-	-	0%
OTHER FINANCING USES	60,000	60,000	60,000	60,000	60,000	60,000	-	0%
CAPITAL	5,375	-	475,914	17,662	8,000	8,000	-	0%
OTHER	20	2,838	-	(40)	-	-	-	0%
DEBT	8,775	7,671	6,831	6,212	4,723	3,889	(834)	-18%
TOTAL EXPENDITURES	1,048,535	1,052,516	1,553,783	968,315	982,042	1,031,213	49,171	5%
CHANGE IN NET POSITION	88,477	128,326	(276,308)	58,279	(2,246)	(4,917)		



CITY OF NORTH ST. PAUL, MINNESOTA
SOLID WASTE FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed
						Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales	648,458	670,092	622,426	512,156	502,518	521,018
(36720) Recycling Sales	143,931	150,124	210,772	322,399	319,662	326,162
(36730) Yard Waste Sales	94,610	101,583	105,917	112,830	106,512	118,012
(36740) Bulk Pick Up Sales	137,832	142,832	104,371	29,096	16,200	26,200
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	1,024,831	1,064,631	1,043,486	976,481	944,892	991,392
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem	1,129	1,016	1,618	1,254	1,254	1,254
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	1,129	1,016	1,618	1,254	1,254	1,254
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants	26,239	32,167	134,093	29,315	27,000	27,000
TOTAL INTERGOVERNMENTAL	26,239	32,167	134,093	29,315	27,000	27,000



CITY OF NORTH ST. PAUL, MINNESOTA
SOLID WASTE FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income	15,448	18,930	21,113	9,789	1,000	1,000
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment	-5,174	-6,712	13,668	577	0	0
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate	45,135	37,710	32,290	0	0	0
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable	1,066	447	0	0	0	0
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements	0	2,468	2,582	3,260	3,150	3,150
(38710) Sale of Goods and Property						
(38810) Pension Contributions	20	0	0	0	0	0
TOTAL OTHER	56,495	52,843	69,653	13,626	4,150	4,150
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current	0	0	0	0	0	0
(32020) Special Assessment Delinquent	0	0	0	0	0	0
(32030) Spec Assess Penalty & Interest	327	280	174	59	0	0
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	327	280	174	59	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge	27,991	29,905	28,451	5,859	2,500	2,500
TOTAL FINES	27,991	29,905	28,451	5,859	2,500	2,500
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	1,137,012	1,180,842	1,277,475	1,026,594	979,796	1,026,296



CITY OF NORTH ST. PAUL, MINNESOTA
SOLID WASTE FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(40110) Full-Time Employees - Regular	40,079	42,368	53,797	16,662	10,177	33,523
(40115) Full-Time Employees - Overtime	1,372	2,238	1,860	0	0	0
(40120) Part-Time Employees	10,145	9,290	13,023	12,524	14,248	320
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	208	288
(40215) Severance Payout						
TOTAL PERSONNEL	51,596	53,896	68,680	29,186	24,633	34,131
(41110) Deferred Compensation	1,120	1,358	1,948	1,062	1,003	1,449
(41120) PERA Contribution	3,812	4,160	5,130	2,108	1,832	2,538
(41130) FICA Contribution	3,010	3,233	4,078	1,781	1,577	2,068
(41140) Medicare Contribution	704	756	954	416	369	492
(41150) Educ Assistance Contribution						
(41210) Health Insurance	5,513	6,254	8,763	3,679	1,820	7,097
(41215) HSA Employer Contribution	0	0	0	0	0	1,368
(41220) Dental Insurance	0	0	0	0	0	655
(41230) Long-term Disability Insurance	0	0	0	0	0	101
(41240) Life Insurance	0	0	0	0	0	16
(41250) Workers Compensation Insurance	0	1,237	1,065	211	193	247
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense	3,829	-26,033	0	0	0	0
(41320) OPEB Expense	0	188	-5,020	0	0	0
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance	0	0	0	0	0	84
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	17,988	(8,847)	16,918	9,257	6,794	16,115
(42010) Contract and Consulting Serv	62	0	3,382	0	0	0
(42020) Financial Services						
(42030) Legal Services	0	252	0	0	0	0
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv	0	0	1,065	0	0	0
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv	904,616	933,431	911,067	846,038	877,892	909,078
(42310) Personnel Testing						
(42320) Printing and Binding	0	0	4,137	0	0	0
(42410) Contracted Repair and Maint						
TOTAL PROFESSIONAL SERVICES	904,678	933,683	919,651	846,038	877,892	909,078
(44010) General Liability Insurance (IS Allocation)	0	2,276	2,821	0	0	0
(44020) Property Insurance (IS Allocation)	0	901	2,857	0	0	0
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)						
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	-	3,177	5,678	-	-	-

(43010) Office Supplies
(43015) Training Supplies



CITY OF NORTH ST. PAUL, MINNESOTA
SOLID WASTE FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies						
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms	103	98	111	0	0	0
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease						
(43210) Communications Devices						
(43220) Postage						
(43230) Dues and Subscriptions						
(43240) Advertising and Legal Notices						
(43310) Training and Travel						
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	103	98	111	-	-	-
(49010) Transfer to other Funds	60,000	60,000	60,000	60,000	60,000	60,000
TOTAL OTHER FINANCING USES	60,000	60,000	60,000	60,000	60,000	60,000
(47010) Land						
(47110) Furniture and Fixtures	0	0	7,602	0	0	0
(47120) Office Equipment						
(47130) Field Equipment	5,375	0	468,312	17,662	8,000	8,000
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	5,375	-	475,914	17,662	8,000	8,000
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense	-156	-87	0	-40	0	0
(44910) Miscellaneous	176	2,925	0	0	0	0
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	20	2,838	-	(40)	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest	8,679	7,671	6,663	5,655	4,603	3,569
(48030) Bonding and Debt - Other	96	0	168	517	120	220
(48040) Bank Charges - Debt	0	0	0	40	0	100
TOTAL DEBT	8,775	7,671	6,831	6,212	4,723	3,889
TOTAL	1,048,535	1,052,516	1,553,783	968,315	982,042	1,031,213



FIBER OPTIC FUND

ACTIVITY MANAGER

Brian Frandle, Interim City Manager
Brian.Frandle@northstpaul.org
651-747-2436

DESCRIPTION OF ACTIVITY

This activity provides a City-Wide fiber optic network. The network provides superior speed and reliability for all City operated buildings as well as 8 other commercial locations which are billed monthly by the Utility Billing department.

OBJECTIVES AND PRIORITIES

- Continue existing service agreements and pursue additional partnerships.
- Keep updated on maintenance and repairs to ensure quality of service.

IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2017	Actual 2018	Actual 2019	Projected 2020	Projected 2021	Projected 2022
Service Agreements	10	10	10	9	8	8
City Owned Locations Utilizing	3	3	3	3	3	3

BUDGET HIGHLIGHTS

- The fund cash deficit is projected to be reduced by \$113,448 down to (\$2,197,271) by year end 2022.



FIBER OPTIC FUND

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
NONE						
Total FTE	-	-	-	-	-	-
Inc/(Dec) From Previous Year		-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
FIBER OPTIC FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	133,997	130,003	205,149	213,803	195,402	200,663	5,261	3%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	(21,533)	(30,636)	(1,430)	-	12,185	12,185	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	200	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	112,464	99,567	203,719	213,803	207,587	212,848	5,261	3%
EXPENDITURES								
PERSONNEL	2,611	1,827	1,930	-	-	-	-	0%
BENEFITS	797	606	676	-	-	-	-	0%
PROFESSIONAL SERVICES	91,303	133,258	91,258	96,184	99,400	99,400	-	0%
INTERNAL SERVICES	15,073	359	119	-	-	-	-	0%
OPERATING	-	490	-	-	-	-	-	0%
OTHER FINANCING USES	-	-	-	-	-	-	-	0%
CAPITAL	44,439	44,439	44,439	44,439	44,440	-	(44,440)	-100%
OTHER	-	120	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	154,223	181,099	138,422	140,623	143,840	99,400	(44,440)	-31%
CHANGE IN NET POSITION	(41,759)	(81,532)	65,297	73,180	63,747	113,448		



CITY OF NORTH ST. PAUL, MINNESOTA
FIBER OPTIC FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service	133,997	130,003	205,149	213,803	114,456	114,456
(36795) Fiber Service - NSP	0	0	0	0	80,946	86,207
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	133,997	130,003	205,149	213,803	195,402	200,663
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
FIBER OPTIC FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income	-36,221	-41,642	-14,936	0	0	0
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment						
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable	14,688	11,006	13,506	0	12,185	12,185
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	(21,533)	(30,636)	(1,430)	-	12,185	12,185
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge	0	200	0	0	0	0
TOTAL FINES	-	200	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	112,464	99,567	203,719	213,803	207,587	212,848



CITY OF NORTH ST. PAUL, MINNESOTA
FIBER OPTIC FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	2,155	1,476	1,526	0	0	0
(40115) Full-Time Employees - Overtime						
(40120) Part-Time Employees	456	351	404	0	0	0
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance						
(40215) Severance Payout						
TOTAL PERSONNEL	2,611	1,827	1,930	-	-	-
(41110) Deferred Compensation	59	48	55	0	0	0
(41120) PERA Contribution	191	140	144	0	0	0
(41130) FICA Contribution	147	106	110	0	0	0
(41140) Medicare Contribution	34	25	26	0	0	0
(41150) Educ Assistance Contribution						
(41210) Health Insurance	354	272	327	0	0	0
(41215) HSA Employer Contribution						
(41220) Dental Insurance						
(41230) Long-term Disability Insurance						
(41240) Life Insurance						
(41250) Workers Compensation Insurance	12	15	14	0	0	0
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	797	606	676	-	-	-
(42010) Contract and Consulting Serv	91,303	133,258	91,258	96,184	99,400	99,400
(42020) Financial Services						
(42030) Legal Services	0	0	0	0	0	0
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv						
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint						
TOTAL PROFESSIONAL SERVICES	91,303	133,258	91,258	96,184	99,400	99,400
(44010) General Liability Insurance (IS Allocation)	0	257	85	0	0	0
(44020) Property Insurance (IS Allocation)	15,073	102	34	0	0	0
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)						
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	15,073	359	119	-	-	-
(43010) Office Supplies						
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
FIBER OPTIC FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies	0	490	0	0	0	0
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease						
(43210) Communications Devices						
(43220) Postage						
(43230) Dues and Subscriptions						
(43240) Advertising and Legal Notices						
(43310) Training and Travel						
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	-	490	-	-	-	-
(49010) Transfer to other Funds						
TOTAL OTHER FINANCING USES	-	-	-	-	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation	44,439	44,439	44,439	44,439	44,440	0
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	44,439	44,439	44,439	44,439	44,440	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous	0	120	0	0	0	0
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	-	120	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest	0	0	0	0	0	0
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	154,223	181,099	138,422	140,623	143,840	99,400



MUNICIPAL BUILDINGS / BUILDING MAINTENANCE FUND

ACTIVITY MANAGER

Brian Frandle, Interim City Manager
Brian.Frandle@northstpaul.org
651-747-2436

DESCRIPTION OF ACTIVITY

This activity monitors the maintenance of the City Hall, the Public Works Facility, Park Shelters and Pavilions, and other city owned and operated buildings. This department also performs the preventative and routine maintenance in addition to emergency repairs on city buildings.

DEPARTMENT SERVICES

Maintenance of City Owned Buildings	Fixed Telecommunication
Janitorial Services	Door Security and Maintenance

OBJECTIVES AND PRIORITIES

- Provide building and facility maintenance for all City owned properties.
- Development of routine maintenance procedures to extend the life of city property.
- Centralized contracting for city-wide janitorial services.
- Maintain door security system and access to all city buildings.
- Support special events and community activities.
- Add service doors in the Fire Station and Finance department.
- Add secure service windows to Community Development and Finance counters.
- Ensure elevators within City Hall and the former Community Center are inspected annually.
- Continue to evaluate the long-term capability of City facilities and plan for necessary upgrades.

BUDGET HIGHLIGHTS

- Eliminate the negative cash position of the fund; begin to build reserves for future large scale maintenance projects.
- Increase in janitorial service fees for rotary park restroom cleaning and usage of other park locations.
- Budget for Community Center maintenance moved to Community Center fund for 2020.
- Budgeted capital expenses - \$172,000:
 - City Hall - \$129,000
 - Fire Station Exterior Service Doors - \$15,000
 - Finance Service Door - \$8,000
 - City Hall Tuck Pointing and Caulking - \$50,000
 - City Hall Fence Police Backlot - \$10,000
 - City Hall Antenna System - \$36,000
 - City Hall HVAC Control Updates - \$10,000
 - Parks Buildings - \$15,000



- McKnight Field HVAC - \$15,000
- Various Buildings - \$28,000
 - Door Security Updates - \$8,000
 - Municipal Building Cameras - \$20,000



BUILDING MAINTENANCE / MUNICIPAL BUILDINGS FUND

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
NONE						
Total FTE	-	-	-	-	-	-
Inc/(Dec) From Previous Year						-



CITY OF NORTH ST. PAUL, MINNESOTA
MUNICIPAL BUILDINGS/BUILDING MAINTENANCE FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	Variance from 2021 Budget to						2022 Budget Positive	
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	(Negative)	
REVENUES								
CHARGES FOR SERVICES	-	301,088	429,673	214,947	234,947	242,520	7,573	3%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	-	(2,147)	(3,714)	759	-	-	-	0%
OTHER TAXES	-	-	-	183,782	175,000	175,000	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	-	298,941	425,959	399,488	409,947	417,520	7,573	2%
EXPENDITURES								
PERSONNEL	-	53,311	4,518	-	-	-	-	0%
BENEFITS	-	11,125	346	-	-	-	-	0%
PROFESSIONAL SERVICES	-	413,636	298,431	136,315	174,222	181,652	7,430	4%
INTERNAL SERVICES	-	4,498	10,248	-	9,500	-	(9,500)	-100%
OPERATING	-	68,493	73,937	53,342	72,180	72,180	-	0%
OTHER FINANCING USES	-	-	-	-	-	-	-	0%
CAPITAL	-	2,091	-	-	-	172,000	172,000	0%
OTHER	-	-	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	-	553,154	387,480	189,657	255,902	425,832	169,930	66%
CHANGE IN NET POSITION	-	(254,213)	38,479	209,831	154,045	(8,312)		



CITY OF NORTH ST. PAUL, MINNESOTA
MUNICIPAL BUILDINGS/BUILDING MAINTENANCE FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2022 Proposed					
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service	0	301,088	429,673	214,947	234,947	242,520
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	301,088	429,673	214,947	234,947	242,520
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
MUNICIPAL BUILDINGS/BUILDING MAINTENANCE FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income	0	-2,147	-3,714	7	0	0
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment						
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements	0	0	0	752	0	0
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	(2,147)	(3,714)	759	-	-
(31010) Electric Franchise	0	0	0	183,782	175,000	175,000
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	183,782	175,000	175,000
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	-	298,941	425,959	399,488	409,947	417,520



CITY OF NORTH ST. PAUL, MINNESOTA
MUNICIPAL BUILDINGS/BUILDING MAINTENANCE FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	0	53,309	0	0	0	0
(40115) Full-Time Employees - Overtime	0	2	0	0	0	0
(40120) Part-Time Employees	0	0	4,518	0	0	0
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance						
(40215) Severance Payout						
TOTAL PERSONNEL	-	53,311	4,518	-	-	-
(41110) Deferred Compensation	0	868	0	0	0	0
(41120) PERA Contribution	0	3,073	0	0	0	0
(41130) FICA Contribution	0	2,876	280	0	0	0
(41140) Medicare Contribution	0	672	66	0	0	0
(41150) Educ Assistance Contribution						
(41210) Health Insurance	0	3,636	0	0	0	0
(41215) HSA Employer Contribution						
(41220) Dental Insurance						
(41230) Long-term Disability Insurance						
(41240) Life Insurance						
(41250) Workers Compensation Insurance						
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	-	11,125	346	-	-	-
(42010) Contract and Consulting Serv	0	15,515	10,616	12,670	4,820	4,750
(42020) Financial Services						
(42030) Legal Services						
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv	0	107,170	143,802	4,570	4,524	4,524
(42070) Janitorial Services	0	77,565	83,772	70,425	84,878	84,878
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint	0	213,386	60,241	48,650	80,000	87,500
TOTAL PROFESSIONAL SERVICES	-	413,636	298,431	136,315	174,222	181,652
(44010) General Liability Insurance (IS Allocation)						
(44020) Property Insurance (IS Allocation)						
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)	0	2,021	8,681	0	7,500	0
(46210) City Mechanic (IS Allocation)	0	2,477	1,567	0	2,000	0
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	-	4,498	10,248	-	9,500	-
(43010) Office Supplies	0	1,056	1,108	0	0	0
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
MUNICIPAL BUILDINGS/BUILDING MAINTENANCE FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(43020) Operating Supplies	0	6,044	6,612	15,098	12,500	12,500
(43025) Cleaning Supplies	0	10,959	13,777	9,270	15,500	15,500
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials	0	268	2,704	1,708	3,500	3,500
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies	0	0	0	250	0	0
(43075) City Mechanic Shop Charge	0	0	0	20	0	0
(43080) Motor Fuels	0	0	15	0	0	0
(43110) Copier Lease						
(43210) Communications Devices						
(43220) Postage						
(43230) Dues and Subscriptions	0	120	0	300	0	0
(43240) Advertising and Legal Notices						
(43310) Training and Travel						
(43390) Fire Relief Contribution						
(43410) Utilities	0	50,046	49,721	26,696	40,680	40,680
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	-	68,493	73,937	53,342	72,180	72,180
(49010) Transfer to other Funds						
TOTAL OTHER FINANCING USES	-	-	-	-	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment	0	1,792	0	0	0	0
(47130) Field Equipment	0	299	0	0	0	0
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv	0	0	0	0	0	172,000
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	-	2,091	-	-	-	172,000
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous						
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	-	-	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	-	553,154	387,480	189,657	255,902	425,832



CITY MECHANIC FUND

ACTIVITY MANAGER

Ron Ritchie, Public Works Director
Ron.Ritchie@northstpaul.org
651-747-2556

DESCRIPTION OF ACTIVITY

This activity provides the city mechanic internal service to other departments including street maintenance, parks, electric, and the other utilities. The city mechanic performs general maintenance and repair on the City's Public Works and Electric vehicles and equipment. The city mechanic assists with major repairs and overhauls as well refitting vehicles and equipment for other use such as dump trucks refitted for winter plowing. Both in-shop and field assistance are provided.

DEPARTMENT SERVICES

Vehicle Repair and Maintenance	Equipment Repair and Maintenance
--------------------------------	----------------------------------

OBJECTIVES AND PRIORITIES

- Keep vehicles and equipment in optimum operating condition to maximize life.
- Ensure all vehicles are following compliance with DOT regulations.

IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Projected 2022
Work Orders Completed (est.)	352	415	412	333	400	400
Total Number of Vehicles (est.)	38	40	40	42	42	42
Other Equipment Maintained					150	150
New Vehicles in Service (est.)	3	3	3	3	5	5

BUDGET HIGHLIGHTS

- Includes \$7,500 for new maintenance tracking software.
- The City Mechanic fund was updated in 2020 to better account for the activities and properly charge other funds. This includes:
 - Personnel expenses are now coded directly to the departments serviced by the City Mechanic.
 - Parts and supplies purchased for specific departments are coded directly to that department.
 - The fund's Charges for Service are for parts and supplies not specific to a department and for building up the fund balance for equipment purchases.



CITY MECHANIC FUND

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
City Mechanic	1.00	1.00	1.00	-	-	-
Total FTE	1.00	1.00	1.00	-	-	-
Inc/(Dec) From Previous Year						-



CITY OF NORTH ST. PAUL, MINNESOTA
CITY MECHANIC FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	137,017	193,690	272,838	66,737	41,000	41,000	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	150,000	-	(150,000)	-100%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	777	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	137,017	193,690	272,838	67,514	191,000	41,000	(150,000)	-79%
EXPENDITURES								
PERSONNEL	64,195	66,079	74,834	9,582	-	-	-	0%
BENEFITS	24,907	26,735	23,465	3,702	-	-	-	0%
PROFESSIONAL SERVICES	327	11	241	-	500	8,000	7,500	1500%
INTERNAL SERVICES	92,224	122,008	178,620	28	138	147	9	7%
OPERATING	2,939	3,249	1,510	4,760	10,550	10,550	-	0%
OTHER FINANCING USES	-	-	-	-	-	-	-	0%
CAPITAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	184,592	218,082	278,670	18,072	11,188	18,697	7,509	67%
CHANGE IN NET POSITION	(47,575)	(24,392)	(5,832)	49,442	179,812	22,303		



CITY OF NORTH ST. PAUL, MINNESOTA
CITY MECHANIC FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service	0	0	0	62,237	37,000	37,000
(36820) ISF Charges - Ancillary	0	0	0	4,500	4,000	4,000
(36910) Misc Charges for Services	137,017	193,690	272,838	0	0	0
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	137,017	193,690	272,838	66,737	41,000	41,000
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds	0	0	0	0	150,000	0
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	150,000	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
CITY MECHANIC FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2022 Proposed					
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(38010) Investment Income						
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment						
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable	0	0	0	0	0	0
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements	0	0	0	777	0	0
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	-	-	777	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	137,017	193,690	272,838	67,514	191,000	41,000



CITY OF NORTH ST. PAUL, MINNESOTA
CITY MECHANIC FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	64,195	66,043	74,834	9,582	0	0
(40115) Full-Time Employees - Overtime	0	36	0	0	0	0
(40120) Part-Time Employees						
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance						
(40215) Severance Payout						
TOTAL PERSONNEL	64,195	66,079	74,834	9,582	-	-
(41110) Deferred Compensation	2,050	2,080	2,240	320	0	0
(41120) PERA Contribution	4,818	5,141	5,227	465	0	0
(41130) FICA Contribution	3,399	3,673	4,218	612	0	0
(41140) Medicare Contribution	795	859	987	143	0	0
(41150) Educ Assistance Contribution						
(41210) Health Insurance	12,556	12,083	8,126	530	0	0
(41215) HSA Employer Contribution						
(41220) Dental Insurance						
(41230) Long-term Disability Insurance						
(41240) Life Insurance						
(41250) Workers Compensation Insurance	1,289	2,899	2,667	0	0	0
(41260) Unemployment Claims	0	0	0	1,632	0	0
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	24,907	26,735	23,465	3,702	-	-
(42010) Contract and Consulting Serv	0	31	31	0	0	0
(42020) Financial Services						
(42030) Legal Services						
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv	296	0	0	0	0	7,500
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing	31	0	0	0	500	500
(42320) Printing and Binding						
(42410) Contracted Repair and Maint	0	-20	210	0	0	0
TOTAL PROFESSIONAL SERVICES	327	11	241	-	500	8,000
(44010) General Liability Insurance (IS Allocation)						
(44020) Property Insurance (IS Allocation)						
(44030) Automotive Insurance (IS Allocation)	0	153	85	28	138	147
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)						
(46210) City Mechanic (IS Allocation)	92,224	121,855	178,535	0	0	0
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	92,224	122,008	178,620	28	138	147
(43010) Office Supplies						
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
CITY MECHANIC FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies	551	682	0	1,727	7,000	7,000
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip	455	1,125	131	2,090	1,500	1,500
(43040) Maintenance Materials	211	100	0	0	0	0
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms	1,038	595	969	309	1,200	1,200
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels	183	473	131	219	500	500
(43110) Copier Lease						
(43210) Communications Devices	276	274	279	115	350	350
(43220) Postage						
(43230) Dues and Subscriptions						
(43240) Advertising and Legal Notices						
(43310) Training and Travel	225	0	0	300	0	0
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	2,939	3,249	1,510	4,760	10,550	10,550
(49010) Transfer to other Funds						
TOTAL OTHER FINANCING USES	-	-	-	-	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	-	-	-	-	-	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous						
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	-	-	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	184,592	218,082	278,670	18,072	11,188	18,697



EQUIPMENT FUND

ACTIVITY MANAGER

Brian Frandle, Interim City Manager
Brian.Frandle@northstpaul.org
651-747-2436

DESCRIPTION OF ACTIVITY

This activity provides the equipment purchase internal service to other departments. Each department funds the equipment internal service for scheduled purchases to better budget and smooth out the yearly purchases.

OBJECTIVES AND PRIORITIES

- Track vehicle and equipment purchases across the city to effectively budget and smooth out large purchases over time.
- Develop and track 10-year capital improvement plan.

CAPITAL OUTLAY – VEHICLE AND EQUIPMENT REPLACEMENT

• Police: Squads (4)	\$ 310,000
• Police: Handheld Radios (Approved in 2021)	\$ 110,000
• Fire: Handheld Radios and Base	\$ 64,000
• Streets: Plow Truck, Dump Truck - #31-502	\$ 280,000
• Parks: Wing Mower - 11' – 40-605	\$ 80,000
• Parks: Zero Turn Mower - 72" – 40-611	\$ 24,000



EQUIPMENT FUND

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
NONE						
Total FTE	-	-	-	-	-	-
Inc/(Dec) From Previous Year						-



CITY OF NORTH ST. PAUL, MINNESOTA
EQUIPMENT FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	458,865	528,938	609,551	627,363	627,363	507,463	(119,900)	-19%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	95,413	59,309	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	168,183	-	-	-	-	-	0%
OTHER	58,589	62,070	137,757	58,157	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	612,867	818,500	747,308	685,520	627,363	507,463	(119,900)	-19%
EXPENDITURES								
PERSONNEL	-	-	-	-	-	-	-	0%
BENEFITS	-	-	-	-	-	-	-	0%
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	0%
INTERNAL SERVICES	-	-	-	-	-	-	-	0%
OPERATING	-	-	-	-	-	-	-	0%
OTHER FINANCING USES	-	-	-	102,787	150,000	-	(150,000)	-100%
CAPITAL	168,092	388,584	185,612	201,323	763,360	868,000	104,640	14%
OTHER	-	-	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	168,092	388,584	185,612	304,110	913,360	868,000	(45,360)	-5%
CHANGE IN NET POSITION	444,775	429,916	561,696	381,410	(285,997)	(360,537)		



CITY OF NORTH ST. PAUL, MINNESOTA
EQUIPMENT FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed
						Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service	458,865	528,938	609,551	627,363	627,363	507,463
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	458,865	528,938	609,551	627,363	627,363	507,463
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds	95,413	59,309	0	0	0	0
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	95,413	59,309	-	-	-	-
(35010) Federal Grants	0	168,183	0	0	0	0
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	168,183	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
EQUIPMENT FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(38010) Investment Income	34,799	40,870	57,288	38,149	0	0
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment	-11,984	-13,161	31,517	1,878	0	0
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements	0	1,730	0	0	0	0
(38710) Sale of Goods and Property	35,774	32,631	48,952	18,130	0	0
(38810) Pension Contributions						
TOTAL OTHER	58,589	62,070	137,757	58,157	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	612,867	818,500	747,308	685,520	627,363	507,463



CITY OF NORTH ST. PAUL, MINNESOTA
EQUIPMENT FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular						
(40115) Full-Time Employees - Overtime						
(40120) Part-Time Employees						
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance						
(40215) Severance Payout						
TOTAL PERSONNEL	-	-	-	-	-	-
(41110) Deferred Compensation						
(41120) PERA Contribution						
(41130) FICA Contribution						
(41140) Medicare Contribution						
(41150) Educ Assistance Contribution						
(41210) Health Insurance						
(41215) HSA Employer Contribution						
(41220) Dental Insurance						
(41230) Long-term Disability Insurance						
(41240) Life Insurance						
(41250) Workers Compensation Insurance						
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	-	-	-	-	-	-
(42010) Contract and Consulting Serv						
(42020) Financial Services						
(42030) Legal Services						
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv						
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint						
TOTAL PROFESSIONAL SERVICES	-	-	-	-	-	-
(44010) General Liability Insurance (IS Allocation)						
(44020) Property Insurance (IS Allocation)						
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)						
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	-	-	-	-	-	-
(43010) Office Supplies						
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
EQUIPMENT FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies						
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease						
(43210) Communications Devices						
(43220) Postage						
(43230) Dues and Subscriptions						
(43240) Advertising and Legal Notices						
(43310) Training and Travel						
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	-	-	-	-	-	-
(49010) Transfer to other Funds	0	0	0	102,787	150,000	0
TOTAL OTHER FINANCING USES	-	-	-	102,787	150,000	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment	44,950	254,244	0	0	167,450	168,000
(47210) Vehicles	20	0	5,728	0	595,910	700,000
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation	123,122	134,340	171,090	193,041	0	0
(47910) Loss/Disposal/Abandonment	0	0	8,794	8,282	0	0
TOTAL CAPITAL	168,092	388,584	185,612	201,323	763,360	868,000
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous						
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	-	-	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	168,092	388,584	185,612	304,110	913,360	868,000



INFORMATION TECHNOLOGY FUND

ACTIVITY MANAGER

Brian Frandle, Interim City Manager
Brian.Frandle@northstpaul.org
651-747-2436

DESCRIPTION OF ACTIVITY

This activity provides the information technology (IT) services for the City. Information Technology provides management and technical services for the City computer, network, and telephone systems. The City is a part of the Metro-INET Information Technology Consortium that provides IT support to a group of Minnesota governments. Metro-INET has relationships with approximately 40 government agencies and is operated by the City of Roseville. This fund also purchases computers, shared software, and hardware.

DEPARTMENT SERVICES

IT Support	Software Monitoring and Upgrades
Hardware Installation	Network Services

OBJECTIVES AND PRIORITIES

- Continue working with the Metro-INET Information Technology Consortium to ensure a strong and safe IT environment.
- Leverage the skills and knowledge within the consortium that would otherwise be unavailable should the City choose to staff the function independently.
- Upgrade to OpenGov ERP including the Financial, Budgeting & Planning, and Planning Licensing & Code Enforcement systems.
- Replace desktop workstations as recommended by Metro-INET.
- Ensure proper data retention across all applications.

BUDGET HIGHLIGHTS

- Estimated increase of \$5,706 or 3% for Metro-INET support.
- Data retention of \$30,000 related to body worn cameras for police department.
- Camera upgrades of \$20,000 at City Hall.
- Implementation expense of \$41,250 for OpenGov Financials.
- Annual maintenance of \$3,600 for CivicRec maintenance.



INFORMATION TECHNOLOGY FUND

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
NONE						
Total FTE	-	-	-	-	-	-
Inc/(Dec) From Previous Year						-



CITY OF NORTH ST. PAUL, MINNESOTA
INFORMATION TECHNOLOGY FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

						Variance from 2021 Budget to		
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	397,500	398,150	380,359	(17,791)	-4%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	497	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	-	-	-	397,997	398,150	380,359	(17,791)	-4%
EXPENDITURES								
PERSONNEL	-	-	-	-	-	-	-	0%
BENEFITS	-	-	-	-	-	-	-	0%
PROFESSIONAL SERVICES	-	-	-	239,770	365,248	330,377	(34,871)	-10%
INTERNAL SERVICES	-	-	-	-	-	-	-	0%
OPERATING	-	-	-	-	-	-	-	0%
OTHER FINANCING USES	-	-	-	-	-	-	-	0%
CAPITAL	-	-	-	520	-	82,357	82,357	0%
OTHER	-	-	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	-	-	-	240,290	365,248	412,734	47,486	13%
CHANGE IN NET POSITION	-	-	-	157,707	32,902	(32,375)		



CITY OF NORTH ST. PAUL, MINNESOTA
INFORMATION TECHNOLOGY FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2022 Proposed					
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service	0	0	0	397,500	398,150	380,359
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	397,500	398,150	380,359
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
INFORMATION TECHNOLOGY FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(38010) Investment Income	0	0	0	747	0	0
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment	0	0	0	-250	0	0
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	-	-	497	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	-	-	-	397,997	398,150	380,359



CITY OF NORTH ST. PAUL, MINNESOTA
INFORMATION TECHNOLOGY FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular						
(40115) Full-Time Employees - Overtime						
(40120) Part-Time Employees						
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance						
(40215) Severance Payout						
TOTAL PERSONNEL	-	-	-	-	-	-
(41110) Deferred Compensation						
(41120) PERA Contribution						
(41130) FICA Contribution						
(41140) Medicare Contribution						
(41150) Educ Assistance Contribution						
(41210) Health Insurance						
(41215) HSA Employer Contribution						
(41220) Dental Insurance						
(41230) Long-term Disability Insurance						
(41240) Life Insurance						
(41250) Workers Compensation Insurance						
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	-	-	-	-	-	-
(42010) Contract and Consulting Serv	0	0	0	0	30,000	0
(42020) Financial Services						
(42030) Legal Services						
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv	0	0	0	239,770	335,248	330,377
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint						
TOTAL PROFESSIONAL SERVICES	-	-	-	239,770	365,248	330,377
(44010) General Liability Insurance (IS Allocation)						
(44020) Property Insurance (IS Allocation)						
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)						
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	-	-	-	-	-	-
(43010) Office Supplies						
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
INFORMATION TECHNOLOGY FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies						
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease						
(43210) Communications Devices						
(43220) Postage						
(43230) Dues and Subscriptions						
(43240) Advertising and Legal Notices						
(43310) Training and Travel						
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	-	-	-	-	-	-
(49010) Transfer to other Funds						
TOTAL OTHER FINANCING USES	-	-	-	-	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment	0	0	0	0	0	82,357
(47130) Field Equipment	0	0	0	520	0	0
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	-	-	-	520	-	82,357
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous						
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	-	-	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	-	-	-	240,290	365,248	412,734



INSURANCE FUND

ACTIVITY MANAGER

Jennie Kloos, Deputy Clerk
Jennie.Kloos@northstpaul.org
651-747-2422

DESCRIPTION OF ACTIVITY

This activity provides the insurance internal service to other departments. Each department funds the insurance internal service for the City's insurance costs through the League of Minnesota Cities Insurance Trust. Insurances provided include general liability, property, auto, and workers compensation. The insurance activity is tracked in a separate internal service fund to better track the total insurance and to equitably charge other City activities. Insurance for payroll benefits are also cleared through this fund, with no net impact to revenue & expenses.

OBJECTIVES AND PRIORITIES

- Keep the City fully insured to limit potential losses and protect against unnecessary risks.
- Properly spread the costs of insurance to other activities.

BUDGET HIGHLIGHTS

- Increase in Workers Compensation, General Liability Insurance, Property Insurance, and Automotive Insurance of approximately 6% per our insurance carrier.



INSURANCE FUND

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
NONE						
Total FTE	-	-	-	-	-	-
Inc/(Dec) From Previous Year						-



CITY OF NORTH ST. PAUL, MINNESOTA
INSURANCE FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	393,070	423,850	469,678	45,828	11%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	473,936	500,174	702	21,326	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	473,936	500,174	702	414,396	423,850	469,678	45,828	11%
EXPENDITURES								
PERSONNEL	-	-	-	-	-	-	-	0%
BENEFITS	473,266	499,394	-	193,775	250,000	262,500	12,500	5%
PROFESSIONAL SERVICES	18,888	6,495	3,221	28,703	-	-	-	0%
INTERNAL SERVICES	-	-	-	142,817	158,242	171,404	13,162	8%
OPERATING	-	-	-	-	-	-	-	0%
OTHER FINANCING USES	-	-	-	-	-	-	-	0%
CAPITAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	492,154	505,889	3,221	365,295	408,242	433,904	25,662	6%
CHANGE IN NET POSITION	(18,218)	(5,715)	(2,519)	49,101	15,608	35,774		



CITY OF NORTH ST. PAUL, MINNESOTA
INSURANCE FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2022 Proposed					
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service	0	0	0	393,070	423,850	469,678
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	393,070	423,850	469,678
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
INSURANCE FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(38010) Investment Income	1,353	1,492	-362	2,127	0	0
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment	-683	-712	-81	511	0	0
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable	473,266	499,394	64	0	0	0
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements	0	0	1,081	18,688	0	0
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	473,936	500,174	702	21,326	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	473,936	500,174	702	414,396	423,850	469,678



CITY OF NORTH ST. PAUL, MINNESOTA
INSURANCE FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular						
(40115) Full-Time Employees - Overtime						
(40120) Part-Time Employees						
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance						
(40215) Severance Payout						
TOTAL PERSONNEL	-	-	-	-	-	-
(41110) Deferred Compensation						
(41120) PERA Contribution						
(41130) FICA Contribution						
(41140) Medicare Contribution						
(41150) Educ Assistance Contribution						
(41210) Health Insurance	473,266	499,394	0	0	0	0
(41215) HSA Employer Contribution						
(41220) Dental Insurance						
(41230) Long-term Disability Insurance						
(41240) Life Insurance						
(41250) Workers Compensation Insurance	0	0	0	193,775	250,000	262,500
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	473,266	499,394	-	193,775	250,000	262,500
(42010) Contract and Consulting Serv						
(42020) Financial Services	18,888	6,495	3,221	0	0	0
(42030) Legal Services	0	0	0	23,858	0	0
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv						
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint	0	0	0	4,845	0	0
TOTAL PROFESSIONAL SERVICES	18,888	6,495	3,221	28,703	-	-
(44010) General Liability Insurance (IS Allocation)	0	0	0	50,691	55,163	57,921
(44020) Property Insurance (IS Allocation)	0	0	0	69,299	69,961	78,709
(44030) Automotive Insurance (IS Allocation)	0	0	0	22,827	33,118	34,774
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)						
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	-	-	-	142,817	158,242	171,404
(43010) Office Supplies						
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
INSURANCE FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies						
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease						
(43210) Communications Devices						
(43220) Postage						
(43230) Dues and Subscriptions						
(43240) Advertising and Legal Notices						
(43310) Training and Travel						
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	-	-	-	-	-	-
(49010) Transfer to other Funds						
TOTAL OTHER FINANCING USES	-	-	-	-	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	-	-	-	-	-	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous						
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	-	-	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	492,154	505,889	3,221	365,295	408,242	433,904



COMMUNITY CENTER

ACTIVITY MANAGER

Brian Frandle, Interim City Manager
Brian.Frandle@northstpaul.org
651-747-2436

DESCRIPTION OF ACTIVITY

This activity administers the operation of the facility formerly home of the North St. Paul Community Center. This location is currently leased to the Kokoro Volleyball program.

BUDGET HIGHLIGHTS

- The lease of the Community Center is currently month to month.
- Rent revenue on the lease is budgeted conservatively at \$130,000 due to the status of the lease.
- Contractual services are predominantly for janitorial services of the Library and common areas.
- The City is required to maintain and repair the entire structure of the Community Center.



COMMUNITY CENTER

PERSONNEL SUMMARY

Regular Employment (FTE)						
Position Title	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
NONE						
Total FTE	-	-	-	-	-	-
Inc/(Dec) From Previous Year						-



CITY OF NORTH ST. PAUL, MINNESOTA
COMMUNITY CENTER
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

						Variance from 2021 Budget to			
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	2022 Budget Positive (Negative)		
REVENUES									
CHARGES FOR SERVICES	-	-	-	-	-	-	-	0%	
AD VALOREM TAXES	-	-	-	-	-	-	-	0%	
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%	
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%	
OTHER	-	-	-	102,379	63,500	130,000	66,500	105%	
OTHER TAXES	-	-	-	-	-	-	-	0%	
PERMITS	-	-	-	-	-	-	-	0%	
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%	
FINES	-	-	-	-	-	-	-	0%	
LICENSES	-	-	-	-	-	-	-	0%	
TOTAL REVENUES	-	-	-	102,379	63,500	130,000	66,500	105%	
EXPENDITURES									
PERSONNEL	-	-	-	420	-	-	-	0%	
BENEFITS	-	-	-	32	-	-	-	0%	
PROFESSIONAL SERVICES	-	-	-	22,476	36,720	38,187	1,467	4%	
INTERNAL SERVICES	-	-	-	-	-	-	-	0%	
OPERATING	-	-	-	12,969	16,000	20,250	4,250	27%	
OTHER FINANCING USES	-	-	-	-	-	-	-	0%	
CAPITAL	-	-	-	-	-	-	-	0%	
OTHER	-	-	-	-	-	-	-	0%	
DEBT	-	-	-	-	-	-	-	0%	
TOTAL EXPENDITURES	-	-	-	35,897	52,720	58,437	5,717	11%	
CHANGE IN NET POSITION	-	-	-	66,482	10,780	71,563			



CITY OF NORTH ST. PAUL, MINNESOTA
COMMUNITY CENTER
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	-	-	-
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
COMMUNITY CENTER
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income	0	0	0	471	0	0
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment	0	0	0	-92	0	0
(38030) Rental Income	0	0	0	102,000	63,500	130,000
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	-	-	102,379	63,500	130,000
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	-	-	-	102,379	63,500	130,000



CITY OF NORTH ST. PAUL, MINNESOTA
COMMUNITY CENTER
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular						
(40115) Full-Time Employees - Overtime						
(40120) Part-Time Employees	0	0	0	420	0	0
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance						
(40215) Severance Payout						
TOTAL PERSONNEL	-	-	-	420	-	-
(41110) Deferred Compensation						
(41120) PERA Contribution						
(41130) FICA Contribution	0	0	0	26	0	0
(41140) Medicare Contribution	0	0	0	6	0	0
(41150) Educ Assistance Contribution						
(41210) Health Insurance						
(41215) HSA Employer Contribution						
(41220) Dental Insurance						
(41230) Long-term Disability Insurance						
(41240) Life Insurance						
(41250) Workers Compensation Insurance						
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	-	-	-	32	-	-
(42010) Contract and Consulting Serv	0	0	0	1,136	1,160	1,560
(42020) Financial Services						
(42030) Legal Services						
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv						
(42070) Janitorial Services	0	0	0	10,560	10,560	10,877
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint	0	0	0	10,780	25,000	25,750
TOTAL PROFESSIONAL SERVICES	-	-	-	22,476	36,720	38,187
(44010) General Liability Insurance (IS Allocation)						
(44020) Property Insurance (IS Allocation)						
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)						
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	-	-	-	-	-	-
(43010) Office Supplies						
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
COMMUNITY CENTER
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(43020) Operating Supplies	0	0	0	879	0	0
(43025) Cleaning Supplies	0	0	0	0	2,500	3,000
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials	0	0	0	220	1,500	4,000
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease						
(43210) Communications Devices						
(43220) Postage						
(43230) Dues and Subscriptions						
(43240) Advertising and Legal Notices						
(43310) Training and Travel						
(43390) Fire Relief Contribution						
(43410) Utilities	0	0	0	11,870	12,000	13,250
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	-	-	-	12,969	16,000	20,250
(49010) Transfer to other Funds						
TOTAL OTHER FINANCING USES	-	-	-	-	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	-	-	-	-	-	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous						
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	-	-	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	-	-	-	35,897	52,720	58,437



COMMUNITY EVENT FUND

ACTIVITY MANAGER

Brian Frandle, Interim City Manager
Brian.Frandle@northstpaul.org
651-747-2436

DESCRIPTION OF ACTIVITY

This activity aims to strengthen the North St. Paul community, create more connected neighborhoods, and foster resident engagement. Funded activities are targeted to achieve North St. Paul's strategic vision and bring residents together.

BUDGET HIGHLIGHTS

- Budget of \$50,000 for one time purchase of chairs, tables and planters in the downtown.



COMMUNITY EVENT FUND

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
NONE						
Total FTE	-	-	-	-	-	-
Inc/(Dec) From Previous Year						-



CITY OF NORTH ST. PAUL, MINNESOTA
COMMUNITY EVENT FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

							Variance from 2021 Budget to	
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	5,600	4,900	-	-	-	-	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	16,500	16,500	16,500	51,817	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	8,367	7,420	10,007	644	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	30,467	28,820	26,507	52,461	-	-	-	0%
EXPENDITURES								
PERSONNEL	-	-	-	-	-	-	-	0%
BENEFITS	-	-	-	-	-	-	-	0%
PROFESSIONAL SERVICES	23,000	24,500	25,235	-	-	50,000	50,000	0%
INTERNAL SERVICES	-	-	-	-	-	-	-	0%
OPERATING	-	-	-	-	-	-	-	0%
OTHER FINANCING USES	-	-	-	35,317	-	-	-	0%
CAPITAL	-	-	-	-	-	-	-	0%
OTHER	1,352	425	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	24,352	24,925	25,235	35,317	-	50,000	50,000	0%
CHANGE IN NET POSITION	6,115	3,895	1,272	17,144	-	(50,000)		



CITY OF NORTH ST. PAUL, MINNESOTA
COMMUNITY EVENT FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program	5,600	4,900	0	0	0	0
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	5,600	4,900	-	-	-	-
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds	16,500	16,500	16,500	51,817	0	0
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	16,500	16,500	16,500	51,817	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
COMMUNITY EVENT FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(38010) Investment Income	632	724	853	627	0	0
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment	-215	-214	482	17	0	0
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations	7,950	6,910	8,672	0	0	0
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	8,367	7,420	10,007	644	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	30,467	28,820	26,507	52,461	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
COMMUNITY EVENT FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular						
(40115) Full-Time Employees - Overtime						
(40120) Part-Time Employees						
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance						
(40215) Severance Payout						
TOTAL PERSONNEL	-	-	-	-	-	-
(41110) Deferred Compensation						
(41120) PERA Contribution						
(41130) FICA Contribution						
(41140) Medicare Contribution						
(41150) Educ Assistance Contribution						
(41210) Health Insurance						
(41215) HSA Employer Contribution						
(41220) Dental Insurance						
(41230) Long-term Disability Insurance						
(41240) Life Insurance						
(41250) Workers Compensation Insurance						
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	-	-	-	-	-	-
(42010) Contract and Consulting Serv	23,000	24,500	25,235	0	0	50,000
(42020) Financial Services						
(42030) Legal Services						
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv						
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding	0	0	0	0	0	0
(42410) Contracted Repair and Maint						
TOTAL PROFESSIONAL SERVICES	23,000	24,500	25,235	-	-	50,000
(44010) General Liability Insurance (IS Allocation)						
(44020) Property Insurance (IS Allocation)						
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)						
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	-	-	-	-	-	-
(43010) Office Supplies						
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
COMMUNITY EVENT FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies						
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease						
(43210) Communications Devices						
(43220) Postage						
(43230) Dues and Subscriptions						
(43240) Advertising and Legal Notices						
(43310) Training and Travel						
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	-	-	-	-	-	-
(49010) Transfer to other Funds	0	0	0	35,317	0	0
TOTAL OTHER FINANCING USES	-	-	-	35,317	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	-	-	-	-	-	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous	425	425	0	0	0	0
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities	927	0	0	0	0	0
(44090) Other Insurance						
TOTAL OTHER	1,352	425	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	24,352	24,925	25,235	35,317	-	50,000



FIRE RELIEF

ACTIVITY MANAGER

Jason Mallinger, Fire Chief
Jason.Mallinger@northstpaul.org
651-747-2552

DESCRIPTION OF ACTIVITY

This activity accounts for the activity associated with the contributions to the North St. Paul Firefighters Department Relief Association (Fire Relief). The Fire Relief is a separate legal entity that receives and manages funding to provide retirement and other benefits to its members (Volunteer/Paid-on-Call Firefighters). There are two major sources of revenue in the fund; the first is a pass through whereby Minnesota State Fire Aid is received from the State which then, by statute, is to go to the Fire Relief; the second is a property tax levy that the City of North St. Paul levies each year to support the Fire Relief.

OBJECTIVES AND PRIORITIES

- Maintain a funding ratio of 100% based on the annual actuarial valuation study.

BUDGET HIGHLIGHTS

- Increase in Fire State Aid of \$22,500; this is to be used to maintain a 100% funding ratio.
- The fund also pays for the GASB 67/68 actuarial study required for the City's audited financial statements.



FIRE RELIEF

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
NONE						
Total FTE	-	-	-	-	-	-
Inc/(Dec) From Previous Year						-



CITY OF NORTH ST. PAUL, MINNESOTA
FIRE RELIEF
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	-	-	-	-	0%
AD VALOREM TAXES	-	-	28,389	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	91,000	91,000	91,000	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	-	-	1,594	304	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	-	-	29,983	91,304	91,000	91,000	-	0%
EXPENDITURES								
PERSONNEL	-	-	-	-	-	-	-	0%
BENEFITS	-	-	-	-	-	-	-	0%
PROFESSIONAL SERVICES	-	-	3,200	1,500	3,500	3,500	-	0%
INTERNAL SERVICES	-	-	-	-	-	-	-	0%
OPERATING	-	-	-	-	70,000	92,500	22,500	32%
OTHER FINANCING USES	-	-	22,000	67,317	-	-	-	0%
CAPITAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	-	-	25,200	68,817	73,500	96,000	22,500	31%
CHANGE IN NET POSITION	-	-	4,783	22,487	17,500	(5,000)		



CITY OF NORTH ST. PAUL, MINNESOTA
FIRE RELIEF
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2022 Proposed					
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	-	-	-
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess	0	0	28,389	0	0	0
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	28,389	-	-	-
(39010) Transfer from other Funds	0	0	0	91,000	91,000	91,000
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	91,000	91,000	91,000
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-



CITY OF NORTH ST. PAUL, MINNESOTA
FIRE RELIEF
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income	0	0	71	330	0	0
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment	0	0	2	-26	0	0
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements	0	0	1,521	0	0	0
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	-	1,594	304	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	-	-	29,983	91,304	91,000	91,000



CITY OF NORTH ST. PAUL, MINNESOTA
FIRE RELIEF
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular						
(40115) Full-Time Employees - Overtime						
(40120) Part-Time Employees						
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance						
(40215) Severance Payout						
TOTAL PERSONNEL	-	-	-	-	-	-
(41110) Deferred Compensation						
(41120) PERA Contribution						
(41130) FICA Contribution						
(41140) Medicare Contribution						
(41150) Educ Assistance Contribution						
(41210) Health Insurance						
(41215) HSA Employer Contribution						
(41220) Dental Insurance						
(41230) Long-term Disability Insurance						
(41240) Life Insurance						
(41250) Workers Compensation Insurance						
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	-	-	-	-	-	-
(42010) Contract and Consulting Serv						
(42020) Financial Services	0	0	3,200	1,500	3,500	3,500
(42030) Legal Services						
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv						
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint						
TOTAL PROFESSIONAL SERVICES	-	-	3,200	1,500	3,500	3,500
(44010) General Liability Insurance (IS Allocation)						
(44020) Property Insurance (IS Allocation)						
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)						
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	-	-	-	-	-	-
(43010) Office Supplies						
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
FIRE RELIEF
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies						
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease						
(43210) Communications Devices						
(43220) Postage						
(43230) Dues and Subscriptions						
(43240) Advertising and Legal Notices						
(43310) Training and Travel						
(43390) Fire Relief Contribution	0	0	0	0	70,000	92,500
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	-	-	-	-	70,000	92,500
(49010) Transfer to other Funds	0	0	22,000	67,317	0	0
TOTAL OTHER FINANCING USES	-	-	22,000	67,317	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	-	-	-	-	-	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous						
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	-	-	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	-	-	25,200	68,817	73,500	96,000



STREET MAINTENANCE FUND

ACTIVITY MANAGER

Ron Ritchie, Public Works Director
Ron.Ritchie@northstpaul.org
651-747-2556

DESCRIPTION OF ACTIVITY

This activity provides for capital improvements to City streets. This fund targets city streets that are deteriorated with a low Pavement Condition Index (PCI) and are not within the City's 5 year street and utility improvement roadmap. Most improvements are made with a maintenance overlay, which is a process of milling pavement on the curb line, then overlaying a pavement mix on the existing street.

OBJECTIVES AND PRIORITIES

- Improve the Pavement Condition Index (PCI) of City streets and roadways.
- Target streets in disrepair outside of reconstruction plan.

POTENTIAL MAINTENANCE OVERLAY PROJECT AREAS FOR 2022

- 13th Ave. McKnight to Ariel St.
- Flanders
- Spirit Hills Lane & 14th Ave to Cul de sac to East & West
- Charles St. From 7th Ave. to 4th Ave.

* Other areas maybe added or changed based on priorities.

** Actual Project areas will be prioritized based on bids received with a budget of \$350,000.

ADDITIONAL PROJECTS FOR 2022:

- Crack Sealing - \$70,000
- Striping - \$4,100
- Charles and Sepala Blvd Parking Lot - \$88,000
- Downtown Beautification - \$92,449



STREET MAINTENANCE FUND

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
NONE						
Total FTE	-	-	-	-	-	-
Inc/(Dec) From Previous Year						-



CITY OF NORTH ST. PAUL, MINNESOTA
STREET MAINTENANCE FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	-	-	-	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	100,000	100,000	50,000	50,000	50,000	-	(50,000)	-100%
INTERGOVERNMENTAL	609,493	311,699	354,846	320,437	304,000	396,449	92,449	30%
OTHER	13,986	21,641	68,347	60,821	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	723,479	433,340	473,193	431,258	354,000	396,449	42,449	12%
EXPENDITURES								
PERSONNEL	-	-	-	-	-	-	-	0%
BENEFITS	-	-	-	-	-	-	-	0%
PROFESSIONAL SERVICES	2,923	-	134,737	176,956	350,000	604,549	254,549	73%
INTERNAL SERVICES	-	-	-	-	-	-	-	0%
OPERATING	-	-	-	-	-	-	-	0%
OTHER FINANCING USES	-	-	-	192,368	-	-	-	0%
CAPITAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	2,923	-	134,737	369,324	350,000	604,549	254,549	73%
CHANGE IN NET POSITION	720,556	433,340	338,456	61,934	4,000	(208,100)		



CITY OF NORTH ST. PAUL, MINNESOTA
STREET MAINTENANCE FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE						2022 Proposed
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	-	-	-
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds	100,000	100,000	50,000	50,000	50,000	0
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	100,000	100,000	50,000	50,000	50,000	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA	174,000	174,000	174,000	174,000	174,000	266,449
(35130) State AID - MSA Maintenance	127,922	137,699	134,846	146,437	130,000	130,000
(35140) State Aid - Construction	307,571	0	0	0	0	0
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants	0	0	46,000	0	0	0
TOTAL INTERGOVERNMENTAL	609,493	311,699	354,846	320,437	304,000	396,449



CITY OF NORTH ST. PAUL, MINNESOTA
STREET MAINTENANCE FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(38010) Investment Income	21,098	30,362	44,060	28,491	0	0
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment	-7,112	-8,721	24,287	2,330	0	0
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements	0	0	0	30,000	0	0
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	13,986	21,641	68,347	60,821	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	723,479	433,340	473,193	431,258	354,000	396,449



CITY OF NORTH ST. PAUL, MINNESOTA
STREET MAINTENANCE FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular						
(40115) Full-Time Employees - Overtime						
(40120) Part-Time Employees						
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance						
(40215) Severance Payout						
TOTAL PERSONNEL	-	-	-	-	-	-
(41110) Deferred Compensation						
(41120) PERA Contribution						
(41130) FICA Contribution						
(41140) Medicare Contribution						
(41150) Educ Assistance Contribution						
(41210) Health Insurance						
(41215) HSA Employer Contribution						
(41220) Dental Insurance						
(41230) Long-term Disability Insurance						
(41240) Life Insurance						
(41250) Workers Compensation Insurance						
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	-	-	-	-	-	-
(42010) Contract and Consulting Serv	2,923	0	134,737	176,956	350,000	604,549
(42020) Financial Services						
(42030) Legal Services						
(42040) Planning Services						
(42050) Engineering Services	0	0	0	0	0	0
(42060) Software and Technology Serv						
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint						
TOTAL PROFESSIONAL SERVICES	2,923	-	134,737	176,956	350,000	604,549
(44010) General Liability Insurance (IS Allocation)						
(44020) Property Insurance (IS Allocation)						
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)						
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	-	-	-	-	-	-
(43010) Office Supplies						
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
STREET MAINTENANCE FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies						
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease						
(43210) Communications Devices						
(43220) Postage						
(43230) Dues and Subscriptions						
(43240) Advertising and Legal Notices						
(43310) Training and Travel						
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	-	-	-	-	-	-
(49010) Transfer to other Funds	0	0	0	192,368	0	0
TOTAL OTHER FINANCING USES	-	-	-	192,368	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	-	-	-	-	-	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous						
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	-	-	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	2,923	-	134,737	369,324	350,000	604,549



PARK FUND

ACTIVITY MANAGER

Ron Ritchie, Public Works Director
Ron.Ritchie@northstpaul.org
651-747-2556

DESCRIPTION OF ACTIVITY

This activity provides the administration for the capital improvements of the many City parks.

DEPARTMENT SERVICES

Park Planning	Park Improvements
Playground Improvements	Park Building Improvements

OBJECTIVES AND PRIORITIES

- Create and maintain parks offering recreational opportunities and amenities for all ages and ability.

BUDGET HIGHLIGHTS

- Revenue:
 - State LGA of \$100,000.
 - Park Rental fees of \$30,000.
 - Park Advertising of \$5,000.
- Expenditures:
 - Transfer for Debt Payment - GO Abatement Bonds of 2016A – Related to Casey Lake.



PARK FUND

PERSONNEL SUMMARY

Position Title	Regular Employment (FTE)					
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budgeted 2021	Proposed 2022
NONE						
Total FTE	-	-	-	-	-	-
Inc/(Dec) From Previous Year						-



CITY OF NORTH ST. PAUL, MINNESOTA
PARK FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	Variance from 2021 Budget to							
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	2022 Budget Positive (Negative)	
REVENUES								
CHARGES FOR SERVICES	15,751	26,765	33,135	19,785	-	30,000	30,000	0%
AD VALOREM TAXES	-	-	22,500	-	-	-	-	0%
OTHER FINANCING SOURCES	17,322	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	162,754	100,000	100,000	100,000	100,000	100,000	-	0%
OTHER	13,621	15,627	44,188	11,041	-	5,000	5,000	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	209,448	142,392	199,823	130,826	100,000	135,000	35,000	35%
EXPENDITURES								
PERSONNEL	-	-	-	-	-	-	-	0%
BENEFITS	-	-	-	-	-	-	-	0%
PROFESSIONAL SERVICES	18,491	6,054	11,281	5,354	-	-	-	0%
INTERNAL SERVICES	1,913	1,185	-	-	-	-	-	0%
OPERATING	3,923	5,571	1,197	1,271	-	-	-	0%
OTHER FINANCING USES	65,000	65,000	65,000	65,000	65,000	65,000	-	0%
CAPITAL	51,395	94,342	52,729	26,485	-	-	-	0%
OTHER	37	300	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	140,759	172,452	130,207	98,110	65,000	65,000	-	0%
CHANGE IN NET POSITION	68,689	(30,060)	69,616	32,716	35,000	70,000		



CITY OF NORTH ST. PAUL, MINNESOTA
PARK FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees	15,451	26,390	32,785	19,610	0	30,000
(36420) Canoe Rentals	300	375	350	175	0	0
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Chrg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	15,751	26,765	33,135	19,785	-	30,000
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess	0	0	22,500	0	0	0
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	22,500	-	-	-
(39010) Transfer from other Funds	17,322	0	0	0	0	0
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt	0	0	0	0	0	0
(39120) Proceeds on Debt - Bond Prem	0	0	0	0	0	0
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	17,322	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants	0	0	0	0	0	0
(35120) State LGA	100,000	100,000	100,000	100,000	100,000	100,000
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants	62,754	0	0	0	0	0
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants	0	0	0	0	0	0
TOTAL INTERGOVERNMENTAL	162,754	100,000	100,000	100,000	100,000	100,000



CITY OF NORTH ST. PAUL, MINNESOTA
PARK FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(38010) Investment Income	4,325	3,166	5,018	3,183	0	0
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment	-1,322	-1,021	2,914	68	0	0
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations	4,018	9,682	6,322	4,190	0	0
(38210) Misc Revenue Non-Taxable	0	0	0	0	0	0
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising	6,600	3,800	4,500	3,600	0	5,000
(38610) Refunds and Reimbursements	0	0	25,434	0	0	0
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	13,621	15,627	44,188	11,041	-	5,000
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	209,448	142,392	199,823	130,826	100,000	135,000



CITY OF NORTH ST. PAUL, MINNESOTA
PARK FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular						
(40115) Full-Time Employees - Overtime						
(40120) Part-Time Employees						
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance						
(40215) Severance Payout						
TOTAL PERSONNEL	-	-	-	-	-	-
(41110) Deferred Compensation						
(41120) PERA Contribution						
(41130) FICA Contribution						
(41140) Medicare Contribution						
(41150) Educ Assistance Contribution						
(41210) Health Insurance						
(41215) HSA Employer Contribution						
(41220) Dental Insurance						
(41230) Long-term Disability Insurance						
(41240) Life Insurance						
(41250) Workers Compensation Insurance						
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	-	-	-	-	-	-
(42010) Contract and Consulting Serv	11,716	4,981	8,251	4,335	0	0
(42020) Financial Services						
(42030) Legal Services						
(42040) Planning Services	0	0	3,030	1,019	0	0
(42050) Engineering Services	6,775	173	0	0	0	0
(42060) Software and Technology Serv						
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint	0	900	0	0	0	0
TOTAL PROFESSIONAL SERVICES	18,491	6,054	11,281	5,354	-	-
(44010) General Liability Insurance (IS Allocation)						
(44020) Property Insurance (IS Allocation)						
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)						
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)	1,913	1,185	0	0	0	0
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	1,913	1,185	-	-	-	-
(43010) Office Supplies						
(43015) Training Supplies						



CITY OF NORTH ST. PAUL, MINNESOTA
PARK FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2022 Proposed	
					2021 Budget	Budget
(43020) Operating Supplies	1,788	2,575	1,122	1,271	0	0
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip	199	128	0	0	0	0
(43040) Maintenance Materials	1,808	2,094	0	0	0	0
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials	128	735	75	0	0	0
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease	0	39	0	0	0	0
(43210) Communications Devices						
(43220) Postage						
(43230) Dues and Subscriptions						
(43240) Advertising and Legal Notices	0	0	0	0	0	0
(43310) Training and Travel						
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	3,923	5,571	1,197	1,271	-	-
(49010) Transfer to other Funds	65,000	65,000	65,000	65,000	65,000	65,000
TOTAL OTHER FINANCING USES	65,000	65,000	65,000	65,000	65,000	65,000
(47010) Land						
(47110) Furniture and Fixtures	258	0	0	0	0	0
(47120) Office Equipment						
(47130) Field Equipment	0	0	0	0	0	0
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv	51,137	94,342	52,729	26,485	0	0
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	51,395	94,342	52,729	26,485	-	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous	37	300	0	0	0	0
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	37	300	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other	0	0	0	0	0	0
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	140,759	172,452	130,207	98,110	65,000	65,000

**To**

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # IX.D

City Business Action Items & Recommendations

Subject

2022 Municipal Fee Schedule and Utility Rate Schedule, Ordinance No. _____

Background/Facts

The City Council establishes a fee and rate schedule for the various permits, licenses and services provided by the City of North St. Paul. Annually City Staff review the City's fees and charges for services and makes recommendations for adjustments as necessary.

It is proposed to adopt the Fee Schedule and Utility Rate Schedule with increases. There have been no increases for the past four years.

Recommendation:

To adopt Ordinance No. ____ adopting the 2022 Municipal and Utility Fee Schedule as presented.

Attachments

1. Ord XXX_ 2022 fee schedule
2. Proposed 2022 Municipal and Utility Fee Schedule - FINAL

Respectfully submitted,

CITY OF NORTH ST. PAUL

ORDINANCE NO. ____

**AN ORDINANCE ADOPTING
THE 2022 MUNICIPAL FEE SCHEDULE
AND UTILITY RATES**

SECTION I. Establishment. The City Council shall establish a fee and rate schedule for the various permits, licenses and services provided by the City of North St. Paul. Said schedule shall be reviewed by the City Manager from time to time to assure its appropriateness. In doing so, the City Manager shall consider the cost of labor and materials in providing the license, permit or service and any other factors deemed appropriate. It shall be the intent to recover all costs when establishing the fee and rate.

SECTION II. Schedule. Fees and charges for services for license, permits, applications and utilities shall be located in City Hall, and may be amended from time to time.

SECTION III. Effect. The schedule shall become effective upon the approval of the City Council. The City Clerk is hereby directed to publish this ordinance as required by law.

ADOPTED this 7th day of December, 2021.

Motion by Council Member
Second by Council Member

Voting: Aye: Nay:
 Abstain:
 Absent:

Terrence J. Furlong, Mayor

Attest:

Brian Frandle, Interim City Manager/Clerk

Publish Star Tribune: December 17, 2021

2022 Municipal Fee Schedule and Utility Rates



CITY OF NORTH ST. PAUL, MINNESOTA
extraordinary.

DRAFT
DECEMBER 3, 2021

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ANIMAL FEES

95.02	Dangerous / Potentially Dangerous Animal		2022
		Annual Registration	\$450.00
95.41	Animal Impound Fees		2022
		Cat	Actual Cost
		Dog	Actual Cost
Other Animal Fees			2022
		Technology Fee	\$ 150 .00
		Daily Boarding	Actual Costs
		Euthanasia	Actual Costs
		Cremation	Actual Costs
		Disposal (not euthanized)	Actual Costs
		Veterinary Services	Actual Costs

BUILDING PERMITS

Electric Permit			2022
	Change Panel in Same Location		\$110.00
		Sub Panel	\$45.00
	Service/Power Supply	0-300 ampere	\$55.00
		400 ampere	\$65.00
	Add for each additional 100 amp		\$16.00
	Feeders/Circuits	0-100 amps	\$9.00
		101-200 amps	\$15.00
		201-300 amps	\$21.00
		301-400 amps	\$27.00
		401-500 amps	\$33.00
	Transformers and Generators	Up To 10KVA	\$5.00
		11KVA to 75KVA	\$40.00
		76KVA to 299 KVA	\$60.00
		over 299KVA	\$165.00
	Accessory Structure	Per Structure	\$55.00
			+ Circuit Fees
	Addition, Remodel or Basement Finish		\$88.00
	Apartment Buildings	Per Unit	\$80.00
	Retro fit Lighting	Per Fixture	\$0.85
	Traffic Signals	Per Standard	\$8.00
	Street Lights and Lot Lights	Per Pole	\$5.00
	Transformers	Each	\$9.00
	Remote Control or Signal Wiring	Per Device	\$0.85
	Swimming Pools (per trip + circuit fee)		\$90.00
	Circuits each		\$9.00
		Re-inspection Fee	\$45.00
		Minimum Fee	\$45.00
	Special Inspection / Services		\$80.00/hr.
	Inspection of Transient Projects		
	*Power Supply		\$90.00
	*Rides, Devices or Concessions		\$45.00/unit
	Single Family Dwelling or Townhouse not over 200 amps Maximum Fee		\$190.00
	Separate / Reinspection Inspection		\$45.00
	Double fee for work stated without permit:		
	Solar fees:		
	0kw to 5kw		\$90.00
	5.1kw to 10kw		\$150.00
	10.1 kw to 20kw		\$225.00
	20.1kw to 30kw		\$300.00
	30.1kw to 40kw		\$375.00
	40.1kw and larger (add \$25.00 for each additional 10kw)		\$375.00
	Refunds request must be in writing – minus city handling fee 20%		

BUILDING PERMITS

	Note: No refunds issued for permits under \$45 before the technology fee is applied		
	Electronic inspections select items pre-approval		40.00
The fee is the larger of fees above or number of inspection trips multiplied by trip fee.			2022
		Trip Fee	\$45.00
Add the following to all permits:			
		State Surcharge	\$1.00
		Technology Fee	\$1 <u>50</u> .00

BUILDING PERMITS

Right-of-Way Permit				2022
			Minimum	\$80.00
		Add the following where applicable:		
		Per Additional Excavation	Paved Area	\$30.00
		Per Additional Excavation	Unpaved Area	\$15.00
	Underground Utility or Telecom/Boring or Tunneling	Per LF		\$0.40
	Underground Utility or Telecom/Open Trench	Per LF		\$0.55
	Overhead Utility/Telecom	Per LF		\$0.05
		Add the following to all permits:		
			Technology Fee	\$150.00
Temporary Membrane Structure Permit				2022
				\$105.00
Trenching (Commercial Plumbing and Utility Permit)				2022
			Base Fee	\$95.00
		Inspection Fee	Valuation X	\$0.0125
		Remote Water Reader	If Applicable	\$1430.00
		As-Built Deposit	If Applicable	\$250.00
		Add the following to all permits:		
		State Surcharge	Valuation X	\$0.0005
			Technology Fee	\$150.00
Underground Storage Tank Installation Permit				2022
				\$210.00
Underground Storage Tank Removal Permit				2022
				\$140.00

Residential Fees

(For permits that are issued over-the-counter and have flat-rate fees)

(Definition of residential: **IRC-1 Single Family Dwelling:** Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-2 Two-Family Dwelling:** Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-3 – Townhouse:** Definition: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. **IRC-4 Accessory Structure:** Definition: A structure not greater than 3000 ft. in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot.

BUILDING PERMITS

Maintenance Permit Fees				2022
Re-Roof, Re-Side, Re-Door/Garage Door, Re-Window (if replacing in the existing opening) are valuation based permits (see valuation-based fees on page 5).				
Zoning Permits (Inspections will be done by City Staff, No State Surcharge)				2022
			Shed (under 200 sq. ft)	\$6 50 .00
			Driveway	\$65.00
			Fence (under 7' in height)	\$6 50 .00
			Retaining Wall (under 4' in height)	\$6 50 .00
(Sheds over 200 ft, Fences over 7' in height and retaining walls over 4' in height require building permits submitted for plan review and are based on valuation)				
Plumbing Permits				2022
			Base fee	\$50.00
			Per Fixture Fee	\$12.00
(Includes each of any of the following: Floor Drains, New Toilets, Bidets, New Sinks, Hose Bibs, Laundry, Dishwasher, or Refrigerator connections, Water Heater, Whole-house Humidifier, Water Softener, Lawn Irrigation System, Shower, Tub, Sump Pump, and each future rough-in fixture, and water supply pipe replacement).				
Sewer Hook-Up (per unit)				2022
			Residential	\$150.00 /unit
			Commercial	
			Industrial	
			Office per Unit	
SAC Charge Per Unit (Regulated by Met Council)				2022
				\$2,485.00
Water Hook-Up (per unit)				2022
			Residential	\$150.00 / unit
			Commercial	
			Industrial	
			Office per Unit	
Mechanical Permit				2022
			Furnace	\$80.00
			Magic Pack	\$80.00
			Air Conditioner	\$655.00
			Air Exchanger	\$65.00
			Gas Fireplace	\$65.00
			Gas Piping	\$65.00
			Unit Heater	\$65.00
			Other	\$65.00
Installation of any other fuel fired appliance (Boiler, In-Floor Heat)				\$65.00
Bath Kitchen Fan (\$65.00 minimum)				Each 32.50
Fire Place masonry – Based on valuation (building permit required)				

BUILDING PERMITS

Moved in Structures

See **Building Permit Related Fees – commercial and residential**

All Permits require a Technology Fee and applicable State Surcharge

Commercial Fees

ALL Commercial permit applications require plan review and permit fees are based on valuation (includes, re-roof, re-side, re-window, re-door, and demolition).

2022			
		Plumbing Minimum	\$95.00 Should be calculated the same as a building permit (valuation based)
		Mechanical Minimum	\$95.00 Should be calculated the same as a building permit (valuation based)
	Unless included with other mechanical work	Gas Line Minimum	\$95.00

Plumbing Permit: Valuation-based fee (copy of contract must be submitted with permit application)

Mechanical Permit: Valuation-based fee (copy of contract must be submitted with permit application)

Fire Sprinkler Systems require regular building permit; fees are based on valuation

Fire Alarm Systems require regular building permit; fees are based on valuation

Valuation Based Fees

(Residential and Commercial building permit fees when plan review is required):

Fee Schedule Base: 1997 + 15%

\$1.00	\$2,000.00	\$80.55 minimum.
\$2001.00	\$25,000.00	\$80.55 for the first \$2,000 plus \$16.10 for each \$1,000 or fraction thereof, to and including \$25,000
\$25,001.00	\$50,000.00	\$450.85 for the first \$25,000 plus \$11.65 for each \$1,000 or fraction thereof, to and including \$50,000
\$50,001.00	\$100,000.00	\$742.10 for the first \$50,000 plus \$8.15 for each \$1,000 or fraction thereof, to and including \$100,000
\$100,001.00	\$500,000.00	\$1,149.60 for the first \$100,000 plus \$6.50 for each \$1,000 or fraction thereof, to and including \$500,000
\$500,001.00	\$1,000,000.00	\$3,749.60 for the first \$500,000 plus \$5.50 for each \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001.00	And up	\$6,499.60 for the first \$1,000,000 plus \$4.50 for each additional \$1000 or fraction thereof

*Pursuant to MN Rules Chapter 1300.0160 subpart 3, Building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as

BUILDING PERMITS

calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

Building Permit Related Fees – (commercial and residential)

- **Plan Check/Document Evaluation fee:** 65% of the Permit Fee for Residential and Commercial Projects.
- **Master Plan:** When submittal documents for similar plans are approved, plan review fees shall not exceed 25 percent of the normal building permit fee established and charged for the same structure. Plan review fees for the original plan review is 65% of the permit fee.
- **Review of state approved plans:** 25% of the plan review required by the adopted fee schedule (for orientation to the plans)
- **Residential Site Inspection (including initial S.E.C.),** required for all new construction (new homes, detached garages, accessory structures) \$60.00
- **Commercial Site Inspection (including initial S.E.C.),** required for all new construction (new buildings and accessory structures) \$90.00
- **S.E.C. (Sediment and Erosion Control) .0006 x permit valuation for all *Building* Permits except Re-Roof, Re-Side, Re-Window, Decks & Interior Remodels; Minimum \$150.00 New Home or Commercial Construction, Minimum \$50.00 on any other non-exempt Construction**
- **Demolition Permit Fees:** Based on valuation ~~with a minimum fee of \$100.00~~
- **Exterior Structures:**
 - Retaining Wall (over 4' in height): based on valuation
 - Fence (over 7' in height): based on valuation
 - Sheds (over 200 sq. feet): based on valuation
- Drain Tile or Radon Mitigation Permit Fees, Based on Valuation
- Curb Deposit \$600.00
- Seasonal Swimming Pools: \$80.00
(Seasonal residential swimming pools requiring permits (over 24" and 5000 gallons, installed entirely above grade) are allowed to be installed with a single application and approval provided that the same pool is installed in the same location each year. Once approved, the pool may be put up and taken down any number of times. A site plan is required to be approved as a part of the permit submittal, and must be kept on site for review as needed.)

Permanent and In-ground Swimming Pools: Based on Valuation

- **Pre-moved in single family dwelling:** \$175.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Pre-moved in accessory structure:** \$125.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Connection fee – Moved in structure:** \$200.00 (does not include foundation/interior remodel)
- **Connection fee – plumbing:** \$50.00
- **Connection fee – mechanical:** \$50.00
- **Manufactured home installation:** \$200.00 (does not include foundation/interior remodel) plus connection fees (if applicable)
- **Site work for manufactured, prefab, or moved in home (foundation, basement, etc.):** based on valuation

State Surcharge Fees

State Surcharge: Schedule is based on the currently adopted State Surcharge Table – per MN Statute 326B

State Surcharge is applicable on all permits unless otherwise noted.

BUILDING PERMITS

Add Cell Tower Permit: City Permit Fee \$1,250 + Tech Fee

Other Inspections and Fees

1.	Re-inspection Fee - A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees shall also be assessed when 1) the address of the jobsite is not posted, 2) the inspection record card is not posted or provided at the worksite, 3) the approved plans are not readily available for the inspector, 4) full access to the site is not provided for the inspector, 5) the inspector is not met by the responsible individual (no show), 6) on residential (IRC) maintenance permits where corrections are required to be inspected, and 7) deviations from the approved plans occur without prior building official approval. Re-inspection fees are due on or before the re-inspection. Payment made payable to the Municipality:	\$50 each
2.	Inspections outside of normal business hours (will include travel time both ways – 2 hour minimum):	\$75/hr.
3.	Inspections for which no fee is indicated, Miscellaneous and Special Services (1/2 hour minimum):	Designated Building Official \$125/hour Senior Building Official \$95/hour Fire Inspector \$90/hour Building Inspector \$75/hour Other Staff \$75/hour
4.	Additional Plan Review required by changes, additions, or revisions to approved plans (½ hour minimum)	\$75/hr.
5.	Special Investigation fee (work started without obtaining a permit)	100% of the permit fee
6.	Copy charge (black/white 8 ½ x 11 and 8 ½ x 14)	\$.25/sheet
7.	Copy charge (black/white 11 x 17)	\$.50/sheet
8.	Copy charge (color 8 ½ x 11 and 8 ½ x 14)	\$1/sheet
9.	Copy charge (color 11 x 17)	\$2/sheet
10.	Print or copy charge (large plan sheet)	\$4
11.	Duplicate permit card fee – short card (8 ½ x 7)	\$25
12.	Duplicate permit card fee – long card (8 ½ x 14)	\$50
13.	License Look-Up (contractor license verification)	\$5
14.	Lead Certification (for eligible construction) (contractor Lead Certification Verification)	\$5
15.	Permit Renewal within 6 mos. of expiration (no plan changes, no code changes, new permit number)	50% of permit fee
16.	Permit Renewal after 6 mos. of expiration (new permit required)	based on valuation of remaining work
17.	Change of Use, (if no construction permits are required)	\$100
18.	Pre-Final inspection (new home or structure)	\$60
19.	Temporary Certificate of Occupancy – Escrow (less costs to administer) Discussion Item	\$1000.00
20.	Refunds:	
	Plan review (if plan review has not started)	100%
	Plan review (if plan review has started)	50 %
	Plan review (if plan review has been completed)	0%
	Permit fee (if work not started) within 6 months of permit issuance by municipality	80%
	Permit fee (if work has started – building permit)	0%

BUILDING PERMITS

	Maintenance Permits	0%
21	Technology Fee (applicable to all permits)	\$1 50 .00_

BUSINESS LICENSES

Alcoholic Beverages				2022
Bond and insurance requirements are State regulated				
117.06	Liquor and Beer	On Sale		\$5,000.00
		Off Sale		\$200.00
		Special Club		\$300.00
		Liquor License Investigation Fee		\$500.00
117.16	Liquor Sunday			\$200.00
117.32	Malt Liquor (3.2)	On Sale		\$150.00
		Off Sale		\$200.00
		*Minnesota Buyers Card		\$20.00
		*(Per year paid directly to State)		
117.06	On-Sale Temporary Liquor License or Premises Extensions	Per Event		\$25.00
		On-Sale Wine		\$2,000.00
		Microdistillery Cocktail Room		\$2,500.00
		Microdistillery Off-Sale		\$150.00
		Brewpub On-Sale		\$5,000.00
		Brewpub Off-Sale		\$150.00
		Brewer Taproom On-Sale		\$2,500.00
		Small Brewer Off-Sale		\$150.00
		Temporary On-Sale Liquor		\$25.00
		Temporary On-Sale 3.2% Malt Liquor		\$25.00
111.03	Amusement Parks, Shows and Circuses*			2022
		1st Day		\$500 \$25.00
		Each Additional Day		\$100 \$25.00
118.04	Cigarette & Tobacco Sales			2022
				\$300.00
111.04	Christmas Tree Sales			2022
				\$75.00
116.05	Courtesy Benches			2022
		Per Bench		\$70.00
121.03	Gasoline Distribution			2022
		Application Fee		\$85.00
		Per Nozzle		\$15.00
111.01	Outside Theater			2022
				\$25.00

NOTE: [Add technology fee to all licenses - \\$15.00](#)

BUSINESS LICENSES-CONTINUED

124.04	Pawn Shops			2022
		Investigation and Application Fee-MN Only		\$500.00
			Outside MN	\$10,000.00
		Annual License Fee		\$3,000.00
			Bond	\$5,000.00
		Billable Transaction Fee Per Transaction		\$2.90
119.03	Peddlers License			2022
		Per Company		\$100.00
		Per Employee		\$75.00
113.02	Massage Enterprise			2022
		<u>Per Employee</u>	<u>New</u>	\$2,000.00
		<u>Per Employee</u>	<u>Renewal</u>	<u>\$150.00</u>
120.09	Sexually Oriented Business			2022
		Business License Fee		\$3,000.00
		Investigation Fee		\$5,000.00
122.12	Special Event Vendor*			2022
		For all vendors		\$80.00
134.02	Unattended Collection Bin			2022
				\$50.00
* Insurance Required		Minimum Liability Coverage:		\$1,000,000 per occurrence \$2,000,000 aggregate

Each license or permit holder shall obtain an insurance policy naming the applicant and the city as insureds, providing for bodily injury in the amount to be set by Council resolution.

CONTRACTOR LICENSES

94.57 Dumpster Hauler		2022
		\$220.00
55.04 Garbage Refuse Collection		2022
		\$220.00
110.02 General Contractor		2022
		\$78 0.00
96.15 Lawn Fertilizer Application		2022
		\$110.00
110.02 Mechanical Contractor		2022
		\$70.00
94.55 Right-of-Way Registration		2022
		\$220.00
110.02 Tree Trimmer		2022
		\$70.00
110.02 Trenching Contractor		2022
	NO Fee for licensed plumber	\$76 0.00

110.01 (E) Insurance

Minimum Liability Coverage:

\$1,000,000 per occurrence

\$2,000,000 aggregate

(1) When a licensee or permittee is required to have in force a policy of insurance, the policy shall be approved as to substance and form by the Attorney. The policy shall provide that it is non-cancellable without 15 days' notice to the city, and the coverage shall be for the term of the license or permit. Satisfactory evidence or coverage by insurance shall be filed with the City Manager before the license or permit is issued. Each license or permit shall terminate upon termination of the required insurance coverage.

(2) The amount of insurance shall be set by Council ordinance.

ELECTRIC CHARGES

Installation of Electric Service			
Note: For notes and conditions related to the charges listed below, see the Utility Policy.			
Underground Installation Charges		2022	
	*New residential and small commercial single phase up to 200 amp		\$650.00
	Rewire from overhead to underground single phase 200 amp		\$650.00
	Add \$6.00 per foot for frost charges		Additional fees may apply.
Temporary Services Installation Charges		2022	
		Overhead service drop not over 100 feet	\$200.00
	Underground tap adjacent to pedestal or pad mount transformer max distance 5 feet		\$150.00
Large Commercial			
		Fees are determined on a case by case basis	
		Additional fees may apply.	
*Collected on Building Permit			
Lighting Service			
Note: For notes and conditions related to the charges listed below, see the Utility Policy.			
Residential and Commercial		2022	
		LED 53 watt / HPS 100 watt	\$9.00
		LED 101 watt / HPS 250 watt	\$13.75
		400 watt	\$19.80
		1000 watt	\$52.00
		Additional fees may apply.	
Governmental Units - North St. Paul Owned		2022	
		LED 53 watt / HPS 100 watt	\$9.00
		LED 101 watt / HPS 250 watt	\$13.75
		400 watt	\$19.80
Governmental Units		2022	
		100 watt	\$4.50
		250 watt	\$7.95
		400 watt	\$10.85
Bus Shelters		2022	
		Based on shelter design Minimum	\$5.00
		Installation of wire to service shelter charged at time & materials.	

ELECTRIC CHARGES-CONTINUED

Other Electric Charges		
For notes and conditions related to the charges listed below, see the Utility Policy.		
Deposits		2022
Rental Housing		\$150.00
Apartment Units		\$75.00
Commercial and Industrial - <u>Minimum</u>		\$150.00
Meter Tests		2022
Requested by customer		\$75.00
Faulty meter		-
Pole Attachments		2022
Per Attachment, Per Pole, Per Year		\$10.00
Reconnect Charges		2022
During working hours		\$50.00
Utility Late payment Charge		2022
10% of balance due		
Minimum		\$10.00
Waive/Decline Radio Meter		2022
Monthly		\$150.00
<u>Solar Service Application</u>		<u>\$100.00</u>

EQUIPMENT CHARGES

Hourly Equipment Rate			2022 Hour Rate
	1/2 ton Truck		\$30.00
	3/4 ton Truck		\$35.00
	1 ton Dump Truck		\$50.00
	2-1/2 ton Truck		\$50.00
	Flusher Truck		\$55.00
		Single Bucket Truck	\$90.00
		Double Bucket Truck	\$100.00
	Auger Truck		\$100.00
	Loader (4-wheel)		\$90.00
	Backhoe 410		\$75.00
	Backhoe 710		\$95.00
	Sweeper		\$90.00
	Air Compressor		\$35.00
		Air Hammer w/ Compressor	\$45.00
	Chain Saw		\$15.00
	Pump		\$15.00
	Bit. Roller		\$25.00
		Ditching Machine: (Ditch Witch) w/trailer	\$40.00
	Trench/Backhoe		\$85.00
	Tamper		\$15.00
		Omni Generator (Dec. 1975)	\$50.00
	Chipper		\$65.00
	Skid Loader		\$80.00
	Vactron Trailer		\$75.00
		Generator (Small 6000 watt)	\$25.00
	Vactor Truck		\$120.00
Operator Costs			2022
	Actual Costs + % Overhead		35%
Material Costs			2022
	Actual Costs + % Overhead		35%
Above costs are charges that would be used in working on city facilities for customer convenience. If we work only on customer facilities with no relation to city facilities, then labor charges are 1-1/2 times above.			

FIRE DEPARTMENT FEES

Daycare/Foster Care Inspections				2022
				\$50.00
155.01	Rental Property Registration - Single Family Residential			2022
			Initial Registration	\$150.00
			Annual Renewal	\$100.00
			Transfer Fee	\$25.00
			No Entry Fee	\$50.00
			Reinspection	\$50.00
			Late Fees	
			30 Days	10%
			60 Days	25%
			90 Days	50%
155.01	Rental Property Registration - Duplex (Two Family Residential)			2022
			Initial Registration	\$200.00
			Annual Renewal	\$150.00
			Transfer Fee	\$50.00
			No Entry Fee	\$75.00
			Reinspection	\$75.00
			Late Fees	
			30 Days	10%
			60 Days	25%
			90 Days	50%
155.01	R2 Multi-Family Inspections (3 or more residential units)			2022
			Initial Registration	\$200.00
			Annual Renewal (Per Building)	\$150.00
			Inspection Year Base Fee (Per Building)	\$150.00
			+ Per Unit (total number of units per building, applied only on inspection year)	\$10.00
			Transfer Fee	\$50.00
			No Entry Fee	\$75.00
			Reinspection	\$75.00
			Late Fees	
			30 Days	10%
			60 Days	25%
			90 Days	50%
99.02	False Alarm Fees (per calendar year)			2022
			3rd False Alarm	\$250.00
			4th False Alarm and thereafter (per alarm)	\$500.00

NOTE: Add technology fee to all Fire Department Fees - \$15.00

FIRE DEPARTMENT FEES-CONTINUED

Fire Alarm/Sprinkler Permit Fees (calculated by value)		2022	
Total Valuation	Fee		
\$1.00 to \$500	\$28.05		
\$501.00 to \$2,000.00	\$28.05 for the first \$500.00 plus \$3.50 for each additional \$100.00, or fraction thereof		
\$2,001.00 to \$25,000.00	\$80.55 for the first \$2,000.00 plus \$16.10 for each additional \$1,000.00, or fraction thereof		
\$25,001.00 to \$50,000.00	\$450.85 for the first \$25,000.00 plus \$11.65 for each additional \$1,000.00, or fraction thereof		
\$50,001.00 to \$100,000.00	\$742.10 for the first \$50,000.00 plus \$8.15 for each additional \$1,000.00, or fraction thereof		
\$100,001.00 to \$500,000.00	\$1,149.60 for the first \$100,000.00 plus \$6.50 for each additional \$1,000.00, or fraction thereof		
\$500,001.00 to \$1,000,000.00	\$3749.60 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00, or fraction thereof		
\$1,000,001.00 and up	\$6,499.60 for the first \$1,000,000.00 plus \$4. 500 for each additional \$1,000.00		
	Add Plan Review Fee of 65% of the valuation for both residential and commercial projects		
Fire Safety Inspection in Minnesota Schools		2022	
		Per square foot	\$ 0.014
Includes 2 follow-up inspection or on-site consultations. Additional follow-ups are charged 1/2 cents per sq. ft.			
133.03	Retail Sales of Fireworks	2022	
		Retailer	\$ 100.00
		Vendor	\$ 250.00
	<u>Fire Department Lock Box</u>	<u>2022</u>	
	<u>S3 – Surface Mount</u>	<u>Each</u>	<u>\$159.00</u>
	<u>R3 – Recessed Mount</u>	<u>Each</u>	<u>\$199.00</u>

MISCELLANEOUS FEES

98.23	Abatement Rate		2022
		Minimum Per hour	\$240.00
	Antenna/Tower Review Fee		2022
		New	\$800.00
		Maintenance	\$1,000.00
	Antenna/Tower Review Administrative Fee		2022
	Add technology fee - \$15.00		\$250.00
	Buckthorn Puller Deposit	(all refundable fee - no admin charges)	2022
	5-day rental		\$100.00 deposit/billed if not returned in 30 days
	City Staff (does not include Police Department staff)		2022
		City Manager	Hourly Rate Actual
		City Attorney	Hourly Rate Actual
		City Engineer	Hourly Rate Actual
	Department Head & Supervisors	Hourly Rate	Actual
	Professional Staff (City Planner, Building Official, etc.)	Hourly Rate	Actual
	Field Staff (Public Works & Electric Technicians)	Hourly Rate	Actual
		Clerical Staff	Hourly Rate Actual
	Copy Fee		2022
		Black & White (per page)	\$0.25
		DVD Copies	\$11.00
	Building / Site Plans - Poster Size - Black & White (per page)		\$3.00
		Building / Site Plans - Poster Size - Color (per page)	\$5.00
		Zoning Map - Poster Size - Color (per page)	\$5.00
	Election Filing Fee		2022
		City Office	\$5.00
	Incident Report (City)		2022
		per page	\$2.00
	NSF Check Charge		2022
			\$30.00
	Notary Service		2022
		Plus \$1.00 per page over 5 pages	\$5.00
	Over the Phone Credit Card Payment		2022
			\$20.00
	Property and Special Assessment Verification		2022
			\$30.00
	Photographs		2022
		CD/DVD	\$40.00
		Single	\$5.00

PARK & RECREATION FEES

Canoe Storage Rental (Seasonal)			2022
		Resident	\$50.00
		Non-Resident	\$75.00
Park Building Rental (Casey Lake)			2022
	Weekday (Monday-Thursday) Per Day	Resident	\$125.00 300.00
	Weekend (Friday-Sunday) Per Day	Resident	\$200.00 400.00
		Deposit	\$350.00
	Weekday (Monday-Thursday) Per Day	Non-Resident	\$175.00 200.00
	Weekend (Friday-Sunday) Per Day	Non-Resident	\$300.00 400.00
Weekday Meeting Rentals (Non-Profit) Per Hour			Resident \$25.00
Weekday Meeting Rentals (Non-Profit) Per Hour			Non-Resident \$40.00
	Wedding Rate Per Day	Resident	\$400.00
		Non-Resident	\$500.00
* Rates based on Park Reservation Policy.			
Park Building Rental (Hause)			2022
	Per Day	Resident	\$100.00 150.00
	Per Day	Non-Resident	\$150.00 200.00
		Deposit	\$150.00
* Rates based on Park Reservation Policy.			
Open-Air Park Shelters (Northwood, Silver Lake, Hause & Colby Hills)			2022
	Per Day	Resident	\$45.00 50.00
	Per Day	Non-Resident	\$55.00 65.00
		Deposit	\$50.00
* Rates based on Park Reservation Policy.			
Open-Air Park Shelters (Casey Lake Park Booya Patio & Tower)			2022
	Per Day	Resident	No Charge
	Per Day	Non-Resident	No Charge
* Rates based on Park Reservation Policy. Booya patio and Tower shelter are first-come, first-served.			
Ballfield Rental			2022
	Softball League	Per Game Night	\$75.00
	Baseball	Per Field Prep	\$25 75.00
	Contract League Softball	Per Field, Per Day	\$75.00
	Softball Tournament	Per Field, Per Day	\$125.00
	Sunday Church League	Per Field, Per Night	\$72.00
Recreational Programming			2022
		Per Program	Varies

PLANNING & ZONING FEES

Comprehensive Plan Amendment (Map or Text)	Application Fee	Escrow*
	\$1,000.00	\$2,500 minimum
Conditional Use Permit	Application Fee	Escrow*
	\$500.00	\$1,000 minimum
Design Review	Application Fee	
	\$250.00	
Grading and Excavation: 0 sq. ft. to 9,999 sq. ft.	Application Fee	
	No Fee	
Grading and Excavation: 10,000 sq. ft. to 43,560 sq. ft.	Application Fee	
	\$400.00	
Grading and Excavation: 1 acre or above	Application Fee	Escrow*
	\$1,000.00	\$1,000 minimum
		+ MPCA Review
Home Occupation Interim Use Permit	Application Fee	Escrow*
	\$100.00	\$250 minimum
Interim Use Permit	Application Fee	Escrow*
	\$500.00	\$1,000 minimum
Minor Subdivision - Lot Split / Combination / Lot line adjustment	Application Fee	Escrow*
	\$500.00	\$500 minimum
New Construction/New Development Landscape Escrow		Escrow*
		Commercial: \$5,000
		Residential: \$2,500
Park Dedication - Commercial, Industrial, Institutional	Fee	
	\$2,795 per acre	
Park Dedication - Residential	Fee	
	\$900 per lot	
Planned Unit Development	Application Fee	Escrow*
Planned Unit Development - Sketch Plan	\$500.00	\$2,500 minimum + \$25 per lot
Planned Unit Development - Preliminary	\$500.00	
Planned Unit Development - Final	\$500.00	
Planned Unit Development - Amendment	Application Fee	Escrow*
	\$500.00	\$1,000 minimum
Pre-Application Meeting for all Developments	Application Fee	
Initial Concept	No Fee	
Pre Application	No Fee	
All subsequent meetings before application submittal	\$100.00	

PLANNING & ZONING FEES-CONTINUED

Rain Gardens		Application Fee	Escrow*
Individual Projects - Commercial		\$100.00	\$750
Individual Projects - Residential	Less than 10 square feet	\$-	
	Greater than 10 square	\$50.00	
Development Projects	Commercial	\$200.00	\$5,000
	Residential	\$100.00	\$2,500
Sign Permit		Application Fee	
		\$100.00	
		+ \$0.25 per sf	
Site Plan Review		Application Fee	Escrow*
		\$500.00	\$1,000 minimum
Special Commission Meeting (per Meeting)		Application Fee	
		\$200.00	
Street, Alley, Easement Vacation		Application Fee	Escrow*
		\$500.00	\$500 minimum
Subdivision		Application Fee	Escrow*
	Subdivision - Sketch Plan	\$500.00	\$2,500 minimum + \$25 per lot
	Subdivision - Preliminary Plat	\$500.00	
	Subdivision - Final Plat	\$500.00	
Tax Increment Financing Application		Application Fee	Escrow*
		\$1,000.00	\$5,000 minimum
Variance Request - Non-Residential		Application Fee	Escrow*
		\$500.00	\$1,000 minimum
Variance Request - Residential		Application Fee	Escrow*
		\$250.00	\$500 minimum
Zoning Letter (historical data collection & analysis, site plan &		Fee	
		\$100.00	
Zoning Text Amendment		Application Fee	Escrow*
		\$500.00	\$1,000 minimum
Zoning Map Amendment (Rezoning)		Application Fee	Escrow*
		\$500.00	\$1,000 minimum

*Bond equal to or greater than escrow amount is allowed in exchange for escrowed cash.

POLICE DEPARTMENT FEES

Accident Report		2022	
		State	\$5.00
Audio/Video CD/DVD		2022	
			\$40.00
99.02	False Alarm Fees (per calendar year)	2022	
		3rd False Alarm	\$250.00
		4th False Alarm and thereafter (per alarm)	\$500.00
Fingerprinting		2022	
		Non-Resident	\$20.00
		Resident	\$0.00-
		1st Card	\$20.00
		Additional Card	\$5.00
Notary		2022	
		Non-City Related Business	\$5.00
		City Related Business	\$0.00-
Photographs		2022	
		CD/DVD	\$40.00
		Single	\$5.00
Report Copies		2022	
		per page	\$0.25
		Certified Copies (in addition to per page fee)	\$5.00
		Emailed Copy	\$0.00
Transcription		2022	
		per hour	\$50.00
Research		2022	
		Clerical per hour	\$50.00
		Clerical OT per hour	\$75.00
Patrol Police Officer		2022	
		Regular per hour	Actual \$90.00
		OT per hour Holidays	Actual \$150.00
Sergeant		2022	
		Regular per hour	Actual
		OT per hour	Actual
Squad		2022	
		per hour	\$50.00
	<u>Color digital photos</u>		<u>\$5.00</u>
	<u>911 audio file</u>		<u>\$20.00</u>
	<u>911 transcription</u>		<u>\$50.00</u>
	<u>Squad video</u>		<u>\$30.00</u>
	<u>Body worn camera (requires notarized release)</u>		<u>\$30.00</u>

PUBLIC WORKS FEES

Public Street Improvements		2022	
	Residential(Front Foot)	Full Reconstruction	\$64.00
		Partial Reconstruction	\$49.00
		Roadway Reclamation	\$35.00
	Mill and Overlay		\$20.50
	Commercial/Multi-Family/Other	Full Reconstruction	\$96.00
		Partial Reconstruction	\$73.50
		Roadway Reclamation	\$52.50
	Mill and Overlay		\$30.75
Note: 35% per foot will be charged for additional footage above the minimum zoning width for the area.			
Dumpster Permit		2022	
		Per Day (3 day min)	\$20.00
	Technology Fee		\$150.00
Right-of-Way Permit		2022	
		Minimum	\$80.00
		Add the following where applicable:	
	Per Additional Excavation	Paved Area	\$40.00
	Per Additional Excavation	Unpaved Area	\$20.00
	Underground Utility or Telecom \ Boring or Tunneling	Per LF	\$0.50
	Underground Utility ore Telecom\ Open Trench	Per LF	\$0.65
	Overhead Utility\ Telecom	Per LF	\$0.10
	<u>Residential Trenching</u>		
	<u>Sewer Service</u>		\$30.00
	<u>Water Service</u>		\$30.00
	<u>Storm Service</u>		\$30.00
	<u>Fire Service</u>		\$30.00
	<u>Base Fee</u>		\$35.00
	<u>State Surcharge</u>		\$1.00
	<u>Asbuilt Fee</u>		\$250.00
		Add the following to all permits:	
		Technology Fee	\$150.00

PUBLIC WORKS FEES-CONTINUED

Meter Charges			2022
	New Residential Construction (collected on Plumbing permit)		\$ 150 0.00
	Replace Frost Damaged Water Meter		\$ 150 0.00
	<u>Radio Reader</u>		<u>\$150.00</u>
	<u>Replace Damaged Radio Reader</u>		<u>\$150.00</u>
	Residential Water Turn Off <u>(during business hours)</u>		\$0.00
	Residential Water Turn On <u>(during business hours)</u>		\$0.00
	<u>¾” Meter</u>		<u>\$140.00</u>
	<u>1” Meter</u>		<u>\$220.00</u>
	<u>1 ½” Meter</u>		<u>\$1,305.00</u>
	<u>2” Meter</u>		<u>\$1,510.00</u>
	<u>3” Meter</u>		<u>\$2,000.00</u>
Hydrant Meter Rental			2022
	First 10,000 gallons <u>Deposit</u>		\$300 50.00
	Per 1,000 gallons there after		\$5.00 <u>per 1,000 gallons</u> <u>– Minimum Fee of \$50.00</u>
RPZ Filing Fee			2022
			\$25.00
Waive/Decline Radio Meter			2022
		Monthly	\$150.00
Utility Late Payment Charge			2022
		10% of balance due	
		Minimum	\$10.00
	<u>After Public Works services</u>		<u>\$240.00</u>

ELECTRIC RATES

E1 Residential Electric Service		2022
Overhead	Monthly Service Charge	\$9.25
Consumption Charges (per kWh)	October - May	\$0.1112085
Consumption Charges (per kWh)	June - September	\$0.1218488
E6 Residential Electric Service		
Underground	Monthly Service Charge	\$11.25
Consumption Charges (per kWh)	October - May	\$0.1112085
Consumption Charges (per kWh)	June - September	\$0.1218488
E3 Small Commercial Service		
	Monthly Service Charge	\$11.25
Consumption Charges (per kWh)	October - May	\$0.109164
Consumption Charges (per kWh)	June - September	\$0.1211484
E4 Commercial Service		
	Monthly Service Charge	\$25.50
Consumption Charges (per kWh)		\$0.069679
E5 Demand Charge (Related to E4 Service)		
Consumption Charges (per KW)	October - May	\$9.168.94
Consumption Charges (per KW)	June - September	\$12.7241
Large Commercial Service		
	Monthly Service Charge	\$25.50
Consumption Charges (per kWh)		\$0.069174
Demand Charge (Related to Large Commercial Service)		
Consumption Charges (per KW)	October - May	\$9.168.94
Consumption Charges (per KW)	June - September	\$12.7241
Time of Day Service		
	Monthly Service Charge	\$28.50
Consumption Charges (per kWh)	On Peak	\$0.076950
Consumption Charges (per kWh)	Off Peak	\$0.048374
Consumption Charges (per kWh)	Weekend	\$0.057763
North St. Paul Street Lighting	Per Month	\$1.3000
North St. Paul Franchise Fee (per kWh)	Per Month	
Residential		\$5.00
Small Commercial		\$15.00
Commercial		\$80.00
Large Commercial		\$300.00
Clean Energy Choice for Residential		
50% Renewal	Additional per Month	\$1.00
75% Renewal	Additional per Month	\$2.00
100% Renewal	Additional per Month	\$3.00
Clean Energy Choice for Commercial		
	Additional charge per kWh	\$0.0010
Residential Solar Credit (per kWh)		2022
Consumption Credit (per kWh)	October - May	\$0.1112085
Consumption Credit (per kWh)	June - September	\$0.1218488

GARBAGE RATES

35 GALLON	35 GALLON	65 GALLON	95 GALLON	160 GALLON – TWO CARTS
Garbage	\$7.70	\$11.07	\$13.59	\$24.66
Solid Waste Management Tax (SWM) 9.75%	\$0.75	\$1.08	\$1.33	\$2.40
County Environmental Charge (CEC 28%)	\$2.16	\$3.10	\$3.81	\$6.90
Recycling Rates - No Tax or CEC	\$7.50	\$7.50	\$7.50	\$7.50
Total	\$18.11	\$22.75	\$26.23	\$41.46
Yard Waste Disposal Rates (optional) No Tax or CEC	\$7.00 Monthly or On-Call Bag Serv. \$2.00			

- No rate increase in 2022

SURFACE WATER RATES

		2022
Single Family Residential, Townhome, and Double Homes		
One Residential Equivalency Factor (REF)		\$10.88
Commercial, Multi-Family and Public		
Percent Impervious	Multiplied by One REF	\$10.88
Based on Ramsey County GIS parcel data		
Raingarden Incentive Discount		35%
Open Space		Exempt
Streets and Lakes		Exempt
Undeveloped		Exempt

WASTE WATER RATES

North St. Paul Waste Water Service - per 1,000 Gallons		2022
5/8" to 1" Water Service	Monthly Service Charge	\$34.82
Consumption Charges (Per 1,000 Gallon)*	0 to 7,000 Gallons	\$3.35
	7,001 to 20,000 Gallons	\$3.79
	20,001 Gallons or More	\$4.23
North St. Paul Waste Water Service - per 1,000 Gallons		2022
1 1/2" or Larger Water Service	Monthly Service Charge	\$69.58
Consumption Charges (Per 1,000 Gallon)*	0 to 7,000 Gallons	\$3.35
	7,001 to 20,000 Gallons	\$3.79
	20,001 Gallons or More	\$4.23
North St. Paul Waste Water Service - per Gallon		2022
5/8" to 1" Water Service	Monthly Service Charge	\$34.82
Consumption Charges (Per Gallon)*	0 to 7,000 Gallons	\$0.00335
	7,001 to 20,000 Gallons	\$0.00379
	20,001 Gallons or More	\$0.00423
North St. Paul Waste Water Service - per Gallon		2022
1 1/2" or Larger Water Service	Monthly Service Charge	\$69.58
Consumption Charges (Per Gallon)*	0 to 7,000 Gallons	\$0.00335
	7,001 to 20,000 Gallons	\$0.00379
	20,001 Gallons or More	\$0.00423
North St. Paul Waste Water Service-Flat Sewer**		2022
Monthly Connection Charge		\$51.54
Maplewood Waste Water Service		
	Monthly Service Charge	Set by Maplewood
Consumption Charges (Per Gallon)*		
Consumption Charges (Per 1,000 Gallons)*		

WATER RATES

North St. Paul Water Service-Per 1,000 Gallons		2022
5/8" to 1" Water Service	Monthly Service Charge	\$11.92
Consumption Charges (Per Gallon)	0 to 7,000 Gallons	\$3.49
	7,001 to 20,000 Gallons	\$4.57
	20,001 Gallons or More	\$6.64
North St. Paul Water Service-Per 1000 Gallons		2022
1 1/2" Meter or Larger	Monthly Service Charge	\$23.60
Consumption Charges (Per Gallon)	0 to 50,000 Gallons	\$3.46
	50,001 to 150,000 Gallons	\$4.53
	150,001 Gallons or More	\$6.58
Maplewood Water Service-Per 1000 Gallons		2022
5/8" to 1" Water Service	Monthly Service Charge	\$1221.07 8
Consumption Charges (Per Gallon)	0 to 7,000 Gallons	\$3.49
	7,001 to 20,000 Gallons	\$4.57
	20,001 Gallons or More	\$6.64
(Includes 15 cent charge for Fire Hydrant Rental)		
*Water consumption consumed by commercial users is subject to sales tax.		
North St. Paul Water Service-Per Gallon		2022
5/8" to 1" Water Service	Monthly Service Charge	\$11.92
Consumption Charges (Per Gallon)	0 to 7,000 Gallons	\$0.00349
	7,001 to 20,000 Gallons	\$0.00457
	20,001 Gallons or More	\$0.00664
North St. Paul Water Service-Per Gallon		2022
1 1/2" Meter or Larger	Monthly Service Charge	\$23.60
Consumption Charges (Per Gallon)	0 to 50,000 Gallons	\$0.00346
	50,001 to 150,000 Gallons	\$0.00453
	150,001 Gallons or More	\$0.00658
Maplewood Water Service-Per Gallon		2022
5/8" to 1" Water Service	Monthly Service Charge	\$12.07 8
Consumption Charges (Per Gallon)	0 to 7,000 Gallons	\$0.00349
	7,001 to 20,000 Gallons	\$0.0045 7
	20,001 Gallons or More	\$0.00664
(Includes 15 cent charge for Fire Hydrant Rental)		

*Water consumption consumed by commercial users is subject to sales tax.

57.04 Sewer & Water Rules, Regulations, Prices and Terms - Charges for service shall be a continuing lien until paid upon property served.

**To**

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # IX.E

City Business Action Items & Recommendations

Subject

Park & Recreation Budget Spending

Background/Facts

The Park & Recreation Commission had been placed on hold from spending any funds until a Park Improvement Plan was submitted, reviewed and approved by the City Council. WSB provided the attached proposal (Exhibit B) in the amount of \$14,650. In an effort to save money, Scott Duddeck assigned the creation of the Park Improvement Plan to the commission and Lisa Ritchie.

To expedite the process, the final step in the Park Improvement Plan was reassigned to WSB, which was quoted at \$6,000, and is anticipated to be completed by the end of 2021.

The Park & Recreation Commission has made a recommendation to seek the council's approval to start spending for 2022 based on the plan created and submitted to finance for 2022 CIP (attached Exhibit C)

Recommendation:

Consideration to remove the hold that has been placed on spending for the Parks & Recreation Commission.

Attachments

1. Exhibit B_2021 Park System Plan Update - WSB Proposal
2. Exhibit C_Parks & Rec Commission_Park Priorities to Council 5.28.21

Respectfully submitted,
Lisa Ritchie, Administrative Assistant



February 5, 2021

Mr. Scott Duddeck
Executive Director
City of North St. Paul
2400 Margaret Street
North St. Paul, MN 55109

Re: 2021 Park System Plan Update Planning Services

Dear Mr. Duddeck:

I am pleased to submit this letter proposal on behalf of WSB to the City of North St. Paul (City) to complete professional planning services for the 2021 Park System Plan Update. The scope of services developed is based on utilizing information your existing park system plan, the 2040 Comprehensive Plan and our familiarity with the city's goals.

SCOPE OF SERVICES

The following scope of services is meant to provide the City with the steps necessary to complete a successful planning project to guide future improvements and priorities to meet the needs of the community. WSB is always willing to adjust our scope of services as necessary in order to be more tailored to your needs or account for budgetary concerns.

Included in the Scope of Services is a tentative schedule outline that can be adjusted according to city schedules.

A. STEP ONE: Project Start-Up & Data Collection (March – April '21)

- 1) Project Start-Up Meeting: WSB will attend a virtual project start-up/focus meeting with the city staff to review the scope of services, overall project schedule and milestones, intended deliverables and collect relevant planning data.

CITY TASKS: Recommended tasks for the city staff and Parks Commission members prior to the start-up meeting to include:

- Undertake site visits and review of each park in the city; take notes on overall perceptions, comments, concerns, and ideas
 - Prepare an overall project vision statement for what you want the park system to look like 10 years from now
 - Develop list of initial planning goals based on current recreation trends, changing city demographics, community development growth patterns, and known issues.
- 2) Demographic Data Collection: WSB will gather ESRI demographic data for the City and will develop corresponding maps to identify the demographic breakdowns for income, ethnicity, population density and age.

- 3) GIS Based Park Aerial Maps (Optional): WSB will prepare individual maps of each park for use in the final plan document that illustrates each existing park aerial image showing current development with corresponding scale. See attached for an example.

B. STEP TWO: Evaluations & Analysis (May – June)

- 1) Site Evaluations: WSB will conduct a site review of each park to identify the existing level of service based on the current development, condition, age, park uses, accessibility and other design factors. Photos of each site will be taken during the evaluations.
- 2) Needs Analysis: An overall community wide needs analysis of the existing park system will be developed based on the data collected. This will allow the city to understand the broader needs of the community in order to develop recommendations and priorities that will balance access to quality recreation across the city.
- 3) Parks Commission Meeting: WSB will attend a virtual Parks Commission Meeting to review the data collection and analysis findings, discuss the Parks Commission vision and goals in relation to findings, correlation to the 2040 Comprehensive Plan goals and findings, and discuss general approach to recommendations and priorities.

C. STEP THREE: Recommendations & Priorities (July)

- 1) Recommendations: WSB will prepare recommendations for each park based on the overall goals and vision set by the Parks Commission.
- 2) Draft Priorities: WSB will develop estimates for individual parks and overall draft priorities to guide the city in future endeavors that are based on a strategic approach to implementation.
- 3) Parks Commission Meeting: WSB will attend a virtual Parks Commission Meeting to review the data collection and analysis findings, discuss the Parks Commission vision and goals in relation to findings, correlation to the 2040 Comprehensive Plan goals and findings, and discuss general approach to recommendations and priorities.

CITY TASKS: Recommended tasks for the city staff and Parks Commission members following the Parks Commission meeting to include:

- Community outreach, as feasible, to share draft recommendations and priorities with the community for feedback.
- Prepare an outline of comments with WSB for consideration

D. STEP FOUR (OPTIONAL): 2021 Park System Plan Update Document (August)

- 1) WSB will prepare a new word document of a Park System Plan Update based on the original information in the 2019 Park System Plan Update with replacement information as found in this planning study. This will include re-writing the previous information if the original document can not be located.

The plan will include correcting park classifications to be in alignment with the 2040 Comprehensive Plan.

- 2) City Council Meeting: WSB will attend a virtual City Council Meeting to present the 2021 Park System Plan Update for review and adoption.

- E. **Additional Services**: Services other than those listed in the Scope of Services above and requested and authorized in writing by the City. These services shall be billed on an hourly basis according to the current Hourly Rate Schedule at time of request

ASSUMPTIONS & EXCLUSIONS

The Scope of Services outlined above is based on the following assumptions and exclusions.

- A. No community engagement is included.
- B. Trails and pedestrian path network evaluation and planning is not included.
- C. All meetings are assumed to be virtual.

FEES FOR PROFESSIONAL SERVICES

It is proposed that the following Tasks be billed on an hourly-not-to-exceed basis according to the following breakdowns:

Task A.1 – A.2	\$860
Task A.3 (optional)	\$540
Task B.1 – B.3	\$3,550
Task C.1 – C.3	\$3,700
Task D.1 – D.2 (optional)	\$6,000

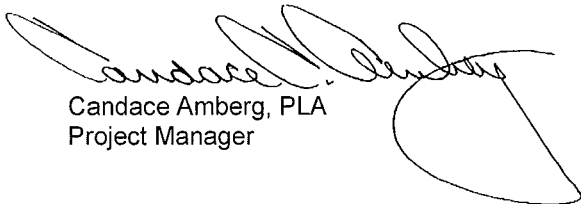
ACCEPTANCE

This letter represents our entire understanding of the project scope. All work under this letter proposal will be governed by the Professional Services Agreement entered into between the City of North St. Paul and WSB on September 8, 2009. If the scope and fee appear to be appropriate, please sign on the space provided and return one copy to our office. We are available to begin work once we receive signed authorization.

Thank you for the opportunity to propose on this project. If you should have any questions regarding this proposal, please contact me at 763.231.4848.

Sincerely,

WSB


Candace Amberg, PLA
Project Manager


Jason L. Amberg, PLA
Director of Landscape Architecture

Mr. Scott Duddeck
February 5, 2021
Page 4

I hereby authorize WSB to proceed with the above-referenced work under the terms and conditions of the Professional Services Agreement entered into between the City of North St. Paul and WSB on September 8, 2009.

By: _____

Name: _____

Date: _____



N

0 100
 Feet
 1 inch = 100 feet

wsb

Time Frame	PARK	Improvement	Priority	Estimated Project Costs	Notes
1 to 2	Hause	tennis court rehabilitation, ADA Walkway	1A	\$ 100,000	
1 to 2	General park update	Welcome signs for all parks	2	\$ 32,000	Commissioners thought this had gone to council in 2020. It had not.
1 to 2	Northwood	Gaga Ball	3	\$ 6,000	Basketball would need to be resurfaced
1 to 2	Casey Lake	update/maintenance on hockey rink	Public Works	\$ 50,000	
1 to 2	Rotary Park	signage		\$ 4,000	
2 to 3	Northwood	update warming house/bathrooms to rentable structure	1	\$ 500,000	Price is ballpark estimate; Actual cost will depend on what is done. Casey was over \$1M
2 to 3	McKnight	dog park, pickle ball, splash pad- need clear idea	2	?	
2 to 3	Silver Lake	securing lifeguards	3	\$35,000	
2 to 3	Downtown	Needs green space	4	?	
2 to 3	Silver Lake	repaneling of garbge cans -Eagle Scout project	5	?	
2 to 3	Old Gas Station site	splash pad - play structure (Location TBD)	6	\$100,000 to \$1,000,000	
2 to 3	Southwood	Natural Play Equipment	7	?	
2 to 3	Country Club	ideas: butterfly garden, trees, benches	8	?	
2 to 3	Northwood	replace open air shelter to match other city shelters	9	\$40,000	
3 to 5	Casey Lake	exercise equipment by parking lot, small equipment toward upper part of park	1	\$100,000	
3 to 5	Northwood	basketball court repaved	2	\$8,000	
3 to 5	Casey Lake	open air shelter by ball field	3	\$40,000	
3 to 5	Hause	playground equipment for older kids	4	\$100,000	
3 to 5	Silver Lake	Playground Equipment - nearing 20 yr lifespan built 2006	5	\$200,000	

Notes:
Need updated bid - WSB was \$100K
All parks that were rehabbed
Boards in bad shape; not maintained. - Pressure washed and painted; Recommend tear down and re
Info from the Rotary needed
This will be a big ticket item - Should be prioritized highly - Continue to work on grant for this.

**To**

Honorable Mayor Furlong and City Council

Date

December 7, 2021

Agenda Placement # IX.F

City Business Action Items & Recommendations

Subject

TIF Note Assignment related to Contract for Private Development with M/I Home and Tax Increment Financing District No. 4-7.

Background/Facts**Executive Summary**

The City entered into a Contract for Private Development with M/I Homes dated December 4, 2018 (the "Agreement") to facilitate redevelopment of the project site referred to as 'Anchor Block South' and allow for the construction of approximately 100 town home units. The City established Tax Increment Financing (Soils Condition) District No. 4-7 to capture tax increment revenues from the new development as a source to assist with financing a portion of the extraordinary costs related to the project. Tax increments were pledged to the developer in a maximum amount of \$3,050,000 through the issuance of a TIF Note as reimbursement for certain acquisition and soils correction costs (referred to as 'pay-as-you-go financing'). The TIF Note was issued by the City to M/I Homes in April 2021 after M/I Homes provided evidence of having incurred the eligible costs and met the terms of the Agreement.

Pursuant to Section 7.5 of the Agreement, M/I Homes intends to sell its interest in and under the TIF Note to NSP TIF LLC, a Minnesota limited liability company, and has notified the City of its intentions in a letter dated November 17, 2021. The TIF Note amount is \$3,050,000. First payment on the TIF Note is scheduled to occur August 1, 2021. Payment was delayed as a result of the request for the Note assignment. As a result, the first payment is ready to be issued and will occur after successful assignment of the TIF Note to NSP TIF LLC. Following assignment of the TIF Note, all future semi-annual payments will be made to NSP TIF LLC.

Action Item

The City Council is being asked to consider adoption of the resolution approving the assignment of the Tax Increment Revenue Note and authorize staff to execute the additional documents, as applicable, that are provided for review and described below:

1. M/I Homes' request for TIF Note Assignment
2. Collateral Assignment of TIF Note
3. Assignment of TIF Note

4. City Estoppel Certificate
5. TIF Note Purchase Agreement
6. Certificate of Completion (exhibit to the Agreement)

Thank you for the opportunity to be of assistance to the City of North St Paul. Please contact me at 651.368.2533 or Mikaela.huot@bakertily.com with any questions or comments.

Recommendation:

Attachments

1. FB1 City of North St. Paul Resolution 74398349-v4
2. MI Assignment of TIF Note
3. Collateral Assignment of TIF Note_74590480(3)
4. Assignment of TIF Note with Consent_74583963(2)
5. City Estoppel Certificate_74577277(1)
6. TIF Note Purchase Agreement_74314901(5)
7. NSP Certificate of Completion

Respectfully submitted,

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

**RESOLUTION APPROVING THE ASSIGNMENT OF A
TAX INCREMENT REVENUE NOTE**

WHEREAS, the City issued its Tax Increment Revenue Note dated April 5, 2021, in the original principal amount of \$3,050,000 (the “TIF Note”) payable to M/I Homes Minneapolis/St. Paul, LLC, a Delaware limited liability company (“M/I Homes”) pursuant to the Contract for Private Development between the City and M/I Homes dated December 4, 2018 (“TIF Agreement”);

WHEREAS, M/I Homes has substantially completed construction of the Minimum Improvements as required under the TIF Agreement;

WHEREAS, M/I Homes proposes to sell, assign and transfer the TIF Note to NSP TIF LLC, a Minnesota limited liability company (“NSP”); and

WHEREAS, NSP proposes to collaterally assign the TIF Note to its lender Tradition Capital Bank (“TCB”) to secure a Loan from TCB to NSP;

WHEREAS, pursuant to the “TIF Agreement”, any assignment of the TIF Note requires the approval of the City Council;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of North St. Paul hereby approves the sale, assignment and transfer of the TIF Note to NSP as provided substantially in the form of the attached Assignment of Tax Increment Note between M/I Homes and NSP (“Assignment”);

AND FURTHER RESOLVED that the City Council of the City of North St. Paul hereby approves the collateral assignment of the TIF Note by NSP to Tradition Capital Bank (“TCB”) as provided substantially in the form of the attached Collateral Assignment of TIF Note between NSP and TCB (“Collateral Assignment”);

AND FURTHER RESOLVED that the Mayor and City Clerk of the City of North St. Paul are authorized to execute and deliver to NSP and TCB the Assignment, Collateral Assignment and an estoppel certificate certifying matters related to the TIF Agreement as reasonably requested by NSP or TCB.

ADOPTED this 7th day of December 2021.

Motion by Council Member
Second by Council Member

Voting: Aye:
Nay:
Abstain:
Absent:

Terrence J. Furlong, Mayor

Attest:

Brian Frandle, Interim City Manager/Clerk



Minneapolis Division
5354 Parkdale Drive #100
St. Louis Park, MN 55416
763.586.7200 **OFFICE**
763.572.9417 **FAX**

November 17, 2021

Mayor and City Council
North St. Paul
2400 Margaret Street
North St. Paul, MN 55109

RE: Assignment of TIF Note

Dear Mayor and City Council:

Pursuant to Section 7.5 of the Contract for Private Development between M/I Homes and the City of North St. Paul dated December 4, 2018 (the "Agreement"), you are hereby notified of M/I Homes' intention to sell its interest in and under the TIF Note (as defined in the Agreement) to NSP TIF LLC, a Minnesota limited liability company ("Buyer"). We are attempting to close this sale on or before December 15, 2021. Please let me know what you need from us in order to approve the proposed transfer. Buyer has drafted, and we are reviewing, a proposed resolution to document the City's approval. It is our understanding that Buyer may also be collaterally assigning its rights under the TIF Note to its lender (Tradition Capital Bank) at the same time.

If need be, in connection with the collateral assignment, Buyer's contact information is:

NSP TIF LLC
Attn: Kent Carlson
c/o Inland Development Partners, LLC
100 Lake Street West, Suite 200
Wayzata, MN 55391
Email: kcarlson@inlanddp.com

If you have any further questions or would like additional information, please feel free to contact me at 612-910-9909 or by email at jrask@mihomes.com

Sincerely,

John Rask
Vice President of Land Development

COLLATERAL ASSIGNMENT OF TIF NOTE

THIS COLLATERAL ASSIGNMENT OF TIF NOTE (this “Agreement”) is made and entered into as of the ____ day of December, 2021, by and among the CITY OF NORTH ST. PAUL, MINNESOTA (the “City”), NSP TIF LLC, a Minnesota limited liability company (“NSP”), and TRADITION CAPITAL BANK, a Minnesota state banking corporation (the “Lender”).

W I T N E S S E T H:

WHEREAS, the City and the M/I Homes of Minneapolis/St.Paul, LLC, a Delaware limited liability company (“M/I Homes”) have entered into that certain Contract for Private Development dated as of December 4, 2018 (the “Development Agreement”), concerning the construction by M/I Homes of certain improvements related to Property (as such term is defined in and further described in the Development Agreement); and

WHEREAS, pursuant to the Development Agreement, the City issued that certain Tax Increment Note, dated as of April 5, 2021, in the principal amount of \$3,050,000 (the “TIF Note”); and

WHEREAS, pursuant to that certain Assignment of Tax Increment Note, M/I Homes has transferred and assigned all of M/I Home’s right, title and interest in and to the TIF Note to NSP, which assignment has been consented to by the City; and

WHEREAS, Lender intends to make a loan to NSP to be evidenced by, among other things, a Loan Agreement between NSP and the Lender (the “Loan Agreement”) and, a Promissory Note (the “Lender Note”) in the original principal amount of \$[1,772,832.50 – FINAL AMOUNT TBD] (the “Loan”); and

WHEREAS, the Lender has required, as a condition to the making of the Loan, that (a) NSP assign all of its rights under the TIF Note to the Lender to secure the obligations of NSP to the Lender under the Lender Note (the Loan Agreement, the Lender Note and all documents executed in connection therewith are collectively referred to as the “Loan Documents”), and (b) the City agrees to certain other matters, all as more fully contained herein.

NOW THEREFORE, in consideration of the foregoing recitals and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Assignment. NSP hereby assigns to the Lender all of its right, title and interest under the TIF Note, including, without limitation, the right to receive payments under the TIF Note, to secure NSP's obligations under the Loan Documents.

2. TIF Note. To perfect the Lender's security interest in the TIF Note, NSP shall deliver the TIF Note directly to the Lender, and NSP shall execute and deliver to the Lender an endorsement to the TIF Note, all to be held by the Lender pursuant to the terms of this Agreement. Upon the occurrence and during the continuance of an Event of Default (as that term is defined in the Loan Agreement), NSP authorizes and directs the City to make all payments under the TIF Note directly to the Lender following City's receipt of written notice from the Lender that an Event of Default has occurred enabling Lender to receive the TIF Note payments directly from the City, and the Lender shall apply any such payments amounts owing under the Lender Note. The City has no duty to verify the existence of any default(s) and shall rely upon Lender's notice alone to establish that an Event of Default has occurred enabling Lender to receive the TIF Note payments directly from the City. It is understood by the parties that the TIF Note payments shall only be payable by the City in accordance with the terms and conditions of the Development Agreement. Unless and until the City receives said notice of default from the Lender, the City shall pay the TIF Note payments to NSP. The Lender and NSP hereby indemnifies and holds the City harmless from and against any claims or liabilities arising or purporting to arise from the City's performance of its obligations under this Assignment.

3. Representations and Warranties of NSP. NSP hereby represents and warrants that there have been no prior assignments of the TIF Note. Further, NSP agrees not to sell, assign, pledge, mortgage or otherwise transfer or encumber its interest in the TIF Note as long as this Agreement is in effect. Upon the occurrence and during the continuance of an Event of Default (as that term is defined in the Loan Agreement), NSP hereby irrevocably constitutes and appoints the Lender as its attorney-in-fact to demand, receive and enforce NSP's rights with respect to the TIF Note for and on behalf of and in the name of NSP, or, at the option of the Lender, in the name of the Lender, with the same force and effect as NSP could do if this Agreement had not been made.

4. Present Assignment. This Agreement shall constitute a perfected, absolute and present assignment, provided that the Lender shall have no right under this Agreement to enforce the provisions of the TIF Note or exercise any of its rights or remedies under this Agreement until an Event of Default (as that term is defined in the Loan Agreement) shall occur and be continuing.

5. Event of Default. Upon the occurrence and during the continuance of an Event of Default (as that term is defined in the Loan Agreement), the Lender may, without affecting any of its rights or remedies against NSP under any other instrument, document or agreement, exercise its rights under this Agreement as NSP's attorney-in-fact in any manner permitted by law and, in addition, the Lender shall have the right to exercise and enforce any and all rights and remedies available after a default to a secured party under the Uniform Commercial Code as adopted in the State of Minnesota. If notice to NSP of any intended disposition of collateral or of any intended action is required by law in any particular instance, such notice shall be deemed commercially reasonable if given at least ten (10) days prior to the intended disposition or other action.

6. Representations and Warranties of the City. The City hereby consents and agrees to the terms and conditions of this Agreement. No default current exists under any terms of the Development Agreement nor has any event occurred, which with the passage of time (after notice, if any, required by the Development Agreement) would become an event of default under the Development Agreement. The conditions under the Development Agreement for payments to be made pursuant to the TIF Note have been satisfied.

7. No Assumption. The City acknowledges that the Lender is not a party to the Development Agreement or TIF Note and by executing this Agreement does not become a party to the Development Agreement, and specifically does not assume and shall not be bound by any obligations of any party to the City under the Development Agreement.

8. Notice from the City. So long as the TIF Note remains in effect, the City agrees to give to the Lender copies of notices of any event of default given to any party under the Development Agreement that could impact payments under the TIF Note.

9. Amendments. The City and NSP agree that no change or amendment shall be made to the terms of the TIF Note without the prior written consent of the Lender.

10. Waiver. This Agreement can be waived, modified, amended, terminated or discharged only explicitly in writing signed by the parties hereto. A waiver by the Lender shall be effective only in a specific instance and for the specific purpose given. Mere delay or failure to act shall not preclude the exercise or enforcement of any of the Lender's rights or remedies hereunder. All rights and remedies of the Lender shall be cumulative and may be exercised singularly or concurrently at the Lender's option, and any exercise or enforcement of any one such right or remedy shall neither be a condition to nor bar the exercise or enforcement of any other.

11. Headings. The descriptive headings for the several sections of this Agreement are inserted for convenience only and not to confine or limit any of the terms or provisions hereof.

12. Addresses for Notice. Any notice from, request, demand or communication hereunder shall be deemed fully given if delivered or served by depositing the same with the United States Postal Service, postage prepaid, certified or registered, addressed to the parties as set forth below:

If to the City:	The City of North St. Paul 2400 Margaret Street North St. Paul, Minnesota 55109 Attention: City Manager
If to NSP :	NSP TIF LLC c/o Inland Development Partners, LLC 100 Lake Street West, Suite 200 Wayzata, Minnesota 55391 Attention: Kent Carlson
If to the Lender:	Tradition Capital Bank 7601 France Avenue South, Suite 140

Edina, Minnesota 55435
Attention: Chris Futrell

13. Successors. This Agreement and each and every covenant, agreement and other provision hereof shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

14. Severability. The enforceability or invalidity of any provision hereof shall not render any other provision or provisions herein contained unenforceable or invalid.

15. Governing Law. This Agreement is made in and shall be construed in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

12607.75
22962317v1
74590480 v3

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

[SIGNATURE PAGE TO COLLATERAL ASSIGNMENT OF TIF NOTE]

**CITY OF NORTH ST. PAUL,
MINNESOTA**

By: _____
Name: _____
Its: _____

By: _____
Name: _____
Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this ____ day of December, 2021, by _____, the _____ of the City of North St. Paul, for and on behalf of said public body.

Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this ____ day of December, 2021, by _____, the _____ of the City of North St. Paul, for and on behalf of said public body.

Notary Public

[SIGNATURE PAGE TO COLLATERAL ASSIGNMENT OF TIF NOTE]

NSP TIF LLC

By: _____

Name: _____

Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of December, 2021, by _____, the _____ of NSP TIF LLC, a Minnesota limited liability company, for and on behalf of said limited liability company.

Notary Public

[SIGNATURE PAGE TO COLLATERAL ASSIGNMENT OF TIF NOTE]

TRADITION CAPITAL BANK

By: _____
Name: Chris Futrell
Its: Vice President

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ____ day of December, 2021, by Chris Futrell, the Vice President of Tradition Capital Bank, a Minnesota state banking corporation, for and on behalf of said corporation.

Notary Public

ASSIGNMENT OF TAX INCREMENT NOTE

The undersigned, M/I Homes Minneapolis/St. Paul, LLC, a Minnesota limited liability company, ("**Assignor**"), hereby transfers and assigns all of Assignor's right, title and interest in and to that certain Tax Increment Note dated April 5, 2021 issued by the City of North St. Paul, Minnesota to Assignor (the "**Note**"), to NSP TIF LLC, a Minnesota limited liability company (the "**Assignee**").

Assignor hereby warrants and represents that it has the full right and title to the Note and, subject to receipt of the consent of the City of North St. Paul, Minnesota, that Assignor has the full right and authority to assign the Note to Assignee.

This Assignment is without recourse to Assignor.

IN WITNESS WHEREOF, the undersigned has executed this Assignment effective on this _____ day of December, 2021.

M/I HOMES OF MINNEAPOLIS/ST. PAUL, LLC

By: _____
Gary M. White, Area President

By: _____
_____, Authorized Officer

CONSENT OF CITY

The undersigned, on behalf of the City of North St. Paul, Minnesota hereby consents to the foregoing assignment of the Note and from and after the date of this Assignment, the City of North St. Paul, Minnesota agrees that Assignee is the owner of the Note and all subsequent payments under the Note shall be paid to Assignee, subject to the terms of the Contract for Private Development dated as of December 4, 2018 by and between the City of North St. Paul and M/I Homes of Minneapolis/St. Paul, LLC, a Delaware limited liability company ("Development Agreement"). The City agrees to give notice to Assignee if there is a default by Assignor under the terms of the Development Agreement that would give the City the right to interrupt or cease the payments on the Note.

CITY OF NORTH ST. PAUL

By _____
_____, Mayor

74583963v2

By _____,
_____, City Manager

ESTOPPEL CERTIFICATE
(Contract for Private Development)

NSP TIF LLC (the “Buyer”)
c/o Inland Development Partners, LLC
100 Lake Street West, Suite 200
Wayzata, MN 55391
Attn: Kent Carlson

Re: Contract for Private Development dated December 4, 2018 between City of North St. Paul (the “City”) and M/I Homes Minneapolis/St. Paul, LLC (the “Contract”)

Ladies and Gentlemen:

Reference is made to the Contract. All capitalized terms used in this Estoppel Certificate and not otherwise defined herein shall have the meanings ascribed to such terms in the Contract. The City understands that the Buyer has entered into an agreement with M/I Homes Minneapolis/St. Paul, LLC (the “Seller”) to buy the TIF Note in the principal amount of \$3,050,000 that was issued by the City and is dated as of April 5, 2021 (the “Note”), and understands and acknowledges that Buyer is relying on the information set forth in this Estoppel Certificate in connection with its proposed purchase of the Note.

In consideration of the foregoing, the undersigned hereby certifies to Buyer, Buyer’s lender, Tradition Capital Bank, and their respective successors and assigns as follows:

1. No default current exists under any terms of the Contract nor has any event occurred, which with the passage of time (after notice, if any, required by the Contract) would become an event of default under the Contract.
2. Seller is in compliance with its obligations under the Contract.
3. The Contract is valid and enforceable according to its terms against the Property.
4. The Minimum Improvements have been fully completed.
5. The Certificate of Completion has been issued, a copy of which is attached as Exhibit A to this certification.
6. This certification may not be changed, waived or discharged orally, but only by an agreement in writing.
7. This certification may be relied upon, and shall inure to the benefit of Buyer, its lenders and their respective successors and assigns and all parties claiming through or under such persons or any such successor or assign.

8. The person signing this certification on behalf of the City is a duly authorized signatory for the City.

IN WITNESS WHEREOF, the undersigned has caused this certification to be executed as of this _____ day of _____, 2021.

CITY OF NORTH ST. PAUL

By: _____

Name: _____

74577277v1

TIF NOTE PURCHASE AGREEMENT

This TIF Note Purchase Agreement, dated as of December _____, 2021 (this “**Agreement**”), is entered into by and between NSP TIF LLC, a Minnesota limited liability company or its assigns (“**Purchaser**”), and M/I HOMES OF MINNEAPOLIS/ST. PAUL, LLC, a Delaware limited liability company (“**Seller**”).

RECITALS

A. Seller entered into a Contract for Private Development with the City of North St. Paul (the “**City**”) dated as of December 4, 2018 (the “**TIF Agreement**”) related to Property (as such term is defined in the TIF Agreement) and pursuant to which the City agreed to issue a tax increment note (the “**TIF Note**”) upon satisfaction of conditions set forth in the TIF Agreement;

B. The TIF Note in the principal amount of \$3,050,000 was issued by the City and is dated as of April 5, 2021;

C. Seller and Purchaser entered into a Real Estate Purchase Agreement dated December 6, 2018 (the “**Purchase Agreement**”) pursuant to which the parties agreed that, upon issuance of the TIF Note, Seller would seek to sell the TIF Note and the proceeds of such sale would be divided between Seller and Purchaser; and

D. Purchaser has agreed to purchase the TIF Note from Seller in accordance with the terms of this Agreement.

NOW, THEREFORE, the parties hereto agree as follows:

AGREEMENT

1. The Closing.

- 1.1. The closing of the sale and purchase of the TIF Note (the “**Closing**”) will be held via exchange of documents and signatures on December _____, 2021, or at such other time and place as the parties hereto shall mutually agree (the “**Closing Date**”).
- 1.2. At Closing, Purchaser shall pay to Seller the purchase price for the TIF Note in the amount of \$1,772,832.50 (the “**Purchase Price**”).
- 1.3. At the Closing, Seller will deliver to Purchaser, the fully executed original TIF Note and the following documents:
 - a. An assignment of the TIF Note from Seller to Purchaser, together with a consent to such assignment from the City (the “**City Consent**”) which includes the City’s agreement to give notice to Purchaser if there is a default by Seller under the TIF Agreement that would give the City the right to interrupt or cease the payments on the TIF Note;

- b. An estoppel certificate from the City (the “**Estoppel Certificate**”) certifying to Purchaser that (a) the Minimum Improvements (as such term is defined in the TIF Agreement) have been completed, (b) that the Certificate of Completion (as such term is defined in the TIF Agreement) has been issued, a copy of which will be attached to the estoppel certificate, and (c) that there are no defaults by Seller under the TIF Agreement; and
 - c. A consent by the City to the collateral assignment of the TIF Note to Purchaser’s lender (the “**Collateral Consent**”).
- 2. Representations and Warranties of the Seller. In connection with the transaction provided for herein, Seller hereby represents, warrants and covenants as follows:
 - 2.1. Seller is a limited liability company duly organized, validly existing and in good standing under the laws of the State of Delaware and has all requisite corporate power and authority to carry on its business as now conducted and as proposed to be conducted. Seller is duly qualified to transact business and is in good standing in Minnesota.
 - 2.2. Seller has all the requisite limited liability company power and authority to execute, deliver and carry out and perform the obligations under the terms of this Agreement. Each of this Agreement and the TIF Agreement constitutes a valid and legally binding obligation of Seller, enforceable in accordance with its terms, subject, as to enforcement of remedies, to applicable bankruptcy, insolvency, moratorium, reorganization and similar laws affecting creditors’ rights generally and to general equitable principles of law.
 - 2.3. The execution, delivery and performance of this Agreement and the consummation of the transactions contemplated by this Agreement will not result in (i) a violation or default of any provisions of Seller’s limited liability company agreement or operating agreement, (ii) to Seller’s actual knowledge, a material breach of or default under any agreement or contract to which Seller is a party or by which it is bound, or of any federal or state statute, rule or regulation applicable to Seller.
 - 2.4. There is no claim, action, suit, proceeding, arbitration, complaint, charge or investigation pending or, to Seller’s actual knowledge, currently threatened against Seller related to the subject of this Agreement or that would impact Seller’s ability to perform its obligation under this Agreement.
 - 2.5. To Seller’s actual knowledge, Seller is in full compliance with and there is no default by Seller under its obligations under the TIF Agreement.
 - 2.6. Seller has paid all real estate taxes and installments of special assessments levied against and due and payable with respect to portions of the Property owned by Seller from time to time and, as to all such portions of the Property, will continue to do so on a timely basis at all times between the date of this Agreement and the date such lots/property is sold.

- 2.7. To Seller's actual knowledge, Seller will continue to fully comply with the terms of the TIF Agreement between the date of this Agreement and the date of the final payment by the City on the TIF Note. If Seller receives a notice of default from the City under the TIF Agreement, Seller will promptly provide a copy thereof to Purchaser.
3. Representations and Warranties of Buyer. In connection with the transaction provided for herein, Buyer hereby represents, warrants and covenants as follows:
- 3.1. Buyer is a limited liability company duly organized, validly existing and in good standing under the laws of the State of Minnesota and has all requisite corporate power and authority to carry on its business as now conducted and as proposed to be conducted.
- 3.2. Buyer has all the requisite limited liability company power and authority to execute, deliver and carry out and perform the obligations under the terms of this Agreement. This Agreement constitutes a valid and legally binding obligation of Buyer, enforceable in accordance with its terms, subject, as to enforcement of remedies, to applicable bankruptcy, insolvency, moratorium, reorganization and similar laws affecting creditors' rights generally and to general equitable principles of law.
- 3.3. All limited liability company action on the part of Buyer necessary for the authorization, execution and delivery of this Agreement and the performance of all obligations of Seller hereunder has been taken.
- 3.4. The execution, delivery and performance of this Agreement and the consummation of the transactions contemplated by this Agreement will not result in (i) a violation or default of any provisions of Buyer's limited liability company agreement or operating agreement, (ii) a material breach of or default under any agreement or contract to which Seller is a party or by which it is bound, or of any federal or state statute, rule or regulation applicable to Seller.
- 3.5. There is no claim, action, suit, proceeding, arbitration, complaint, charge or investigation pending or, to Buyer's knowledge, currently threatened against Buyer related to the subject of this Agreement or that would impact Buyer's ability to perform its obligation under this Agreement.
4. Conditions to Closing.
- 4.1. Conditions to Obligations of the Lenders. Buyer's obligations at the Closing are subject to the fulfillment, on or prior to such Closing, of all of the following conditions, any of which may be waived, in whole or in part by Buyer:
- a. The representations and warranties of Seller set forth in Section 2 hereof shall be true and correct in all material respects on and as of the date of the Closing with the same effect as though such representations and warranties had been made on and as of the date of the Closing.

- b. The original, fully executed TIF Note is delivered to Buyer.
- c. The City Consent, the Estoppel Certificate and the Collateral Consent in form and substance acceptable to Buyer are delivered to Buyer.

5. Default and Remedies.

- 5.1. In the event of a breach by either party of its obligations under this Agreement, if such breach is not cured within ten (10) days of written notice thereof from the other party, the non-breaching party shall have all remedies for breach of this Agreement available to them as provided by law or equity. All remedies, either under this Agreement or by law or otherwise afforded to any party, shall be cumulative and not alternative. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement or any other agreement or document to be executed or delivered pursuant hereto, the non-breaching party shall be entitled to reasonable attorneys' fees, costs, and disbursements in addition to any other relief to which such party may be entitled.

6. Miscellaneous.

- 6.1. Waivers and Amendments. No amendment, modification, termination or waiver of any provision of this Agreement shall be effective without the written concurrence of Seller and Purchaser. Any waiver or consent shall be effective only in the specific instance and for the specific purpose for which it was given.
- 6.2. Governing Law. This Agreement shall be governed in all respects by the laws of the State of Minnesota as such laws are applied to agreements between Minnesota residents entered into and to be performed entirely within Minnesota and without regard to conflict or choice of law principles that would cause the application of the laws of any jurisdiction other than the State of Minnesota for a period of time that expires six (6) months after the last sale of the last lot owned by Seller within the Property.
- 6.3. Survival. The representations, warranties, covenants and agreements made herein shall survive the Closing for a period of six (6) months after the last sale of the last lot owned by Seller within the Property.
- 6.4. Successors and Assigns. The provisions of this Agreement shall inure to the, benefit of, and be binding upon, the successors, assigns, heirs, executors and administrators of the parties hereto.
- 6.5. Entire Agreement. This Agreement (including the exhibits attached hereto) and the other documents delivered pursuant hereto constitute the full and entire understanding and agreement between the parties with regard to the subjects hereof and thereof.
- 6.6. Notices. Any notice required to be given under this Agreement shall be given in writing and either (i) sent by Federal Express or another recognized overnight

courier with proof of delivery, (ii) hand delivered, or (iii) sent by email transmission with evidence of receipt. A notice shall be deemed received by a party upon the earlier of when the notice is actually received by the intended recipient, delivery is refused or the inability of delivery because of a change of address of the intended recipient without notice to the parties as provided in this Section. For the purpose of calculating time periods or limits which run from the giving or receiving of a particular notice, the time shall be calculated in accordance with the terms of this Section. Notice must be provided to the parties at the addresses set forth below in this Section. However, any party may change its contact information for the purpose of this notice Section by giving written notice of the change to the other party as provided above in this Section. Notices may be given by counsel for either Buyer or Seller.

Seller:

M/I Homes of Minneapolis/St. Paul, LLC
5354 Parkdale Drive, #100
St. Louis Park, MN 55416
Attn: Gary M. White
Email: gwhite@MIHOMES.com

Purchaser:

NSP TIF LLC
c/o Inland Development Partners,
LLC
100 Lake Street West, Suite 200
Wayzata, MN 55391
Attn: Kent Carlson
Email: kcarlson@inlanddp.com

copy to:

M/I Homes
4131 Worth Avenue
Columbus, OH 43219
Attn: Legal Department
Email: vsheets@MIHOMES.com

copy to:

Fredrikson & Byron, P.A.
200 South Sixth Street, Suite 4000
Minneapolis, MN 55402-1425
Attn: Mary Ranum
Email: mrانum@fredlaw.com

Copy to:

Larkin Hoffman Daly & Lindgren, Ltd.
8300 Norman Center Drive, Suite 1000
Minneapolis, MN 55437-1060
Attn: Thomas F. Alexander

Email: talexander@larkinhoffman.com

- 6.7. Severability of this Agreement. If any provision of this Agreement shall be judicially determined to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

- 6.8. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, and all of which together shall constitute one instrument.
- 6.9. Titles and Subtitles. The titles and subtitles used in this Agreement are used for convenience only and are not to be considered in construing or interpreting this Agreement.
- 6.10. Delays or Omissions. No delay or omission to exercise any right, power or remedy accruing to any party under this Agreement, upon any breach or default of any other party under this Agreement, shall impair any such right, power or remedy of such non-breaching or non-defaulting party nor shall it be construed to be a waiver of any such breach or default, or an acquiescence therein, or of or in any similar breach or default thereafter occurring; nor shall any waiver of any single breach or default be deemed a waiver of any other breach or default theretofore or thereafter occurring. Any waiver, permit, consent or approval of any kind or character on the part of any party of any breach or default under this Agreement, or any waiver on the part of any party of any provisions or conditions of this Agreement, must be in writing and shall be effective only to the extent specifically set forth in such writing.

[The signature page follows].

IN WITNESS WHEREOF, the parties hereto have caused this TIF Note Purchase Agreement to be executed and delivered by their proper and duly authorized officers as of the date first above written.

SELLER:

M/I HOMES OF MINNEAPOLIS/ST. PAUL, LLC

By: _____
Gary M. White, Area President

By: _____
_____, Authorized Officer

Date of Execution: _____, 2021

PURCHASER:

NSP TIF LLC

By: _____

(Print Name)

Its: _____

Date of Execution: _____, 2021

74314901v5

SCHEDULE C
FORM OF CERTIFICATE OF COMPLETION

CERTIFICATE OF COMPLETION

A. M/I HOMES MINNEAPOLIS/ST. PAUL, LLC, a Delaware limited liability company (the “Developer”), pursuant to the Contract for Private Development with the CITY OF NORTH ST. PAUL (the “City”) dated _____, 20__ (the “Agreement”), has agreed to complete the Public Improvements and model unit Element, as defined in and in accordance with the Agreement, on that certain real property (the “Development Property”) located in Ramsey County, Minnesota, described on the attached Exhibit A.

B. The Developer has substantially completed construction of the Public Improvements and model units Element as required under the Agreement.

C. The issuance of this Certificate of Completion by the City is not intended nor shall it be construed to be a warranty or representation by the City as to the structural soundness of the Public Improvements and model units Element, including, but not limited to, the quality of materials, workmanship or the fitness of the Public Improvements and model units Element or it/their proposed use.

NOW THEREFORE, this is to certify that all construction and other physical improvements specified to be done and made by the Developer pursuant to the Agreement have been substantially completed, and the provisions of this Agreement imposing obligations on the Developer to construct any and all improvements, are hereby satisfied and terminated, and the County Recorder and Registrar of Titles in and for the County of Ramsey and State of Minnesota are hereby authorized to record this instrument, to be a conclusive determination of the satisfactory termination of said provisions of the Agreement

Dated: _____, 20__

CITY:
CITY OF NORTH ST. PAUL

By: _____
_____, Mayor

And: _____
_____, City Manager