



**City of North St. Paul
City Council
Regular Meeting Agenda**

**January 18, 2022
6:30 PM**

The City Council Meeting will be conducted on **January 18, 2022** 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 **January 18, 2022** Zoom meeting can be accessed at
<https://tinyurl.com/NSPCityCouncil>
(from a PC, Mac, tablet, iPhone, or Android device)
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.

Please join the meeting early to test your audio and video settings.

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. Consent Agenda

- A. January 4, 2022 workshop minutes
- B. January 4, 2022 regular meeting minutes
- C. General Claims \$2,944,993.50
- D. HRA Claims \$1,130.19

- E. EDA Claims \$1,402.00
- F. 2021 Annual Review of the Attendance of members of Boards and Commissions
- G. 2022 Commission Appointments
- H. Resolution Approving Acceptance of Donations Received December 2021.
- I. Building Permit Report - December 2021

VI. Meeting Open to Public

Note: This is a courtesy extended to persons wishing to address the council who are not on the agenda. Comments will be limited to 3 minutes per person. No council action or discussion will be held on these items. A completed public comment form should be presented to the Deputy Clerk prior to the meeting.

VII. City Business Action Items & Recommendations

- A. 2022 North St. Paul History Cruzers Car Show Memorandum of Agreement
- B. Rollover of Executive Leave
- C. 2022 Street and Utility Improvement Project - Approve Plans and Specifications and Order Advertisement for Bids

VIII. Reports of City Manager & Departments

IX. Reports of Council Commissions & Committees

X. General Business

XI. Adjournment

The next regularly scheduled City Council meeting is February 1, 2022

City of North St. Paul
January 4, 2022
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 Thorsen
Council Member Petersen
Council Member Wong
Council Member Cole
Mayor Furlong

Staff: City Manager John Stark, Deputy Clerk Jennie Kloos, Finance Director Dan Winek, Communications Electric Director Brian Frandle, Public Works Director Ron Ritchie, Public Works Supervisor Randy Miller, Communications Consultant Kari Erpenbach

III. ADOPT AGENDA

On motion by Council Member Petersen, seconded by Council Member Thorsen, with all present voting aye (5-0), motion carried to approve the agenda as presented.

IV. TOPIC(S)

A. North St. Paul Vacation Carryover

City Manager Stark stated that each year the city has a limit of vacation hours that may be rolled over into the next year. The request is for that limit to be waived and for all employees allowed to carry over the 2021 vacation balance into 2022 and for the accrual cap to be reinstated at the conclusion of 2022. 2021 has been an unusual year due to the pandemic and the unusually high impact of staff turnover, which has prevented employees from taking vacations they normally would've taken.

B. Police Employee Excess Accrued Hour Bank Solution/ ISD622 Contract Reimbursements

Police Chief Phil Baebenroth stated that due to the pandemic and workforce shortages, officers have not been able to use their time off. Chief Baebenroth is requesting to pay out their excess suspense hours at a rate of time and half (overtime rate) and holiday hours at regular time.

Mayor Furlong inquired if the city has dollars to fund the payouts. Finance Director Winek stated that the general fund is sitting in a very conservative position for year end and would be able fund this request.

In regards to the agreement with ISD622 contract reimbursements, the contract is set up with payment received in the amount of \$74,160 to have a school resource officer in the building during school hours everyday of the school year. The school district also frequently requests

police officer coverage at sporting events and other events held at the school. The school reimburses the city for the extra time and the dollars are currently going into the general fund. Chief Baebenroth is requesting the excess hours above the contractual dollars of \$74,160 be added back into the police overtime budget.

Finance Director Winek stated that with excess revenue above the contractual \$74,160 that the police budget would be amended by doing an increase in revenue for the department to be able to use those funds. Mr. Winek would periodically bring the budget amendment to city council after the funds have been receipted.

Current and future police department staffing issues were discussed.

OTHER BUSINESS

None.

VI. ADJOURNMENT

There being no further business, on motion by Council Member Petersen, seconded by Council Member Thorsen, with all present voting aye (5-0), Mayor Furlong adjourned the workshop meeting at 5:45 p.m.

Terrence J. Furlong, Mayor

Attest:

John Stark, City Manager/ Clerk

**City of North Saint Paul
January 4, 2022
Proposed Regular City Council Meeting Minutes**

I. CALL TO ORDER

Mayor Furlong called the meeting to order at 6:30 p.m.

II. THE PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

III. ROLL CALL

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

Staff: City Manager John Stark, Electric Director Brian Frandle, Finance Director Daniel Winek, Police Chief Phil Baebenroth, City Engineer Morgan Dawley, City Attorney Soren Mattick, Deputy Clerk Jennie Kloos.

IV. ADOPT AGENDA

On motion by Council Member Petersen, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to approve the agenda as submitted.

V. PRESENTATIONS

- A. The North St. Paul History Cruzers will present the North St. Paul Police Department, North St. Paul Fire Department, and North St. Paul Veterans Park Committee with a donation to support their work in the City.

Mayor Furlong welcomed a representative of the History Cruzers, who made the following donations on behalf of the North St. Paul History Cruze Car Show: \$1,000 to Veteran's Park; \$1,000 to the North St. Paul Fire Department, accepted by Fire Chief Jason Mallinger; and \$1,000 to the North St. Paul Police Department, accepted by Police Chief Phil Baebenroth.

Mayor Furlong expressed appreciation for the generosity of the Car Show's sponsors and organizers on behalf of the City Council and residents of North St. Paul.

- B. Allan Worm retirement recognition after 14 years of service on the North St. Paul Planning Commission.

Mayor Furlong presented a Certificate of Appreciation to retiring Planning Commissioner Allan Worm after 14 years of service to the City of North St. Paul. He thanked Mr. Worm for his hard work and efforts on the Planning Commission over the years, including as a founding member of the Solid Waste Commission.

Mr. Worm stated he hopes there will be people with business ties who want to serve on the Commission.

C. Brian Frandle recognition for serving as Interim City Manager

City Manager John Stark thanked Brian Frandle for his service as Interim City Manager since June 2021. He stated Mr. Frandle has been extremely welcoming and supportive, and helped to create as smooth transition. He added numerous City Staff have indicated that Mr. Frandle was instrumental to City operations during this time. He expressed his appreciation for Mr. Frandle's help and support.

Mayor Furlong read a Proclamation honoring Brian Frandle for his service as Interim City Manager beginning in June 2021.

Mr. Frandle thanked the City Council for their confidence in him, and for the support of City Staff throughout his time as Interim City Manager. He added Mr. Stark will do a great job moving forward with the assistance of the City's great staff.

VI. APPROVAL OF CONSENT AGENDA

Council Member Wong requested that Items G and H be removed from the Consent Agenda for additional review and discussion.

City Attorney Soren Mattick requested the addition of a new Consent Agenda Item to accept donations from the History Cruzers to the Fire and Police Departments.

On motion by Council Member Thorsen, seconded by Council Member Wong, with all present voting aye (5-0), motion carried to approve the consent agenda, Resolution No. 2022-001 consisting of:

- A. December 7, 2021 workshop meeting minutes
- B. December 7, 2021 regular meeting minutes
- C. December 16, 2021 special meeting minutes
- D. General Claims \$860,412.78
- E. HRA Claims \$29,842.99
- F. EDA Claims \$270.00
- G. City of North St. Paul Revised COVID-19 Operational Policy **Moved to City Business**
- H. Law Enforcement Phlebotomy Program Implementation Support Funding Recipient **Moved to City Business**
- I. Resolution for the previously approved Towards Zero Death (TZD) Grant Agreement
- J. Accept donations from the History Cruzers to the Fire and Police Departments

VII. MEETING OPEN TO PUBLIC

Mayor Furlong noted that public comments must be limited to 3 minutes. He added no City Council action or discussion will be taken on items that are addressed during the public comments.

John Schmahl stated he was picked to be on the citizen advisory panel for the Highway 120 project, and they met recently with government representatives. He noted there was discussion about different things people wanted to see along Highway 120, including sidewalks, bike lanes and a wheelchair lane.

Mr. Schmahl thanked Finance Director Daniel Winek for providing an Enterprise Fund information sheet at the last City Council workshop.

VIII. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. City Council Appointments

Mr. Stark reviewed the following City Council appointments to serve as liaisons to various Commissions and Committees: Mayor Furlong to serve as City Council representative to the Economic Development Association and Chair of the Housing and Redevelopment Authority; Council Member Thorsen to serve as City Council representative to the Housing and Redevelopment Authority; Council Member Petersen to serve as City Council representative to the Housing and Redevelopment Authority, North St. Paul Business Association, League of Metro Cities, Ramsey County League of Local Governments, and Acting Mayor; Council Member Cole to serve as City Council representative to the Parks and Recreation Commission, Economic Development Association, Silver Lake Improvement Association, Housing and Redevelopment Authority, Ramsey-Washington Metro Watershed district Board, Silver Lake Improvement Association, and Valley Branch Watershed District Technical Advisory Committee; and Council Member Lisa Wong to serve as City Council representative to the Planning Commission, Arts & Culture Commission, and Housing and Redevelopment Authority.

On motion by Council Member Wong, seconded by Council Member Cole, with all Mayor Furlong and Councilmembers Cole, Petersen and Wong voting aye, and Councilmember Thorsen voting nay (4-1) motion carried to adopt Resolution No. 2022-002 approving City Council appointments to Commissions and Committees for 2022.

Discussion during the motion: Council Member Thorsen stated it has been his opinion that Council Members should rotate between Commission appointments which would be more beneficial for the Council Members. He noted he does not plan to support the Resolution.

B. 2022 Annual Resolutions

- Investment Committee
- Depository Bank for City Funds and Securities
- City Attorney Retainer
- Legal Newspaper for Publications
- Acting Mayor

On motion by Council Member Wong seconded by Council Member Thorsen, with all present voting aye (5-0), motion carried to adopt Resolution No. 2022-003 appointing investment committee for 2022.

On motion by Council Member Thorsen, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to adopt Resolution No. 2022-004 designating official and supplemental deposits and depositories for investment purposes.

On motion by Council Member Wong, seconded by Council Member Petersen, with all present voting aye (5-0), motion carried to adopt Resolution No. 2022-005 retaining Campbell Knutson law firm as city attorney for 2022.

On motion by Council Member Wong, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to adopt Resolution No. 2022-006 approving Minneapolis Star/Tribune as official newspaper for 2022.

On motion by Council Member Thorsen, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to adopt Resolution No. 2022-007 appointing acting mayor for 2022.

C. North St. Paul Vacation Carryover

Mr. Stark reviewed a proposed policy for vacation carryover for City employees, which would temporarily pause the vacation accrual provision and allow employees to carry over their entire 2021 balance into 2022, as opposed to the maximum that is normally allowed. He stated many City Staff were unable to use accrued vacation which resulted in a surplus of vacation hours at the conclusion of 2021. He added employees with tenure of 15 years or less can accrue a maximum of 20 days, while employees with 15 years or longer can accrue 30 days. He noted the cap would be waived for 2022.

On motion by Council Member Wong, seconded by Council Member Petersen, with all present voting aye (5-0), motion carried to adopt Resolution No. 2022-008 approving pause on employee manual policy regarding vacation accrual.

D. Police Employee Excess Accrued Hour Bank Solution / ISD622 Contract Reimbursements

Mr. Stark reviewed the proposed waiving of suspense hours for the City's police officers, for whom the pandemic and a staffing crisis have resulted in overages of suspense hours. He added a complicated formula is used due to officers' irregular shifts, and typically the suspense hours even out over the year.

Police Chief Phil Baebenroth stated police officers have not been able to take normal time off due to the pandemic and staffing issues. He added this has resulted in an excess of suspense time. He noted it is proposed that the police officers be paid for the extra time they gave to the City while working on patrol.

On motion by Council Member Thorsen, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to adopt Resolution No. 2022-009 approving pay out on police officer holiday and suspense hours remaining at the end of 2021.

Council Member Thorsen stated there was another Resolution under item D related to 622 contract reimbursement.

On motion by Council Member Thorsen, seconded by Council Member Petersen, with all present voting aye (5-0), motion carried to adopt Resolution No. 2022-010 authorizing a budget amendment to the police departments' 2022 budget.

E. City of North St. Paul Revised Covid-19 Policy

Council Member Wong stated she pulled this item from the Consent Agenda to get more information about changes that are proposed to be made to the City's COVID-19 policy, for members of the public who may be interested.

Mr. Winek stated the only change to the policy adopted on December 27, 2021, is the duration of the isolation period, which has been reduced to 5 days by the CDC. He added the policy takes into consideration vaccinated and unvaccinated status as well as the importance of a booster.

Council Member Wong expressed concern that the City does not have a masking policy in place, in light of recent developments and the fact that many staff that are out sick with COVID, causing staffing shortages. She stated she understands it is difficult to wear a mask all day. She added, however, there are currently 6,800 new cases daily in the metro area, and a peak is expected near the end of January. She requested consideration of using masks for a few weeks until the peak at the end of January.

Mr. Stark stated he has not met with department heads to discuss COVID provisions, but he believes this has been handled on a situational basis. He added, for instance, a mask policy is in place in the Public Works facility, where there was a recent COVID infection. He noted he is open to suggestions and input on what the masking policy would be, and he supports following CDC and Minnesota Department of Health guidelines, while being respectful of people's needs.

Mayor Furlong stated his business instituted a mandatory mask policy for the next two weeks due to COVID outbreaks. He added he would leave it up to the City Manager to determine what is best for City employees.

Council Member Thorsen stated he does not believe in mandates, and his position has not changed. He added medical decisions should be left up to the individual in consultation with their physician, and the City should not take a stance on personal medical issues. He noted he will not support a mask mandate but acknowledges that there are concerns about employees who are out sick with COVID.

Council Member Thorsen stated a mask mandate could have a negative impact as employees may feel that their rights are being violated, and they might not come to work or they might seek work elsewhere. He added it is a difficult decision that should be left up to the department heads and employees to figure out what works best for them. He noted a mandate is something he does not support at all.

Mr. Stark asked Mr. Mattick whether requiring employees to wear masks would be a decision of the City Manager but requiring masks in City facilities that are open to the public would be a decision of the City Council. Mr. Mattick confirmed this.

Mayor Furlong stated it is difficult to enforce a mask mandate when there is no guidance at the State level. He added a recommendation or policy could be put in place to encourage the use of masks for the next few weeks.

Council Member Wong stressed the importance of looking at COVID outbreaks from a preventative standpoint, rather than reactionary.

Mr. Stark stated he would take the City Council's comments under advisement and do some research with regard to timing. He requested that City Council Members forward any pertinent information to him as soon as possible. He added it would be helpful for City Staff to hear something from him on masks within the next few days.

Council Member Cole stated he is comfortable with the way the policy is currently written. He added he applauds the fact that the City Manager can make decisions moving forward, and he would fully support any decision Mr. Stark would make regarding masks if it were needed. He added he supports the policy as written but with flexibility for the City Manager to change it if necessary.

On motion by Council Member Thorsen, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to adopt Resolution No. 2022-011 approving revised COVID 19 operational policy.

F. Law Enforcement Phlebotomy Program Implementation Recipient

Council Member Wong thanked Chief Baebenroth for his hard work and efforts on behalf of the Police Department, and for seeking funding for new programs. She added she is unclear about the policy under which this program would be implemented.

Chief Baebenroth stated the North St. Paul Police Department has been approved for implementation of a Law Enforcement Phlebotomy program through National Highway Traffic Safety funding. He added the funding of \$40,000 can be spent on any aspect of the program, including training and equipment. He noted an officer will be chosen to receive phlebotomist training, to be able to take and test blood samples with a warrant rather than sending a person to one of the local hospitals which are experiencing issues related to increasing COVID cases. He noted the program will reduce officer overtime, and a trained officer who can complete a blood draw will be a County-wide asset.

Council Member Wong asked what criteria is currently used by officers.

Chief Baebenroth stated police officers administer a breathalyzer test if they smell alcohol. He added a blood draw can be done if alcohol is not suspected but the driver is displaying suspicious conduct or has dilated pupils. He noted a search warrant is required.

Council Member Wong asked whether there could be some hesitation from the public when this program is in place. Chief Baebenroth stated this program is in the public's best interests as it will result in the removal of dangerous drivers from the City's streets.

Mr. Stark stated the process will not change. He added, under the current protocol, a person suspected of being under the influence would be transported to an offsite facility under warrant.

He noted the only change is where the phlebotomy occurs and who administers it. Chief Baebenroth agreed.

Council Member Wong expressed concern that members of the public may be hesitant about this process, due to what has happened over the last few years, and trust that needs to be built. She added this program may dissolve some of that trust.

Chief Baebenroth stated, while he appreciates Council Member Wong's concern, he disagrees that anyone would object to a process that removes an impaired person from driving on the City's streets. He added there is implied consent when a person obtains a driver's license. He noted this process is an option for gauging whether someone is under the influence, and many agencies already use this process.

Council Member Wong asked whether the \$40,000 is a one-time funding opportunity. Chief Baebenroth confirmed this, stating all funds must be spent by the end of September 2022, and he has a list of items to purchase, including a narcotics analyzer which can identify what type of drugs are found.

Council Member Petersen stated this provides another layer of protection, and she is an advocate of public safety, as is the rest of the City Council. She added she supports this proposed process which will be a good step.

Council Member Thorsen stated this seems like a no brainer to him, as it will free up officers who would otherwise be absent from the streets while delivering the person to a hospital. He added he understands Council Member Wong's concerns about the public's perception of what is going to happen, but it makes sense to do this, and he is thankful for the grant opportunity to implement the policy.

On motion by Council Member Thorsen, seconded by Council Member Cole, with Mayor Furlong and Council Members Cole, Petersen and Thorsen voting aye, Council Member Wong voting nay (4-1), motion carried to adopt Resolution No. 2022-012 authorizing law enforcement phlebotomy program implementation support.

IX. REPORTS OF CITY MANAGER AND DEPARTMENTS

-None.

X. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Cole stated the Parks & Recreation Commission met in December 2021 to review the Park Improvements Plan, to ensure that it complies with City guidelines. He added the Commission will review the Plan again before presenting it to the Planning Commission at their January 7, 2022 meeting, with final presentation by WSB to the City Council in February 2022. He noted the Commissioners are excited to get things going back in the parks, and ensure that long term plans align with the City's strategies moving forward.

Council Member Cole stated the Economic Development Authority is scheduled to meet on January 11, 2022 at 3:00 p.m. in the Sandburg Room.

Council Member Wong stated Planning Commissioner Allan Worm, who was recognized at tonight's meeting, has retired from the Planning Commission. She thanked him for his time on the Commission.

Council Member Wong stated the Planning Commission is scheduled to meet on January 7, 2022, which will include a review of proposed outdoor seating in the downtown area.

Council Member Wong stated the Arts & Culture Commission is scheduled to meet on January 19, 2022 to review and finalize their by-laws.

Council Member Petersen stated construction of the 19th Avenue Student Build house is going well despite the cold weather. She added they are a very ambitious group, and they are making strides.

Council Member Petersen stated the North St. Paul Business Association luncheon is scheduled for January 11, 2022 at noon at the American Legion.

Council Member Thorsen stated he was unable to attend the Redevelopment Master Plan Review Committee meeting in December 2021. Council Member Wong stated she attended the meeting, at which the parameters and direction of the Redevelopment Master Plan were discussed. She added the discussion included consideration for inclusion of the business community in the process.

Council Member Thorsen stated the Redevelopment Master Plan Review Committee is scheduled to meet on January 31, 2022 at 6:30 p.m. in City Hall.

Mayor Furlong requested an update on the Highway 36 meeting from City Engineer Morgan Dawley. He added many local officials attended, as well as himself, Mr. Dawley and Council Member Petersen. He noted there was a lengthy discussion regarding federal funding.

City Engineer Morgan Dawley stated the Highway 37 technical advisory committee is made up of local City engineers, MnDOT engineers and MnDOT consultants, and a citizen's advisory group. A large section of the roadway is being studied as the first step in evaluating environmental and economic impacts as well as implementation of improvements to transportation, stormwater, and multi-modal use, which will ultimately be a revised version of Highway 120. Areas of particular focus include the intersection and the 120/36 interchange.

Mr. Dawley stated there was a strong show of unity at the meeting, as representatives from multiple cities, counties, elected officials all support moving forward and continuing the momentum by working collaboratively and pursuing funding opportunities. There will be a focus on getting the public informed about needs along the corridor, and MnDOT will communicate the plan details back to all the cities and counties.

Mayor Furlong stated it was a good meeting, and everyone is supportive of moving forward, including mayors, County Commissioners, State legislators and State senators.

XI. GENERAL BUSINESS

Council Member Cole wished everyone a Happy New Year. He welcomed new City Manager John Stark. He thanked Lisa Ritchie for her support and dedication to all the City's Commissions, including the Parks & Recreation Commission, over the past 6 months. He stated a new staff Liaison for the Parks & Recreation Commission will be joining City Staff effective Monday January 10, 2022.

Council Member Wong stated, with regard to the Community Center, the lease agreement is still being finalized and should be completed soon. She wished everyone a Happy New Year and welcomed new City Manager John Stark.

Council Member Petersen gave a shout out to Rachel Thompson, who singlehandedly coordinated Project Christmas Tree. She added the program was a big success and provided Christmas happiness to 24 families.

Council Member Thorsen wished everyone a Happy New Year. He thanked Brian Frandle for filling in as Interim City Manager in 2021. He requested City Council consideration of sewer improvements in his neighborhood, as there was a recent water main break that affected two homes on Christmas morning. He stated this is the 6th water main break for one of the residents, and City Staff has been in contact with her. He added he supports a City Council review of the Capital Improvement Plan to consider funding a full reconstruction of sewer in this area, which was supposed to happen in 2020 but was delayed due to the downtown project. He noted he understands there are already projects for 2022 and this would be a large financial undertaking. He stressed the importance of focusing on that area again, and encouraged City Council consideration of preventative maintenance measures in the future.

Mayor Furlong stated he received a thank you note from Mark Casey who assisted the City in the City Manager search.

Mayor Furlong welcomed new City Manager John Stark, adding he looks forward to working together in 2022.

Mr. Stark stated he can safely promise that 2022 will be a better year for North St. Paul City Staff.

Mayor Furlong requested that the City Council choose a date to schedule a retreat with the new City Manager, to include an hour with the City Attorney.

There was a consensus of the City Council to hold a retreat on January 27, 2022 at 4:30 p.m. at City Hall.

Mayor Furlong wish everyone a Happy New Year. He added he looks forward to 2022.

XII. ADJOURNMENT

There being no further business, on motion by Council Member Petersen, Seconded by Council Member Cole, with all present voting aye (5-0), Mayor Furlong adjourned the meeting at 7:56 p.m.

Terrence J. Furlong, Mayor

Attest: _____
John Stark, City Manager / Clerk



To

Honorable Mayor Furlong and City Council

Date

January 18, 2022

Agenda Placement # V.C

Consent Agenda

Subject

General Claims \$2,944,993.50

Background/Facts

Recommendation:

Attachments

1. 01-18-2022 AP COUNCIL PACKET

Respectfully submitted,
Jacquelyn Lutmer, Accounting Technician



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Accounting Technician
DATE: January 18, 2022
SUBJECT: Recommendation of approval of GENERAL claims list.

Claim Date

1/14/2022 Payroll Register DD	\$139,623.75
1/14/2022 Payroll Direct Payables	\$128,161.77
Payroll Subtotal	<u>\$267,785.52</u>

1/19/2022 UB Refund Check	139578-139599	\$ 2,030.38
1/19/2022 A/P Checks	139600-139705	\$ 741,439.17
1/19/2022 Drafts	001294-001305	\$ 1,933,738.43
AP Subtotal		<u>\$ 2,677,207.98</u>

Grand Total \$ 2,944,993.50

Approved this 18th day of January 2022

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

/s/ John Stark, City Manager/Clerk by Consent Resolution

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 1/14/2022

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	60	139,623.75
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	60	139,623.75

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 05181 1/14/2022 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-AFS202201137475	UNION DUES	D	1/14/2022		98.88	001287	98.88
E05000		EFTPS						
	I-T1 202201137475	FEDERAL WITHHOLDING	D	1/14/2022		25,370.07	001288	
	I-T3 202201137475	FICA TAXES	D	1/14/2022		15,031.36	001288	
	I-T4 202201137475	MEDICARE TAXES	D	1/14/2022		6,494.68	001288	46,896.11
H08033		H S A BANK						
	I-444202201137475	HSA ACCOUNT	D	1/14/2022		5,536.38	001289	5,536.38
I09137		I C M A DISTRIBUTION CENTER						
	I-2 202201137475	EMP/EMPR DEFERRED COMP	D	1/14/2022		11,660.98	001290	
	I-21 202201137475	EMP/EMPR DEFERRED COMP	D	1/14/2022		3,275.85	001290	
	I-26 202201137475	LOAN PAYMENTS TO ICMA	D	1/14/2022		294.09	001290	
	I-2IR202201137475	EMP/EMPR DEFERRED COM	D	1/14/2022		1,725.00	001290	16,955.92
M12900		MNEFTS						
	I-T2 202201137475	MN Income Tax WH	D	1/14/2022		10,856.74	001291	10,856.74
M13320		MN STATE RETIREMENT SYSTEM						
	I-12 202201137475	POST DEDUCTIONS	D	1/14/2022		900.00	001292	
	I-2MN202201137475	POST DEDUCTIONS	D	1/14/2022		75.00	001292	975.00
P16470		P E R A						
	I-91 202201137475	6634-00 REG PERA	D	1/14/2022		16,542.30	001293	
	I-92 202201137475	6634-00 PERA PD	D	1/14/2022		30,300.44	001293	46,842.74

* * 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	128,161.77	128,161.77
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	128,161.77	128,161.77

PACKET: 05178 US - Refund

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
1	I-000202201117453	WAH, SER TI	R	1/19/2022		51.79	139578	51.79
1	I-000202201117454	LARA, JESSICA	R	1/19/2022		245.77	139579	245.77
1	I-000202201117455	KRINGS, ROBERT J	R	1/19/2022		14.77	139580	14.77
1	I-000202201117456	LUPKES, KATIE & JUSTIN	R	1/19/2022		15.89	139581	15.89
1	I-000202201117457	VETTER, JORDAN & NANCY	R	1/19/2022		136.28	139582	136.28
1	I-000202201117458	NESS, CAROL	R	1/19/2022		281.89	139583	281.89
1	I-000202201117459	MULLANEY, JAMES	R	1/19/2022		54.04	139584	54.04
1	I-000202201117460	WALCHESKI, KALA & SAMANTHA	R	1/19/2022		126.14	139585	126.14
1	I-000202201117461	PREPALUH, JAKE	R	1/19/2022		46.98	139586	46.98
1	I-000202201117462	SCHOWALTER, HEATHER/LISA	R	1/19/2022		27.52	139587	27.52
1	I-000202201117463	ISABOKE, NILLAH	R	1/19/2022		118.89	139588	118.89
1	I-000202201117464	HANDULE, HIBAK	R	1/19/2022		75.00	139589	75.00
1	I-000202201117465	COLVIN, WANDA	R	1/19/2022		75.00	139590	75.00
1	I-000202201117466	CHRISTENSEN, TONY	R	1/19/2022		100.00	139591	100.00
1	I-000202201117467	YANG, NOU	R	1/19/2022		80.62	139592	80.62

PACKET: 05178 US - Refund
 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
1		DELOUGHERTY, MARY						
	I-000202201117468	DELOUGHERTY, MARY	R	1/19/2022		100.00	139593	100.00
1		RPS LEGACY DESOTO LLC						
	I-000202201117469	RPS LEGACY DESOTO LLC	R	1/19/2022		10.00	139594	10.00
1		DOMINOS PIZZA						
	I-000202201117470	DOMINOS PIZZA	R	1/19/2022		76.74	139595	76.74
1		TWIN CITIES PAWN-NSP LLC						
	I-000202201117471	TWIN CITIES PAWN-NSP LLC	R	1/19/2022		240.84	139596	240.84
1		PINDER, VICKIE						
	I-000202201117472	PINDER, VICKIE	R	1/19/2022		59.31	139597	59.31
1		TWIN CITIES PAWN -NSP LLC						
	I-000202201117473	TWIN CITIES PAWN -NSP LLC	R	1/19/2022		17.84	139598	17.84

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	21	0.00	1,955.31	1,955.31
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:	 21	 0.00	 1,955.31	 1,955.31

PACKET: 05179 US - Refund
 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
1		HOOPER, FATIMA						
	I-000202201117474	HOOPER, FATIMA	R	1/19/2022		75.07	139599	75.07

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	75.07	75.07
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	75.07	75.07

PACKET: 05185 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	TOUA VANG							
	I-202201137478	TOUA VANG:	R	1/19/2022		350.00CR	139600	350.00
1	JEFF EIDE							
	I-202201137479	JEFF EIDE:	R	1/19/2022		625.00CR	139601	625.00
1	JOYCE SCHWARTZ							
	I-202201137480	JOYCE SCHWARTZ:	R	1/19/2022		350.00CR	139602	350.00
1	JENNIFER CALDWELL-PARKER							
	I-202201137481	JENNIFER CALDWELL-PARKER:	R	1/19/2022		300.00CR	139603	300.00
1	SHOUA HER							
	I-202201137482	SHOUA HER:	R	1/19/2022		150.00CR	139604	150.00
1	LE VANG							
	I-202201137483	LE VANG:	R	1/19/2022		325.00CR	139605	325.00
1	ISAIAH EWALD							
	I-202201137484	ISAIAH EWALD:	R	1/19/2022		240.00CR	139606	240.00
A00995	A-1 HYDRAULIC SALES & SER							
	I-0126266-IN	098 FITTINGS FOR DIFF TRUCKS	R	1/19/2022		48.00CR	139607	
	I-0126298-IN	508 FITTINGS FOR WING PLOW	R	1/19/2022		454.80CR	139607	
	I-0126413-IN	509A HYDRAULIC FITTINGS	R	1/19/2022		146.03CR	139607	
	I-0126437-IN	503 HYDRAULIC FITTINGS	R	1/19/2022		275.20CR	139607	924.03
A01155	ALLINA HEALTH SYSTEM							
	I-CI00013954	EMERGENCY MEDICAL CLASS	R	1/19/2022		960.00CR	139608	960.00
A01184	AMAZON CAPITAL SERVICES							
	I-1F67-7QGW-T93P	2022 WALL CALENDAR	R	1/19/2022		20.96CR	139609	
	I-1Q6R-K9DP-GXWF	FLOURIDE AMPULES FOR WATER TES	R	1/19/2022		465.00CR	139609	
	I-1TKQ-KXPY-GQ7G	COMPUTER EQUIP/COAT RACK	R	1/19/2022		424.22CR	139609	910.18
A01237	ANCOM TECHNICAL CENTER							
	I-105405	NEW PAGER & CHARGING DOCKS	R	1/19/2022		1,648.00CR	139610	1,648.00
A01310	ASPEN MILLS							
	I-271150	UNIFORMS	R	1/19/2022		537.40CR	139611	
	I-279135	UNIFORMS	R	1/19/2022		1,695.81CR	139611	
	I-285774	UNIFORMS	R	1/19/2022		54.80CR	139611	
	I-285923	UNIFORMS	R	1/19/2022		604.85CR	139611	
	I-285931	JACKET	R	1/19/2022		198.85CR	139611	
	I-286826	NAME PLATES FOR FIRE JACKETS	R	1/19/2022		110.00CR	139611	3,201.71

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BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
A01580	AUTISM SOCIETY OF MN I-10447	TRAINING & PRESENTATIONS	R	1/19/2022		1,000.00CR	139612	1,000.00
A01650	AWARDS BY HAMMOND INC I-M8508 I-m8507	PLAQUE/LOGO RUN LAPEL PINS	R	1/19/2022 1/19/2022		91.00CR 228.00CR	139613 139613	 319.00
A20235	AUTONATION, INC I-581569	POLICE VEHICLE REPAIR	R	1/19/2022		3,928.33CR	139614	3,928.33
B02049	BATTERIES PLUS BULBS I-P46454619 I-P47331232 I-P47363240	6V LEAD BATTERY REPLACE FOR SQUAD 515 SPARE LITHIUM BATTERIES	R	1/19/2022 1/19/2022 1/19/2022		16.02CR 124.25CR 64.92CR	139615 139615 139615	 205.19
B02071	BERWALD ROOFING CO INC I-19149	NEW ROOF FOR HAUSE PARK	R	1/19/2022		6,200.00CR	139616	6,200.00
B02110	BLUE TO GOLD LLC I-CSSI-1213-IGS002G	ADVANCE CRIMINAL INVESTIGATION	R	1/19/2022		159.00CR	139617	159.00
B02156	BORDER STATES ELECTRIC I-923371090	ELECTRICAL TAPE	R	1/19/2022		550.49CR	139618	550.49
B02161	BOYER TRUCKS I-003P15339	503 INNER FENDER BRACE	R	1/19/2022		283.37CR	139619	283.37
C03000	CALLNET I-220102120101	MNTLY ANSWER SERV 12/6-1/2	R	1/19/2022		1,009.93CR	139620	1,009.93
C03002	CAMPBELL KNUTSON PA I-2076-0000G-163 I-2076-0044G-46 I-2076-0054G-17 I-2076-0061G-40 I-2076-0064G-8 I-2076-0065G-32 I-2076-0066G-42 I-2076-0067G-39 I-2076-0072G-10 I-2076-0092G-4	ADMIN/GENERAL MATTERS TITLE REGISTRATION APPEAL/WATER APPROP PERMIT COUNCIL MEETING/MEMBERS OPENGOV CONTRACT REVIEW FIRE PLANNING POLICE MATTERS M/I HOMES TIF AGGREMENT NUISANCE ABATEMENT	R	1/19/2022 1/19/2022 1/19/2022 1/19/2022 1/19/2022 1/19/2022 1/19/2022 1/19/2022 1/19/2022 1/19/2022 1/19/2022		4,289.90CR 345.00CR 345.00CR 1,122.00CR 690.00CR 33.00CR 627.00CR 1,233.00CR 297.00CR 45.00CR	139621 139621 139621 139621 139621 139621 139621 139621 139621 139621 139621	 9,026.90

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BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
C03008	COLBERT ENGRAVING & TROPHIES, LLC							
	I-1805	NEW FIREFIGHTER TAGS	R	1/19/2022		55.95CR	139622	55.95
C03065	CENTURY COLLEGE							
	I-910105	EMT NATIONAL REGISTRY EXAM	R	1/19/2022		300.00CR	139623	300.00
C03066	CINTAS							
	I-4102978734	UNIFORMS	R	1/19/2022		76.99CR	139624	
	I-4103654495	UNIFORMS	R	1/19/2022		84.72CR	139624	
	I-4104331870	UNIFORMS	R	1/19/2022		76.99CR	139624	
	I-4105017396	UNIFORMS	R	1/19/2022		8.57CR	139624	
	I-4105017534	UNIFORMS	R	1/19/2022		105.10CR	139624	
	I-4105017565	UNIFORMS	R	1/19/2022		76.99CR	139624	
	I-4105705431	UNIFORMS	R	1/19/2022		120.81CR	139624	
	I-4105705437	UNIFORM	R	1/19/2022		8.57CR	139624	
	I-4106352625	UNIFORM	R	1/19/2022		8.57CR	139624	
	I-4106352701	UNIFORMS	R	1/19/2022		105.36CR	139624	672.67
C03091	CES IMAGING							
	I-INV134302	CANON COPIES	R	1/19/2022		253.95CR	139625	253.95
C03093	CARSTAR BIGHLEY AUTO BODY							
	I-15198	POLICE VEHICLE REPAIR	R	1/19/2022		327.68CR	139626	327.68
C03105	C L BENSEN CO INC							
	I-131570	FILTERS	R	1/19/2022		187.92CR	139627	187.92
C03139	COMCAST							
	I-202201137491	DIGITSAL ADPT SERV 11/14-12/13	R	1/19/2022		6.45CR	139628	
	I-202201137492	FD CABLE SERV 1/7/22-2/6/22	R	1/19/2022		23.10CR	139628	
	I-202201137493	DIGITAL ADPT SERV 12/14-1/13	R	1/19/2022		6.45CR	139628	
	I-202201137494	CH INTERNET SERV 12/27-1/26/22	R	1/19/2022		129.71CR	139628	165.71
C03207	CONSERVATION CORPS MN & IA							
	I-13031	BUCKTHORN REMOVAL	R	1/19/2022		1,500.00CR	139629	1,500.00
C21221	CENTURY LINK							
	I-202201137485	DEC 2021 PHONE SERVICE	R	1/19/2022		223.76CR	139630	
	I-202201137486	JAN 2022 PHONE SERVICE	R	1/19/2022		222.04CR	139630	445.80
D04012	DAKOTA SUPPLY GROUP							
	I-S101467673.001	ANTI SIPHON VALVE	R	1/19/2022		563.33CR	139631	563.33

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BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
D04040	DDA HUMAN RESOURCES INC							
	I-00000390	2021 EXEC SEARCH FOR CITY MNGR	R	1/19/2022		21,000.00CR	139632	21,000.00
E05008	EARTHCAM INC.							
	I-WS0912215136	CAMERA SERVICE	R	1/19/2022		857.00CR	139633	857.00
E05053	EDUCATION RESOURCE PARTNERS. INC							
	I-142	MEDIA/PRESS RELEASE	R	1/19/2022		1,380.00CR	139634	
	I-143	MEETINGS/LICENSE SUPPORT	R	1/19/2022		2,160.00CR	139634	3,540.00
E05145	EMPATHIA INC							
	I-41834	JAN 2022 - MARCH 2022 EAP SERV	R	1/19/2022		733.50CR	139635	733.50
F06001	FACTORY MOTOR PARTS CO							
	C-19-876309	503 BATTERY CREDIT	R	1/19/2022		134.97	139636	
	C-19-876808	BATTERY CREDIT FOR SEVERAL VEH	R	1/19/2022		215.00	139636	
	I-1-7302266	CITY MECHANIC SUPPLIES	R	1/19/2022		249.86CR	139636	
	I-19-876844	510 BATTERIES FOR BLOWER ATTAC	R	1/19/2022		249.86CR	139636	
	I-19-877114	713 BATTERY	R	1/19/2022		137.39CR	139636	287.14
F06005	GARY L. FISCHLER & ASSOCIATES, PA							
	I-3661612	LEADERSHIP & MANAGEMENT EXAM	R	1/19/2022		1,200.00CR	139637	1,200.00
F06155	FORCE AMERICA INC							
	I-001-1595417	504 HYDRAULIC FITTINGS	R	1/19/2022		119.18CR	139638	119.18
G07100	GERTENS WHOLESALE							
	I-144260/12	FERTILIZER	R	1/19/2022		3,435.75CR	139639	3,435.75
G07176	GOPHER STATE ONE CALL							
	I-1110637	FTP BILLABLE TICKETS	R	1/19/2022		155.25CR	139640	155.25
G07292	GRAYBAR							
	I-9324766742	ELECTRICAL MATERIAL	R	1/19/2022		695.10CR	139641	695.10
G07315	GREAT AMERICA FINANCIAL SERVICES							
	I-30691127	DEC POSTAGE MACHINE RENTAL	R	1/19/2022		195.95CR	139642	195.95
G07350	FUSION LEARNING PARTNERS							
	I-IZA0008	RCLLG 2022 MEMBERSHIP RENEW	R	1/19/2022		625.00CR	139643	625.00
H08165	HOME DEPOT							
	I-1092437	SANITIZING / TOOLS	R	1/19/2022		165.93CR	139644	
	I-23781	WELL HOUSE LADDER	R	1/19/2022		149.00CR	139644	
	I-23795	HEATER FOR WELL	R	1/19/2022		58.69CR	139644	
	I-5011684	HOOKS	R	1/19/2022		2.94CR	139644	
	I-5023662	MISC TOOLS SAFETY EQUIPMENT	R	1/19/2022		127.76CR	139644	
	I-5024149	TOOLS FOR PARK BLDGS	R	1/19/2022		628.00CR	139644	
	I-6010030	TOOLS FOR SHOP	R	1/19/2022		30.94CR	139644	
	I-6011627	SAFETY / MASKS / SANITIZING	R	1/19/2022		343.23CR	139644	
	I-7011425	MISC TOOLS	R	1/19/2022		247.71CR	139644	
	I-7011426	TOOLS	R	1/19/2022		1,016.00CR	139644	

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BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
	I-7011427	TOOLS	R	1/19/2022		692.92CR	139644	
	I-7171688	BATTERIES FOR TOOLS	R	1/19/2022		178.00CR	139644	
	I-8010362	MISC TOOLS SAFETY EQUIPMENT	R	1/19/2022		316.30CR	139644	
	I-8011362	DRILLS FOR TRUCKS	R	1/19/2022		399.00CR	139644	
	I-8014908	THREADED ROD	R	1/19/2022		15.87CR	139644	
	I-9010170	SIDEWALK MARKERS	R	1/19/2022		34.20CR	139644	4,406.49
VOID	VOID CHECK		V	1/19/2022			139645	**VOID**
H8185	HI-LINE							
	I-10202747	RUBBER GOODS TESTING	R	1/19/2022		509.12CR	139646	509.12
I09177	INTEGRITY EMPLOYEE BENEFITS							
	I-BC141	JAN - DEC 2022 BENEFIT ENROLL	R	1/19/2022		972.00CR	139647	972.00
I09178	STUART C IRBY CO							
	I-S012304088.003	PADMOUNT TRANSFORMERS	R	1/19/2022		7,283.00CR	139648	7,283.00
K09100	KATH FUEL OIL SERVICE CO							
	I-732692	098 WASHER FLUID FOR FLEET EQU	R	1/19/2022		90.00CR	139649	90.00
L12047	LANDIS GYR TECHNOLOGY INC							
	I-90348834	SOFTWARE MAINT FEE	R	1/19/2022		754.88CR	139650	754.88
L12050	LARSON DIESEL SERVICE							
	I-211104002	502 SUBLET FOR INJECTOR	R	1/19/2022		1,149.78CR	139651	
	I-211104013	860 SUBLET FOR REPAIRS	R	1/19/2022		397.15CR	139651	1,546.93
L12099	LAW ENFORCEMENT LABOR SERVICES							
	I-202201137499	JAN 2022 UNION DUES	R	1/19/2022		975.00CR	139652	975.00
L12384	LOCAL UNION #320							
	I-202201137500	JAN 2022 LOCAL 320 UNION DUES	R	1/19/2022		1,679.00CR	139653	1,679.00
M13028	METRO PRODUCTS INC							
	I-163751	098 SHOP SUPPLIES	R	1/19/2022		183.49CR	139654	183.49
M13035	MACQUEEN EQUIPMENT CO							
	I-P06262	860 AUTO EJECT PLUG	R	1/19/2022		326.19CR	139655	326.19
M13056	CITY OF MAPLEWOOD							
	I-011936	BACKGROUND INVESTIGATIONS	R	1/19/2022		2,082.50CR	139656	2,082.50

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BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
M13056	CITY OF MAPLEWOOD I-202201137487	DEC 2021 UTILITY USAGE	R	1/19/2022		29,567.13CR	139657	29,567.13
M13074	MET COUNCIL ENVIRONMENTAL SVCS I-0001131774	DEC 2021 WASTE WATER SERV	R	1/19/2022		83,675.29CR	139658	83,675.29
M13100	MERIT CHEVROLET I-648649	300A POWER WINDOW SWITCH	R	1/19/2022		55.88CR	139659	55.88
M13110	MENARDS-OAKDALE I-33695	SUPPLIES FOR SANITIZING TRUCKS	R	1/19/2022		18.20CR	139660	18.20
M13124	METROPOLITAN COUNCIL I-0001127943 I-0001132942	SEPT 2021 WASTE WATER SERV JAN 2022 WASTE WATER SERVICES	R R	1/19/2022 1/19/2022		83,675.29CR 90,149.27CR	139661 139661	173,824.56
M13192	MN BENEFIT ASSOC I-2021-0147564-1	LIFE INSURANCE	R	1/19/2022		71.17CR	139662	71.17
M13196	MN CHIEFS OF POLICE ASSOC I-I-12756	MEMBERSHIP RENEWAL	R	1/19/2022		406.00CR	139663	406.00
M13224	MN DEPT OF HEALTH I-202201137503	Q4 2021 WATER CONNECTION FEE	R	1/19/2022		11,444.00CR	139664	11,444.00
M13232	MN DEPT OF LABOR & INDUSTRY I-ABR0272116X I-ABR0273044X	BOILER PRESSURE VESSEL	R R	1/19/2022 1/19/2022		10.00CR 20.00CR	139665 139665	30.00
M13260	MN DEPT OF PUBLIC SAFETY I-202112297448 I-202112297449	TAB RENEWAL FOR POLE TRAILER VAC TRAILER	R R	1/19/2022 1/19/2022		30.25CR 41.25CR	139666 139666	71.50
M14074	MNSPECT LLC I-8827	PERMIT/PLAN REVIEW FEES	R	1/19/2022		12,457.02CR	139667	12,457.02
M16475	NCPERS GROUP LIFE INS. I-663400012022	DEC 2021 LIFE INSURANCE	R	1/19/2022		80.00CR	139668	80.00
N07096	NAPA AUTO PARTS I-3617-131910 I-3617-132117	COUPLER VARIOUS VEH RAINX	R R	1/19/2022 1/19/2022		19.47CR 37.16CR	139669 139669	56.63

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
N14125	NESCO, LLC							
	I-TU36952	711 SUBLET FOR LEAF SPRING	R	1/19/2022		1,704.71CR	139670	1,704.71
N14146	COMPASS MINERALS							
	I-902818	SALT FOR ROADS & SIDEWALKS	R	1/19/2022		14,092.34CR	139671	14,092.34
N14168	NORTHERN TOOL & EQUIPMENT							
	I-4131160308	510 TOOLS TO REMOVE STARTER	R	1/19/2022		9.97CR	139672	
	I-4132078500	TOOLS	R	1/19/2022		418.45CR	139672	
	I-4132080103	FLASH LIGHTS	R	1/19/2022		356.00CR	139672	784.42
N14177	NAC MECHANICAL & ELECTRICAL SERVIES							
	I-190898	FIX HALLWAY LEAK	R	1/19/2022		717.41CR	139673	
	I-191573	REPLACED GAS VALVE/PRESSURE	R	1/19/2022		1,184.12CR	139673	
	I-192219	FIX HEAT IN COMMUNITY CENTER	R	1/19/2022		2,754.35CR	139673	4,655.88
N14183	NINENORTH							
	I-2021-291	DEC 2021 MUNICIPAL MEET AV SER	R	1/19/2022		1,547.00CR	139674	1,547.00
O15003	CITY OF OAKDALE							
	I-202201137490	Q4 2021 FRANCHISE FEE	R	1/19/2022		3,962.96CR	139675	3,962.96
P16261	PINE CREEK SERVICES							
	I-22325	WINDOW CLEANING	R	1/19/2022		200.00CR	139676	200.00
P16390	LINDE GAS & EQUIPMENT							
	I-67620102	098 OXYGEN & ACETYLENE FOR SHO	R	1/19/2022		250.08CR	139677	
	I-67891621	OXY & ACCT FOR ELECTRIC DEPT	R	1/19/2022		92.16CR	139677	342.24
R18010	RAMSEY COUNTY							
	I-PRRRV-001741	2022 TRUTH IN TAXATION	R	1/19/2022		997.67CR	139678	
	I-RESFA-005141	NOV 2021 PW TIPPING	R	1/19/2022		374.45CR	139678	
	I-RESFA-005153	NOV 2021 RESIDENTIAL TIPPING	R	1/19/2022		23,717.92CR	139678	
	I-RESFA-005210	DEC 2021 PW TIPPING	R	1/19/2022		333.17CR	139678	
	I-RESFA-005221	DEC 2021 RESIDENTIAL TIPPING	R	1/19/2022		22,842.12CR	139678	48,265.33
R18013	RAMSEY COUNTY PROP REC/REV							
	I-EMCOM-009759	DEC 2021 FLEET SUPPORT	R	1/19/2022		567.84CR	139679	
	I-EMCOM-009792	DEC 2021 DISPATCH SERVICE FEES	R	1/19/2022		6,847.61CR	139679	
	I-EMCOM-009794	DEC 2021 CAD SERVICE FEES	R	1/19/2022		937.99CR	139679	8,353.44
R18030	RDO EQUIPMENT COMPANY							
	I-P0461401	508 COUPLER FITTINGS	R	1/19/2022		538.43CR	139680	538.43

1/14/2022 11:56 AM

A / P CHECK REGISTER

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PACKET: 05185 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
R18135	ROC INC							
	I-83985	JAN 2022 JANITORIAL SERV CH	R	1/19/2022		2,971.10CR	139681	
	I-83990	JAN 2022 JANITORIAL SERV PW	R	1/19/2022		1,204.50CR	139681	
	I-83991	JAN 2022 JANITORIAL SERV LIBRY	R	1/19/2022		880.00CR	139681	5,055.60
S18996	SAFE-FAST INC							
	I-INV248440	SAFETY VESTS	R	1/19/2022		2,120.00CR	139682	
	I-INV249335	HARD HATS	R	1/19/2022		139.52CR	139682	
	I-INV249687	SET SCREWS	R	1/19/2022		176.50CR	139682	
	I-INV251184	HARD HAT	R	1/19/2022		17.44CR	139682	
	I-INV254833	ESR PLUGS/SAFETY GLAS/ICETREK	R	1/19/2022		336.06CR	139682	2,789.52
S19003	INNOVATIVE OFFICE SOLUTIONS LLC							
	I-IN3554014	BATTERIES	R	1/19/2022		29.68CR	139683	
	I-IN3581757	HANGING LETTER FOLDER	R	1/19/2022		50.48CR	139683	
	I-IN3583005	TISSUE/KEYBOARD/DRAWER	R	1/19/2022		58.88CR	139683	
	I-IN3586015	LETTER FOLDER	R	1/19/2022		18.99CR	139683	158.03
S19084	SIEMENS INDUDSTRY INC							
	I-5330124477	FIRE SERVICE AGGEMENT	R	1/19/2022		2,469.00CR	139684	
	I-5330124478	FIRE SPRINKLER SERVICE AGGREME	R	1/19/2022		1,185.00CR	139684	3,654.00
S19233	SPECTACULAR CLEANING LLC							
	I-0148	JAN 2022 JANITORIAL SERVICE	R	1/19/2022		860.00CR	139685	
	I-0149	JAN 2022 JANITORIAL SERVICES	R	1/19/2022		760.00CR	139685	
	I-0150	DEC 2021 EVENT CLEANING	R	1/19/2022		1,400.00CR	139685	
	I-0151	DEC 2021 EVENT CLEANING	R	1/19/2022		420.00CR	139685	3,440.00
S19264	SPECIALTY SOLUTIONS LLC							
	I-I51176	BEET JUICE FOR SALTING ROADS	R	1/19/2022		2,919.52CR	139686	2,919.52
S19433	STAPLES ADVANTAGE							
	I-3495684727	LOGITECH WIRELESS COMBO	R	1/19/2022		68.98CR	139687	
	I-3495684728	LOGITECH WIRELESS COMBO	R	1/19/2022		68.98CR	139687	137.96
S19442	STOP STICK LTD							
	I-0023183-IN	STOP STICK KIT/PATROL TERMINAT	R	1/19/2022		2,510.00CR	139688	2,510.00
S19450	STREICHERS							
	I-I1543476	CAL PRACTICE AMMO	R	1/19/2022		1,640.00CR	139689	1,640.00
S19485	SUN LIFE FINANCIAL							
	I-202201137504	JAN 2022 LTD COVERAGE	R	1/19/2022		1,505.62CR	139690	
	I-202201137505	JAN 2022 LIFE INSURANCE	R	1/19/2022		1,445.29CR	139690	2,950.91

PACKET: 05185 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
T20076	TOSHIBA FINANCIAL SERVICES							
	I-5017991175	COPY OVERAGES	R	1/19/2022		459.45CR	139691	
	I-5017991177	DEC 2021 COPIER LEASE	R	1/19/2022		332.02CR	139691	
	I-5018141614	COPIER LEASE	R	1/19/2022		145.15CR	139691	936.62
T20191	TIMESAVER OFF SITE SECRETARIAL INC.							
	I-M26953	PLANNING COMM/COUNCIL MEETING	R	1/19/2022		484.63CR	139692	
	I-M26985	CITY CONCIL MEETING	R	1/19/2022		151.00CR	139692	635.63
T20215	TOKLE INSPECTIONS INC							
	I-202201137506	DEC 2021 ELECTRIC INSPECTIONS	R	1/19/2022		9,259.44CR	139693	9,259.44
T20243	TORQUE UTILITIES							
	I-301	DIRECTIONAL BORE WORK	R	1/19/2022		4,200.00CR	139694	
	I-302	DIRECTIONAL BORE WORK	R	1/19/2022		19,900.00CR	139694	
	I-303	EXCAVATION	R	1/19/2022		19,900.00CR	139694	
	I-304	DIRECTIONAL BORE	R	1/19/2022		19,600.00CR	139694	63,600.00
T20285	TRI STATE BOBCAT INC							
	C-A97835	573 CREDIT	R	1/19/2022		38.25	139695	
	I-A96924	CHAINSAW BAR OIL	R	1/19/2022		25.98CR	139695	
	I-A96926	606 LEFT TAIL LAMP ASSEMBLY	R	1/19/2022		52.32CR	139695	
	I-A97821	678 SNOWBLOWER SHOES	R	1/19/2022		217.98CR	139695	
	I-A97822	515B BOOM	R	1/19/2022		2,830.03CR	139695	
	I-A97903	515B BOBTACH PLATE	R	1/19/2022		1,776.93CR	139695	
	I-A97984	515B RAM SCREWS	R	1/19/2022		6.02CR	139695	
	I-A97985	515B BOB TACH BOLTS	R	1/19/2022		16.64CR	139695	4,887.65
T20469	TWIN CITY SAW & SERVICE							
	I-A24751	CHAINSAW PARTS	R	1/19/2022		240.91CR	139696	240.91
T20485	TYLER TECHNOLOGIES							
	I-025-357951	2022 INCODE MAINTENANCE	R	1/19/2022		36,834.78CR	139697	36,834.78
U21218	U S BANK							
	I-6372820	ELECTRIC REV BDS 2009C (BAB)	R	1/19/2022		500.00CR	139698	500.00
W23041	WATER CONSERVATION SERVICE INC							
	I-11887	LEAK LOCATE	R	1/19/2022		314.64CR	139699	314.64
W23155	WHEELCO TRUCK & TRAILER PARTS							
	I-INV131282	510 STARTER FOR BLOWER	R	1/19/2022		359.43CR	139700	
	I-INV131286	502 EXHAUST PIPE FOR LEAK	R	1/19/2022		8.66CR	139700	
	I-INV131289	711 REAR BRAKE PARTS	R	1/19/2022		876.06CR	139700	1,244.15

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A / P CHECK REGISTER

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**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
W23500	WSB & ASSOCIATES INC							
	I-R-013350-000-32	ENVIRONMENTAL COMPLIANCE INSPE	R	1/19/2022		1,102.50CR	139701	
	I-R-013417-000-17	MS4 SUPPORT	R	1/19/2022		113.75CR	139701	
	I-R-014391-000-29	CONSTRUCTION MATERIALS TESTING	R	1/19/2022		2,115.00CR	139701	
	I-R-014770-000-24	CONSTRUCTION	R	1/19/2022		1,475.00CR	139701	
	I-R-017142-000-8	GENERAL SERVICES - 2021 WATER	R	1/19/2022		72.50CR	139701	
	I-R-017143-000-8	GEN SERV - 2021 SANITARY SEWER	R	1/19/2022		168.50CR	139701	
	I-R-017144-000-10	SURFACE WATER ENGINEERING SERV	R	1/19/2022		72.50CR	139701	
	I-R-017145-000-10	STREETS ENGINEERING SERVICE	R	1/19/2022		413.00CR	139701	
	I-R-017146-000-6	GEN SERV - 2021 ELECTRIC	R	1/19/2022		1,056.00CR	139701	
	I-R-017147-000-5	GEN SERV - 2021 COMMUNITY SERV	R	1/19/2022		1,201.00CR	139701	
	I-R-017235-444-11	GEN PLANNING SERV RETAINER	R	1/19/2022		5,912.50CR	139701	
	I-R-017847-000-6	EMERGENCY RESPONSE PLAN	R	1/19/2022		2,273.25CR	139701	
	I-R-018101-000-4	STAFF REPORT	R	1/19/2022		154.50CR	139701	
	I-R-018162-000-4	6TH AVE PARKING LOT	R	1/19/2022		25,852.25CR	139701	
	I-R-018830-000-1	2021 PARK SYSTEM PLAN	R	1/19/2022		2,425.00CR	139701	
	I-R-018968-000-1	7TH AVE UTILITY	R	1/19/2022		19,785.75CR	139701	
	I-R-018973-000-2	SURVEY EXISTING CONDITIONS	R	1/19/2022		4,335.30CR	139701	
	I-R-019084-000-1	2022 10TH AVE STREET IMPROVE	R	1/19/2022		16,725.75CR	139701	
	I-R-019085-000-1	2022 SANITARY SEWER REHAB	R	1/19/2022		1,325.50CR	139701	
	I-R-019086-000-1	2022 STREET UTILITY PROJECT	R	1/19/2022		10,521.50CR	139701	97,101.05
VOID	VOID CHECK		V	1/19/2022			139702	**VOID**
X14164	XCEL ENERGY							
	I-0464886775	NAT GAS COM CTR 11/14-12/17	R	1/19/2022		3,405.74CR	139703	
	I-0465083071	NAT GAS CASEY PK 11/15-12/16	R	1/19/2022		236.74CR	139703	
	I-0465145992	NAT GAS HAUSE PK 11/14-12/14	R	1/19/2022		144.77CR	139703	
	I-0465147204	NAT GAS CITY HALL 11/14-12/15	R	1/19/2022		3,804.21CR	139703	
	I-0465221402	NAT GAS WELL #2 11/15-12/16	R	1/19/2022		85.70CR	139703	
	I-0465221525	NAT GAS WELL #5 11/15-12/16	R	1/19/2022		87.69CR	139703	
	I-0465221568	NAT GAS WELL #4 11/15-12/16	R	1/19/2022		104.42CR	139703	
	I-0465221943	NAT GAS WELL #1 11/15-12/16	R	1/19/2022		61.10CR	139703	
	I-0465222100	NAT GAS WELL #3 11/15-12/16	R	1/19/2022		139.85CR	139703	
	I-0465222586	NAT GAS MCKNIGHT 11/14-12/15	R	1/19/2022		25.69CR	139703	
	I-0465222622	NAT GAS HAUSE PK 11/14-12/15	R	1/19/2022		104.42CR	139703	8,200.33
Z26047	ZAYO GROUP LLC							
	I-2021120011274	DEC 2021 DARK FIBER SERV	R	1/19/2022		5,302.50CR	139704	5,302.50
Z26060	ZIEGLER INC							
	I-IN000359144	SOLENOID FOR BIG SNOW BLOWER	R	1/19/2022		130.19CR	139705	130.19

PACKET: 05185 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
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PACKET: 05185 Regular Payments

VENDOR SET: 01

BANK : AP PREMIER BANK

*** DRAFT/OTHER LISTING ***

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
N14207	CITY OF NORTH ST PAUL							
	I-202201137489	DEC 2021 UTILITY BILL NOV USE	D	1/05/2022		12,939.82CR	001303	12,939.82
F06476	FP MAILING SOLUTIONS							
	I-202201137496	JAN 2022 PREPAID POSTAGE	D	1/07/2022		500.00CR	001295	500.00
M13232	MN DEPT OF LABOR & INDUSTRY							
	I-202201137502	DEC 2021 BLDG SURCHARGE	D	1/13/2021		1,426.23CR	001298	1,426.23
M13300	M M P A - C/O AVANT ENERGY							
	I-3594	DEC 2021 POWER BILLING	D	1/20/2022		536,679.57CR	001301	536,679.57
G07113	GLOBALPAYMENTS							
	I-202201137497	NOV 2021 PARK RENTAL CC FEES	D	11/30/2021		95.90CR	001296	95.90
E05241	ELAVON							
	I-202201137495	NOV 2021 CC SERVICE CHARGES	D	12/01/2021		10,743.09CR	001294	10,743.09
N14207	CITY OF NORTH ST PAUL							
	I-202201137488	NOV 2021 UTILITY BILL OCT USE	D	12/05/2021		13,018.12CR	001302	13,018.12
V22055	VANCO E-SERVICES							
	I-00012096380	NOV 2021 GATEWAY EXCHANGE	D	12/15/2021		125.75CR	001305	125.75
M13248	MN DEPT OF REVENUE							
	I-202201137501	NOV 2021 SALES & USE TAX	D	12/20/2021		54,677.00CR	001299	54,677.00
M13300	M M P A - C/O AVANT ENERGY							
	I-3576	NOV 2021 POWER BILLING	D	12/20/2021		491,690.72CR	001300	491,690.72
U21218	U S BANK							
	I-202201137507	REFUNDING BONDS SERIES 2012A	D	12/23/2021		811,122.88CR	001304	811,122.88
G07113	GLOBALPAYMENTS							
	I-202201137498	DEC 2021 PARK RENTAL CC FEES	D	12/31/2021		719.35CR	001297	719.35

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	104	0.00	741,439.17	741,439.17
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	12	0.00	1,933,738.43	1,933,738.43
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:	118	0.00	2,675,177.60	2,675,177.60



To

Honorable Mayor Furlong and City Council

Date

January 18, 2022

Agenda Placement # V.D

Consent Agenda

Subject

HRA Claims \$1,130.19

Background/Facts

Recommendation:

Attachments

1. 01-18-2022 HRA COUNCIL PACKET

Respectfully submitted,
Jacquelyn Lutmer, Accounting Technician



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: HRA Chairman and Commissioners
FROM: Jacquelyn Lutmer, Accounting Technician
DATE: January 18, 2022
SUBJECT: Recommendation of approval of HRA claims list.

Claim Date

1/19/2022 A/P Check Register	139706-139707	\$	241.18
A/P Draft Register	001306-001307	\$	889.01
Total			<u>\$1,130.19</u>

Approved this 18th day of January 2022

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

/s/ John Stark, City Manager/Clerk by Consent Resolution

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
M13286	MIKE'S LP GAS INC & RV SERVICE							
	I-122669	PROPANE FOR STUDENT HOUSE	R	1/19/2022		67.99CR	139706	67.99
X14164	XCEL ENERGY							
	I-0465019205	NAT GAS 2487 19TH 12/8-12/20	R	1/19/2022		10.70CR	139707	
	I-0465146625	NAT GAS 2393 MARGT 11/14-12/15	R	1/19/2022		162.49CR	139707	173.19

VENDOR	NAME / I.D.	DESC	ITEM	PAID	DISCOUNT	AMOUNT	ITEM	ITEM
			TYPE	DATE			NO#	AMOUNT
N14207	CITY OF NORTH ST PAUL							
	I-202201137477	DEC 2021 UTILITY BILL	D	1/05/2022		375.45CR	001307	375.45
N14207	CITY OF NORTH ST PAUL							
	I-202201137476	NOV 2021 UTILITY BILL	D	12/05/2021		513.56CR	001306	513.56

* * T O T A L S * *		NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:		2	0.00	241.18	241.18
HANDWRITTEN CHECKS:		0	0.00	0.00	0.00
PRE-WRITE CHECKS:		0	0.00	0.00	0.00
DRAFTS:		2	0.00	889.01	889.01
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:		4	0.00	1,130.19	1,130.19
TOTAL ERRORS: 0 TOTAL WARNINGS: 0					



To

Honorable Mayor Furlong and City Council

Date

January 18, 2022

Agenda Placement # V.E

Consent Agenda

Subject

EDA Claims \$1,402.00

Background/Facts

Recommendation:

Attachments

1. 01-18-2022 EDA COUNCIL PACKET

Respectfully submitted,
Jacquelyn Lutmer, Accounting Technician



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer, Accounting Technician
DATE: January 18, 2022
SUBJECT: Recommendation of approval of EDA claims list.

Claim Date			
1/19/2022	Checks	139708	\$ 1,402.00
			\$ 1,402.00

Approved this 18th day of January 2022

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

/s/ John Stark, City Manager/Clerk by Consent Resolution



VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
W23500	WSB & ASSOCIATES INC							
	I-R-019288-000-1	PLAN UPDATE/TASK FORCE MEET	R	1/19/2022		1,402.00CR	139708	1,402.00

* * T O T A L S * *		NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:		1	0.00	1,402.00	1,402.00
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	1,402.00	1,402.00

TOTAL ERRORS: 0

TOTAL WARNINGS: 0



To

Honorable Mayor Furlong and City Council

Date

January 18, 2022

Agenda Placement # V.F

Consent Agenda

Subject

2021 Annual Review of the Attendance of members of Boards and Commissions

Background/Facts

The North St. Paul City Code established the following:

§ 32.12 ATTENDANCE REQUIREMENTS.

(A) *Purpose.* To assist boards and commissions in fulfilling their purposes and duties and to ensure that they are not prevented from doing so by the repeated absence of their members, the Council hereby establishes an attendance policy for members serving on boards and commissions.

(B) *Attendance.* Duly appointed members of boards and commissions shall be required to attend no less than half the official meetings of the board or commission held within a given calendar year unless specifically excused by the Chair of such board or commission and said excused absences noted in the minutes. Failure to attend no less than half of the official meetings within a given calendar year, without excuse of the Chairperson, shall be considered as formal notice of resignation from said board or commission. In addition, failure to attend four- consecutive regular meetings without excuse of the Chairperson, shall be considered as formal notice of resignation from said board or commission.

(C) *Exceptions.* The requirements of this subsection shall not apply to attendance at special meetings, or of meetings of committees or subcommittees, including committees of the whole, established by a board or commission pursuant to § [32.07](#) Committees and Subcommittees.

(D) *Annual review.* The Council shall conduct an annual review of the attendance of members of boards and commissions established by the Council.

(E) *Vacancies.* The successor to any member of a board or commission who has been removed pursuant to this subsection shall be appointed pursuant to § [32.06](#) Appointment and Terms.

(Ord. 737, passed 6-16-2015)

Recommendation:

Attachments

1. Commission Attendance

Respectfully submitted,



**NORTH
ST. PAUL**
extraordinary.

2021 Commission and Authority Number of Meetings Absent:

Planning Commission

Rick Gelbman – 2
Erik Brenna – 1
Patrick Blee – 3
Andrew Wise – 1
Allan Worm – 3

Economic Development Authority

Don Jensen – 3
Robert Dew – 1
Kevin Fuller – 7
Tom Schifsky – 2

Parks & Recreation Commission

Lloyd Grachek - 1
Heather Haas - 5
Laura Greenlee-Karp - 2
Sue Springborn - 1
Arthur Alvarez Jr. - 2
Larry Amsden - 2
Nancy Thorsen – 1

Arts & Culture Commission

Julie Barre - 2
Stacy Maher - 1

Neither Staff or Commission Chairs have received or have complaints regarding members.



**To**

Honorable Mayor Furlong and City Council

Date

January 18, 2022

Agenda Placement # V.G

Consent Agenda

Subject

2022 Commission Appointments

Background/Facts

Each year members of the existing commissions and authority have expiring terms. The Mayor makes recommendations to the City Council for replacement or reappointment. The following members have expiring terms and have expressed their desires for reappointment.

- Economic Development Authority

Robert Dew

- Parks and Recreation Commission

Larry Amsden
Ingrid Koller
Susan Springborn

- Police Civil Service Commission

Dave Zick

Planning Commission has a vacancy after Allan Worms retirement, leaving a one year term available. This position is currently looking to be filled and has been posted on the website for a future appointment.

Recommendation:

It is recommended the City Council approve the above recommendations for the 2021 Commissions and Authority Appointments.

Attachments

1. 2022 -Commission & Committee Appointments

2. Res 2022-xxx 2022 Commission Appointments

Respectfully submitted,
Jennie Kloos, Deputy Clerk

CITY OF NORTH ST. PAUL - 2022 APPOINTMENTS & DESIGNATIONS

CITY COUNCIL MEMBER DESIGNATIONS	2022	Term
Acting Mayor	Candy Petersen	01/01/2021-12/31/2021
Parks & Recreation Commission	Tim Cole	01/01/2021-12/31/2021
Planning Commission	Lisa Wong	01/01/2021-12/31/2021
Silver Lake Improvement Association	Tim Cole	01/01/2021-12/31/2021

COMMISSION & COMMITTEES	2022	Term
Economic Development Authority (7 Members)		
4 Year Term - City Council Member	Terry Furlong	01/01/2019-12/31/2022
4 Year Term - City Council Member	Tim Cole	01/01/2019-12/31/2022
3 Year Term	Robert Dew	01/01/2022-12/31/2024
3 Year Term	Archie Vickerman	01/01/2021-12/31/2023
3 Year Term	Don Jensen	01/01/2020-12/31/2022
3 Year Term	Tom Schifsky	01/01/2020-12/31/2022
3 Year Term	Kevin Fuller	01/01/2021-12/31/2023
Business Association Representative	Brett Garry	
Executive Director	John Stark	
Staff Representatives	Lisa Ritchie	
Housing & Redevelopment Authority		
Commission Chair	Terry Furlong	01/01/2019-12/31/2022
Commission Member	Scott Thorsen	01/01/2019-12/31/2022
Commission Member	Candy Petersen	01/01/2019-12/31/2022
Commission Member	Tim Cole	01/01/2021-12/31/2024
Commission Member	Lisa Wong	01/01/2021-12/31/2024
Executive Director	City Manager	
Staff Representative	Jennie Kloos	
COMMISSION & COMMITTEES (continued)		
Parks & Recreation Commission (9 Members)		
3 Year Staggered Terms	Larry Amsden	01/01/2022-12/31/2024
	Laura Greenlee-Karp	03/23/2020-12/31/2022
	Lloyd Grachek	01/01/2020-12/31/2022
	Ingrid Koller	01/01/2022-12/31/2024
	Nancy Thorsen	01/01/2020-12/31/2022
	Sarah Zahradka	01/01/2021-12/31/2023
	Arthur Alvarez	01/01/2021-12/31/2023
	Heather Haas	06/06/2020-12/31/2022
	Susan Springborn	01/01/2022-12/31/2024
Staff Representatives	Jill Officer	
Hockey Booster Representative	TBD	
NSPAA Representative	TBD	
North High School Representative	TBD	
Arts & Culture Commission (5 members)		
___ Year Staggered Terms	Tom Sonnek, Chair	8/17/2021
	Julie Barrett	8/17/2021
	Carey Nadeau	8/17/2021

<i>Staff Representatives</i>	Stacy Maher Trudy Ohnsorg Lisa Ritchie	8/17/2021 8/17/2021
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Planning Commission (7 Members)		
3 Year Staggered Terms	Elaine Barton	01/01/2020-12/31/2022
	Rick Gelbman	05/20/2020-12/31/2022
	Andrew Wise	01/01/2021-12/31/2023
	Patrick Blees	01/01/2020-12/31/2022
	vacant	01/01/2022-12/31/2022
	John Monge	01/01/2021-12/31/2023
Staff Representatives	Erik Brenna	01/01/2021-12/31/2023
	Eric Zweber, WSB	
	Brandy Howe, WSB	

Police Civil Service Commission (3 Members)		
3 Year Staggered Terms	Robert Engwer, Jr.	01/01/2021-01/01/2023
	Dave McKenzie	01/01/2020-12/31/2022
	Dave Zick	01/01/2022-12/31/2024
	Shaughn Erickson - alternate	05/22/2019-current

ORGANIZATIONS		
	2022	Term
Metro Cities		
Legislative Contact	Candy Petersen	12/31/2022
Legislative Contact	City Manager	12/31/2022
Minnesota Municipal Power Agency		
City Board Member Representative	Brian Frandle	12/31/2022
Board Member Alternate	City Manager	12/31/2022
North St. Paul Business Association		
Council Representative	Candy Petersen	12/31/2022
Staff Representatives	City Manager	12/31/2022
Ramsey County League of Local Governments		
Council Delegate	Candy Petersen	12/31/2022
City Staff Alternate	City Manager	12/31/2022
Ramsey-Washington Metro Watershed District Board		
Staff Representative	TBD	12/31/2022
Alternate	Tim Cole	12/31/2022
Silver Lake Improvement Association		
Council Representative	Tim Cole	12/31/2022
Citizen Representative	Rick Gelbmann/Joynce Germscheid	12/31/2022
Valley Branch Watershed District Technical Advisory Committee		
Staff Representative	TBD	12/31/2022
Council Alternate	Tim Cole	12/31/2022

STAFF & CONSULTANTS		
	2022	
City Manager	John Stark	
City Attorney	Campbell Knutson	Soren Mattick Leah Koch
City Auditor	MMKR & Company, P.A.	Aaron Nielsen
City Engineer	WSB & Associates	Morgan Dawley
City Prosecuting Attorney	Erickson, Bell, Beckman & Quinn	Jim Erickson, Jr.

FINANCIAL & NEWSPAPER		2022
Official Depository	Premier Bank	
Other Depository	US Bank	
Investments	Moreton Capital Markets LLC RBC Capital Markets 4M Fund	
Official Newspaper	Star Tribune	
FINANCE COMMITTEE		2022
Council Representative	Terry Fulong	
Council Representative	Scott Thorsen	
Staff Representative	City Manager	
Staff Representative	Finance Director	

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2022-xxx

**RESOLUTION APPROVING APPOINTMENTS TO
COMMISSIONS AND AUTHORITY FOR 2022**

WHEREAS, each year the list of appointments to commissions and authority are reviewed for expiring terms and vacancies; and,

WHEREAS, it is recommended that Commission members with expiring terms wishing to be renewed or new members be appointed to the next term; and,

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of North St. Paul, that the list for appointments be approved as submitted.

ADOPTED this 18th day of January, 2022.

Motion by Council Member xxx

Second by Council Member xxx

Voting: Aye:
 Nay:
 Abstain:
 Absent:

Terrence J. Furlong, Mayor

Attest:

John Stark, City Manager/ Clerk



To

Honorable Mayor Furlong and City Council

Date

January 18, 2022

Agenda Placement # V.H

Consent Agenda

Subject

Resolution Approving Acceptance of Donations Received December 2021.

Background/Facts

The City of North St. Paul recognizes the donations for our Cub Gift Cards for Cops program and Park Fund.

Recommendation:

Approve the resolution to accept the donations.

Attachments

1. Res 2022-xxx ACCEPTING_DONATIONS DECEMBER 2021

Respectfully submitted,
Jennie Kloos, Deputy Clerk

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2022-xxx

RESOLUTION APPROVING ACCEPTANCE OF A DONATION DECEMBER 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 (December 1, 2021-December 31, 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
Christ Temple Apostolic Church	\$10.00	Park Fund
Don Mortenson	\$10.00	Park Fund
Christ Lutheran Church	\$200.00	Police
Church of St. Peter	\$1,000	Police
Cub Foods	\$75.00	Police
North Haven Church	\$300.00	Police
North Presbyterian	\$200.00	Police
Premier Banks	\$500.00	Police

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 18th day of January, 2022.

Motion by Council Member xxx

Second by Council Member xxx

Voting: Aye:

Nay:

Absent:

Abstain:

Terrence J. Furlong, Mayor

Attest: _____

John Stark, City Manager/ Clerk



To

Honorable Mayor Furlong and City Council

Date

January 18, 2022

Agenda Placement # V.I

Consent Agenda

Subject

Building Permit Report - December 2021

Background/Facts

Recommendation:

Attachments

1. Monthly Building Permit Report - December 2021

Respectfully submitted,

NORTH ST. PAUL REPORT - DECE

Permit Number	Permit Type	Project Type	Permit Valuation	Amount
BP-21-528	Building Permit	Siding	\$ 11,482.00	\$ 267.29
BP-21-530	Building Permit	Remodel	\$ 7,299.60	\$ 310.95
BP-21-531	Building Permit	Windows	\$ 11,000.00	\$ 250.95
BP-21-532	Building Permit	Windows	\$ 16,000.00	\$ 333.95
BP-21-541	Building Permit	Patio Cover	\$ 10,000.00	\$ 365.43
BP-21-547	Building Permit	Porch	\$ 38,700.00	\$ 1,047.37
BP-21-549	Building Permit	Door	\$ 3,000.00	\$ 108.15
BP-21-550	Building Permit	Roofing	\$ 6,000.00	\$ 162.95
BP-21-551	Building Permit	Roofing	\$ 19,500.00	\$ 395.10
BP-21-552	Building Permit	Roofing	\$ 8,000.00	\$ 196.15
BP-21-553	Building Permit	Windows	\$ 21,000.00	\$ 411.95
BP-21-554	Building Permit	Egress Window	\$ 1,700.00	\$ 153.76
BP-21-557	Building Permit	Roofing	\$ 5,000.00	\$ 146.35
BP-21-558	Building Permit	Bathroom Remodel	\$ 18,000.00	\$ 581.95
BP-21-560	Building Permit	Windows	\$ 4,800.00	\$ 151.25
BP-21-561	Building Permit	Siding/Garage	\$ 1,800.00	\$ 96.45
BP-21-562	Building Permit	Siding	\$ 14,000.00	\$ 290.75
BP-21-564	Building Permit	Windows	\$ 21,931.85	\$ 433.52
BP-21-566	Building Permit	Egress Window	\$ 1,500.00	\$ 143.66
BP-21-567	Building Permit	Bathroom Remodel	\$ 15,000.00	\$ 495.75
BP-21-568	Building Permit	Window	\$ 400.00	\$ 90.75
BP-21-570	Building Permit	Roofing	\$ 8,500.00	\$ 212.50

\$ 244,613.45 \$ 6,646.93

MBER 2021

Permit Issued	Contractor	Street No	Street Name	PIN
12/20/2021	Tacheny Exteriors	2516	COWERN PL E	132922130060.00
12/30/2021	Rebuilding Together Minnesota	2297	7TH AVE E	132922220028.00
12/6/2021	Renewal By Andersen	1955	BETTY JANE CT	132922130082.00
12/6/2021	Renewal By Andersen	2356	SKILLMAN AVE E	132922230005.00
12/2/2021	Homestead Remodeling & Consulting	2010	PARK ROW	132922140008.00
12/7/2021	Nutzmann Exteriors LLC	2656	SOUTH AVE E	132922110072.00
12/3/2021	Homeowner	2520	13TH AVE E	122922130020.00
12/1/2021	True Blue Builders	2654	2ND ST N	12922340076.00
12/2/2021	Clear Cut Xteriors LLC	2777	HELEN ST N	12922310112.00
12/3/2021	Rick's Roofing & Siding, Inc.	2638	16TH AVE E	122922110050.00
12/8/2021	Renewal By Andersen	2231	PENN PL	122922340181.00
12/8/2021	Doston holdings LLC	2095	MESABI AVE	22922420089.00
12/8/2021	Gary Benson Construction, Inc.	2311	13TH AVE E	122922220113.00
12/14/2021	Great Lakes Window & Siding	2278	ARIEL ST N	112922430036.00
12/9/2021	Zen Windows Twin Cities	2520	13TH AVE E	122922130020.00
12/10/2021	1st Team Exteriors	2533	12TH AVE E	122922130031.00
12/14/2021	Bear Roofing & Exteriors	2075	13TH AVE E	112922120031.00
12/17/2021	WINDOW WORLD TWIN CITIES	2600	14TH AVE E	122922120031.00
12/22/2021	Homeowner	2228	6TH ST N	112922440006.00
12/27/2021	Homeowner	2491	1ST AVE E	122922340039.00
12/23/2021	Homeowner	2276	HENRY ST N	122922440001.00
12/27/2021	I.L.S Construction, LLC	2471	16TH AVE E	122922210011.00

**To**

Honorable Mayor Furlong and City Council

Date

January 18, 2022

Agenda Placement # VII.A

City Business Action Items & Recommendations

Subject

2022 North St. Paul History Cruzers Car Show Memorandum of Agreement

Background/Facts

The North St. Paul History Cruzers are seeking City approvals to conduct their 29th Annual Friday night Car Show in the community. Show organizers estimate that the Show typically includes 800-1,100 pre-1976 classic cars and attracts 5-7,000 people per night. Events with special guests can attract as many as 10,000 people. This event provides a significant benefit to area businesses; especially establishments on (or near) 7th Avenue that offer food and beverages.

In 2021, the impact of covid and a public safety concern in a neighboring community resulted in only 10 Shows being held (instead of the 15 that had originally been planned). In 2022, organizers are planning on holding their first Car Show on June 4 and concluding on September 24 (with a week off on June 17 to coincide with the "Back to the 50's" car show at the Minnesota State Fair Grounds).

The City provides assistance to the Car show by: allowing them to order portable toilets on the City's account at our negotiated rate, providing a special police patrol and Public Works crews providing and setting up parking and traffic control equipment. According to the attached Memorandum of Understanding, the History Cruzers will reimburse the City for these costs up to \$12,275 for the year.

Construction planned on 7th Avenue, particularly between 1st Street and Helen Street, may have some negative impacts on the Car Show. City staff and the City Engineer have made the History Cruzers aware of construction plans and have met to discuss ways of communicating to Show participants and impacted businesses and are hoping to find ways to mitigate those impacts.

Recommendation:

Staff recommends that, by Motion, the City Council adopt a Resolution approving an annual Memorandum of Understanding with History Cruzers to conduct a weekly Car

Show in 2022 and to authorize the City Manager to approve the related Special Event Permit.

Attachments

1. 2022 History Cruiser Agreement
2. Res 2022-xxx_2022 History Cruzers Car Show MOA

Respectfully submitted,
John Stark, City Manager

2022 North St. Paul Friday Night Car Show

Memorandum of Agreement Between City of North St. Paul and North St. Paul History Cruzers

The purpose of this Agreement is to set forth the understandings of the City of North St. Paul and the North St. Paul History Cruzers for the operation of Car Show events from June 3, 2022 through September 16, 2022. The details of this agreement were reached after a meeting with board members of the History Cruzers and City Staff.

A. The City and the History Cruzers agree to jointly accomplish the following:

1. Work together to assure the success of the Car Show and the safety of the public and peace of local neighborhoods.
2. Jointly promote the Car Show in various means including Web Site and Newsletters of the City of North St. Paul.
3. Actively promote the Car Show as a means of economic development for the businesses in the City.
4. Use the Car Show as a source of funding for local charities and philanthropic groups.

B. During 2022 there will be redevelopment projects taking place that will affect the Car Show and all parties agree to move and adjust locations as needed to accommodate the redevelopment and street reconstruction work.

The City will permit the North St. Paul History Cruzers the right to Car Shows as follows:

1. Operate for 16 consecutive Friday nights with the exception of June 17th ("Back to the 50's" Car Show at the State Fair Grounds) beginning June 3, 2022 and ending on September 16, 2022.
2. Follow event hours of operation from 6:00 p.m. until 10:00 p.m.
3. The event dates will be adjusted as needed due to COVID.
4. Close the following street during show times:
 - 7th Avenue between 1st Street and Helen Street
 - 7th Avenue from Helen Street to Margaret Street
 - 7th Avenue from Margaret Street to Charles Street
 - 7th Avenue from Charles Street to Henry Street
 - Helen Street from Seppala Boulevard to the northern edge of 4th Avenue
5. Access City services, including sufficient public safety and public works personnel to conduct a safe, clean and efficient Car Show.
6. Maintain access to residential and commercial properties as needed.

C. The History Cruzers agrees to operate a Car Show consistent with the above conditions and in return agrees to the following:

1. Work with the City Manager and the Police Chief to create an enhanced communication system with the Police and Fire Departments during each event to allow for constant contact between car show representatives and emergency personnel.
2. Make their best attempt to develop spectator parking available and identified at several locations including City Parking Lots, North High, North Flex Academy, Old National Bank, American Legion, VFW, Berwald Roofing and Tracy Luther Properties.
3. Make best efforts to communicate with the residential areas immediately surrounding the Car Show area regarding the event by websites, social media, leaflets and signs and include contact persons for assistance.
4. Make best efforts to include local vendors at the shows.
5. Make best efforts to involve local charities for fund raising purposes and consider fees for car show participants as a means of generating revenue for them.
6. Actively manage all intersections on 7th Avenue for safe pedestrian crossing.
7. Actively assist cars traveling through the closed streets for safe exiting during the show.
8. Remit payment within 60 days of the last event of the season reimbursing the City for actual costs incurred for:
 - Portable toilets (estimated at \$90 per toilet per show – historically 5 toilets/show or \$450);
 - Police personnel (estimated at \$360 per show for 1 officer at 4 hours per show);
 - Public Works personnel (estimated at \$220 to \$330 per show);
 - In a total amount not to exceed \$12,275 per season. (2021 total with a 3% inflationary factor).
9. Provide insurance and indemnity to the City in amounts specified by the City Attorney.

We the undersigned agree to the terms and conditions specified within this document and agree not to amend or modify any of it without the express agreement of the other party and will give its best efforts to comply with its specifics and intents.

City of North St. Paul

North St. Paul History Cruzers

Terrence J. Furlong, Mayor

Bob Van Canneyt, President

John Stark, City Manager

Bill Kinney, Vice President

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2022-xxx

**RESOLUTION APPROVING THE 2022 MEMORANDUM OF
AGREEMENT BETWEEN THE CITY OF NORTH ST. PAUL AND
THE NORTH ST. PAUL HISTORY CRUZERS
TO CONDUCT THE 2022 FRIDAY NIGHT CAR SHOWS**

WHEREAS, the purpose of the Memorandum of Agreement (“Agreement”) is to set forth the understandings of the City of North St. Paul and the North St. Paul History Cruzers for the operation of Car Show events during the summer of 2022; and,

WHEREAS, both parties meet annually and have the opportunity to raise issues and clarify any issues for the upcoming event; and,

WHEREAS, the North St. Paul History Cruzers will assure all insurance is in order, communicate with vendors the requirement for them to obtain Special Event Vendors Licenses in order to participate in the Car Show, and confirm all conditions of the agreement are met.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, the Memorandum of Agreement between the City of North St. Paul and the North St. Paul History Cruzers as stated is hereby approved.

BE IT FURTHER RESOLVED, that the City Manager is hereby authorized to approve a Special Event Permit for this event upon his satisfaction that the provisions of the permit application have been met.

ADOPTED this 18th day of January 2022.

Motion by Council Member xxx
Second by Council Member xxx

Voting: Aye:
 Nay:
 Abstain:
 Absent:

Terrence J. Furlong, Mayor

Attest:

John Stark, City Manager/ Clerk

**To**

Honorable Mayor Furlong and City Council

Date

January 18, 2022

Agenda Placement # VII.B

City Business Action Items & Recommendations

Subject

Rollover of Executive Leave

Background/Facts

The North St. Paul Employee Policy Manual has a policy on Executive Leave which states that, “the job requirements of some salaried staff mean that they regularly work considerable more than forty hours, and that the time frequently occurs during hours outside the normal schedule.” In recognition, the Policy grants Department Heads, Supervisors and other salaried employees 48 hours of “Executive Leave.” There are currently seven employees in the organization that earned such leave last year. Because of the extraordinary issues facing staff in 2021 (including the covid pandemic, the transition to a new City Manager and turnover in several salaried positions), most of these employees were unable to use all of their Executive Leave. The current policy states that Executive Leave must be used by December 31 of a given year and any remaining hours would be forfeited at the end of the year.

At the January 4 City Council meeting, a Resolution was adopted that approved a “pause” on the policy regarding rollover caps on vacation leave for all employees. Based on my review of current leave accruals (vacation, sick and executive), I am suggesting that a similar action be taken, but with additional limits being imposed for Executive Leave. The recommended policy would be effective for a rollover cap of up to 24 hours (50% of that accrued) of Executive Leave from 2021 to 2022 for eligible employees, but that 24 hours of Executive Leave be excluded from any monies paid out upon separation from City employment in 2022.

Recommendation:

Adopt Resolution 2022-xxx approving the carryover from 2021 to 2022 of up to 24 hours of Executive Leave for eligible employees.

Attachments

1. Res 2022-xxx Approving the Carryover of 24 Executive Leave Hours from 2021 to 2022

Respectfully submitted,
John Stark, City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2022-xxx

**RESOLUTION APPROVING THE CARRYOVER FROM 2021 TO 2022 OF
UP TO 24 HOURS EXECUTIVE LEAVE FOR ELIGIBLE EMPLOYEES**

WHEREAS, the current employee policy manual grants department heads, supervisors and other salaried employees 48 hours of executive leave. These hours are to be used by December 31 of a given year and any remaining hours would be forfeited at the end of the year, and;

WHEREAS, because of the extraordinary issues facing staff in 2021, most of these employees were unable to use all of their executive leave, and;

WHEREAS, it is recommended for an executive leave rollover cap of up to 24 hours (50% of that accrued) from 2021 to 2022 and those rollover hours to be excluded from any monies paid out upon separation from city employment in 2022.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, it is recommended that the City Council hereby approves a max cap rollover of up to 24 hours from 2021 to 2022 of executive leave for eligible employees.

ADOPTED this 18th day of January 2022.

Motion by Council Member xxx
Second by Council Member xxx

Voting:

Ayes:
Nays:
Absent:
Abstain:

Terrence J. Furlong, Mayor

Attest:

John Stark, City Manager/ Clerk



To

Honorable Mayor Furlong and City Council

Date

January 18, 2022

Agenda Placement # VII.C

City Business Action Items & Recommendations

Subject

2022 Street and Utility Improvement Project - Approve Plans and Specifications and Order Advertisement for Bids

Background/Facts

- The proposed areas of infrastructure improvements in the 2022 Street and Utility Improvement Projects are comprised of Area 1: downtown parking lot (adjacent to 6th Ave), 6th Avenue, Charles Street, Area 2: 10th Avenue East, 3rd Street North, 2nd Street North, & Area 3: Flanders Road, 13th Avenue, Spirit Hills Lane, 14th Avenue.
- Ariel Street is included in Area 3 for discussion purposes. However, that street will be bid and managed by the City of Maplewood and is not included in the 2022 Street and Utility Improvements Project bid package.
- A Project Location Map is attached illustrating the proposed project areas.
- The City Council authorized by resolution the preparation of plans and specifications at the September 21, 2021, Regular Council Meeting.
- The anticipated total project cost is estimated to be \$2,282,000, which includes construction contingency, legal, engineering, administrative, and finance costs. This most recent engineer's estimate is comparable to the Capital Improvement Plan project estimate prepared in September 2021 of \$2,267,000.
- If authorized, bidding will occur in February 2022, with a contract expected to be presented to the Council for consideration of award at the first meeting in March 2022. Construction is anticipated to start in May 2022 if a project is authorized at the earliest, based on statutory requirements and timing for public hearings, and the public bidding process.
- A virtual neighborhood meeting was hosted by city staff on January 13, 2022. Staff presented to the public a summary of the project, described project areas, and improvements, and fielded questions regarding the process, timing, and construction. A copy of the presentation and recording of the meeting will be posted on the city website for members of the public that were not able to attend the meeting. Additional information and public engagement are planned closer to the start of construction.
- A tabulation and record of questions asked at the virtual open house by the public, and a general description of the answers provided by staff is attached.

- Staff did conduct a poll regarding the addition of sidewalk improvements on the east side of Ariel Street between 11th Avenue and 17th Avenue, and a summary of the responses received is included in the attached summary.
- Staff would like Council direction on the addition of a sidewalk on Ariel. The estimated additional cost for including a sidewalk on Ariel in this location is approximately \$275,000.
- A resolution is attached for Council consideration, authorizing staff to advertise for bids for the 2022 Street and Utility Improvement Project.
- Staff will provide a brief overview and presentation for the Council, and be available for questions prior to Council taking action on the resolution. A copy of the presentation slides is also attached.

Recommendation:

It is recommended the City Council authorize by resolution, approving plans and specifications and ordering the advertisement for bid for the 2022 Street and Utility Improvement Projects.

Attachments

1. Res 2022-xxx Auth Ad Bid
2. 2022_ProjectLocations_8x11
3. 1.13.2022_Q&A_NSP_Virtual_Open_House
4. CC Meeting-Project Overview_1-18-22
5. 2040 Comp Plan BikePedMap

Respectfully submitted,
Morgan Dawley, City Engineer

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2022-xxx

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS
FOR THE 2022 STREET AND UTILITY IMPROVEMENTS PROJECT**

WHEREAS, THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA was presented the 2022 to 2031 Capital Improvement Plan and 2022 Street and Utility Improvement Projects by the City Engineer at the City Council Meeting on September 21, 2021 regarding the 2022 Street and Utility Improvement Project (City Project Nos. 22-02 and 22-04); and,

WHEREAS, the 2022 Street and Utility Improvements Project location includes improvements to the following roads: Downtown surface parking lot and alley, 6th Avenue East from the parking lot to Charles Street, Charles Street from 7th Avenue to 4th Avenue, 10th Avenue East from 3rd Street to 2nd Street, 3rd Street from 10th Avenue to 11th Avenue, 2nd Street, Flanders Road from Ariel Street to the dead end, 13th Avenue from Ariel Street to McKnight Road, Spirit Hills Lane from 13th Avenue to 14 Avenue, and 14th Avenue from the cul de sac approximately 300 feet west of Spirit Hills Lane to the cul de sac approximately 600 feet east of Spirit Hills Lane; and,

WHEREAS, the Project improvements shall include street rehabilitation, street reclamation, concrete curb and gutter replacement, sidewalk repair and pedestrian improvements, reconstruction and pipe bursting of watermain and services, and reconstruction or new construction of storm sewer; and,

WHEREAS, at that Meeting the Council directed the development of Plans and Specifications for the Project per Resolution No. 2021-091; and,

WHEREAS, the City notified affected property owners and conducted a virtual neighborhood meeting on January 13, 2022; and,

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA:

1. Such plans and specifications are hereby approved.
2. An advertisement for bids shall be prepared and published in the official paper that specifies the work to be done and that all bids will be received by the City Engineer and presented to the City Council for consideration at the March 7, 2022 City Council meeting.
3. No bids will be considered unless sealed and filed with the Morgan Dawley, City Engineer, WSB & Associates, and accompanied by the required cash deposit, cashier's check, bid bond or certified check payable to the City of North St. Paul for five (5) percent of the amount of the bid.

ADOPTED this 18th day of January 2022.

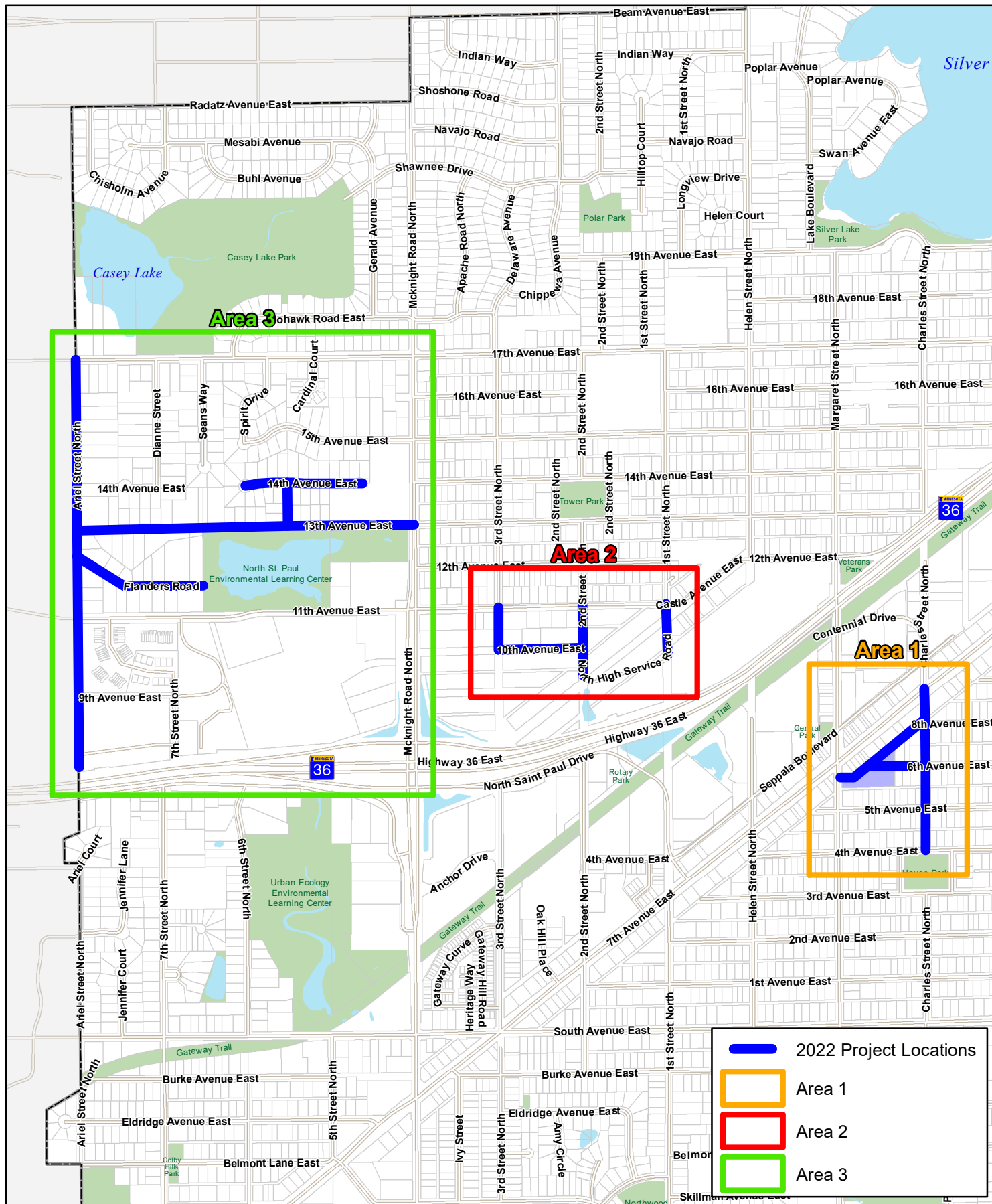
Motion by Council Member
Second by Council Member

Voting: Ayes:
Nays:
Abstain:
Absent:

Terrence J. Furlong, Mayor

Attest:

John Stark, City Manager/ Clerk



2022 Project Locations North St. Paul, MN



0 1,000 Feet



Public Response for North St. Paul Virtual Open House 1

2022 Street and Utility Improvements - Questions & Answers

Item #	Question	Response
POLL	If you live on Ariel, would you want a sidewalk	11% who live on Ariel would prefer a sidewalk. 5% who live on Ariel would prefer NOT to have a sidewalk. 26% responded they do not live on Ariel, but would be in favor of a sidewalk.
1	Will the street lighting on 13th and 14th be updated? It is dimly lit currently and unsafe.	Street lighting is not planned at this time. However; this will be brought to the head of the electric department's attention. There is a chance the lighting could still be updated with the project depending on his decision.
2	Will the work on 14th Ave consist of overlay replacement only, or will it involve curb repair also?	14th Avenue is unique in that west of Spirit Hills, 14th Avenue is a reclaim, similar to Ariel St, east of Spirit Hills. 14th Ave is a mill and overlay. If there are poor condition curb locations or settlement, they would be replaced, this is called spot repair since not all of the curb is replaced.
3	Will 13th be widened west of the Target pond? There is no room to walk.	There is no plan to widen the roadway at this time, and there are no plans to provide additional width to the west. The width will not change since that portion of the project is being upgraded with limited maintenance improvements.
4	There is no parking currently posted for the wider part of 13th Avenue, but not where it is narrower coming off Ariel.	We will look in to again, but since it is in the maintenance area, likely we cannot adjust the width of the road. We will also investigate parking vs. no parking regulations for road width.
5	If lot survey markers are disturbed, will they be replaced?	If they are disturbed, yes, lot survey markers will be replaced. However; generally speaking, contractors will attempt to not disturb them as much as possible. On that note, please take care if you are mowing or parking near the survey stakes to try and keep a 2' distance so as not to knock them over.
6	Last year when they were marking lines, we told them they missed a sump line 6" from the curb that the City put in about 20 years ago.	We will make a note of this in the plans
7	Un-named house mentioned they are partially handicapped and the road work will affect access.	This is good to know. We have a note of your location and encourage you to sign up for construction updates and please stay in touch with us as the project kicks off.
8	What determines curb or no curb on Flanders?	There is no concrete curb and gutter planned. This would be a substantial drainage change.
9	Sounds like curb is going to be concrete on all of them, is that true?	We are not putting an bituminous curb back in. One roadway, Flanders, has no curb today, and curb will not be installed because this would be a substantial drainage change.
10	Will the cul-de-sac at the end of Flanders be improved to a realistic size?	The plan for the cul-de-sac is to replace the existing pavement at, or very near, the existing limits.



Public Response for North St. Paul Virtual Open House 1

2022 Street and Utility Improvements - Questions & Answers

Item #	Question	Response
11	In zone 2, it not seem that there was anything pertaining to the sanitary sewer. When the high school was reconstructed, 10th street started to experience more issues such as backing up of the sanitary sewer. The Parkside apartments perform as many preventative measures as possible, but would this not be an important component of improving the infrastructure?	There is a plan for lining the sanitary sewer as part of a separate contract. We save money and the contractors are more efficient when they are not working on top of each other. The lining of the sanitary sewer will occur at a later date.
12	Parkside apartments partnered with the City to help pay for part of the existing sidewalk, and some of it has cracked. We are trying to get the vendor back to fix the cracked panels, and would like to coordinate our work with the work of the project.	Yes, good heads up, we will need to coordinate. Parkside representative left her contact information for the North St. Paul Project team.
13	The school is making improvements. The concern from Parkside is that there are a lot of people who cut through the alley near 2nd, especially when they do not want to wait during peak school traffic times. If the school is expanding, please consider safety for the children, residents, and the community, pertaining to traffic near this area.	The North St. Paul project team has a preconstruction meeting with public works and the school coming up. At this meeting, it will be discussed that the alley should not be utilized as a cut-thru for traffic. Please coordinate with residents in the apartments that they should all sign up to receive notifications of project progress and make sure they know not to go in public areas that are blocked off.
14	Are there special assessments to homeowners?	No. The council removed special assessments in 2019/2020. Instead, it was decided that the money for road projects comes from various funds. For example; watermain improvements come from a water utility fund.
15	Will there be additional access issues for those who have driveways / garages along the parking lot (5th Ave E and 6th Ave E)?	Driveways adjacent to the parking lot will be affected, but will mostly have access throughout construction. The contractor will be made aware that residents in this area need to get in and out. It is planned to re-pave that area and the public portion of the alley / shared driveway. There may be a time when you can not get in and out and this would be coordinated through project updates, as well as through coordination of the City's On-Site Representative. If there are special access accommodations that need to be accounted for, we will work with you to ensure access is maintained through the City's On-Site Representative.
16	Our driveway is gravel. Will I be required to pave it after the project is complete?	No. If it is gravel now, it will be replaced as gravel, if it is impacted during construction. You will not be required to pave it after the project.



Public Response for North St. Paul Virtual Open House 1

2022 Street and Utility Improvements - Questions & Answers

Item #	Question	Response
17.1	What dust control measures will be taken during construction?	We include measures to control dust such as watering of the streets, especially during dry days of construction. We cannot prevent it from being dusty in every instance. Sometimes we get calls that it is overwhelmingly dusty, and we ask the contractor to re-water if that is the case.
17.2	Will there be a special number on weekends for dust control?	We will need to monitor dust control during weekends. It will be difficult to contact the contractor and have them water on a Sunday, but that could be an instance where we would utilize Calcium Chloride on the Friday before the weekend. If something is grievous, please let us know, and we will utilize our resources to try and alleviate the concern.
18.1	During construction, will there be consideration for wildlife, such as turtles that cross 13th Avenue, by the Environmental learning center / pond?	We have made accommodations for wildlife in the past. The concern for turtles is usually that they get trapped behind the barrier curb. Please provide us with further information where exactly this occurs and we could address this in a way that does not compromise the integrity of the road.
18.2	The turtles come from the south side to the north side and all of the yards along the north side of 13th and everything near the pond during the migratory period. There are both painted turtles and snapping turtles, some season have heavier migration than others. It seems that between mid-May and mid-June is the peak activity time for their egg laying. The small turtles are sometimes squished or cooked on the pavement because they cannot get over the curb.	The project team will further coordinate with the construction team to see what operations can be performed to accommodate the turtles. Perhaps a section of surmountable curb could be installed to provide a bridge for the turtles.
19.1	In Area 1, it was shown that the parking lot where the catering company used to be will be re-done. How much of the parking lot will be redone?	The entire parking lot and the alleys will be re-done.
19.2	Could a speed bump possibly be installed?	Speed bumps could be installed, but they have been found to be problematic in the past for the following reasons: * Causes snow removal to be difficult. * Can cause damage to vehicles that the City would then be responsible for. * Vehicles tend to slow down for the speed bump and then immediately accelerate. From further discussion, business owner provided address and the North St. Paul project team will meet onsite to discuss further.



2022 Street and Utility Improvement Projects

City Council Meeting

Tuesday, January 18, 2022

6:30 PM



Project Locations

Area 1:

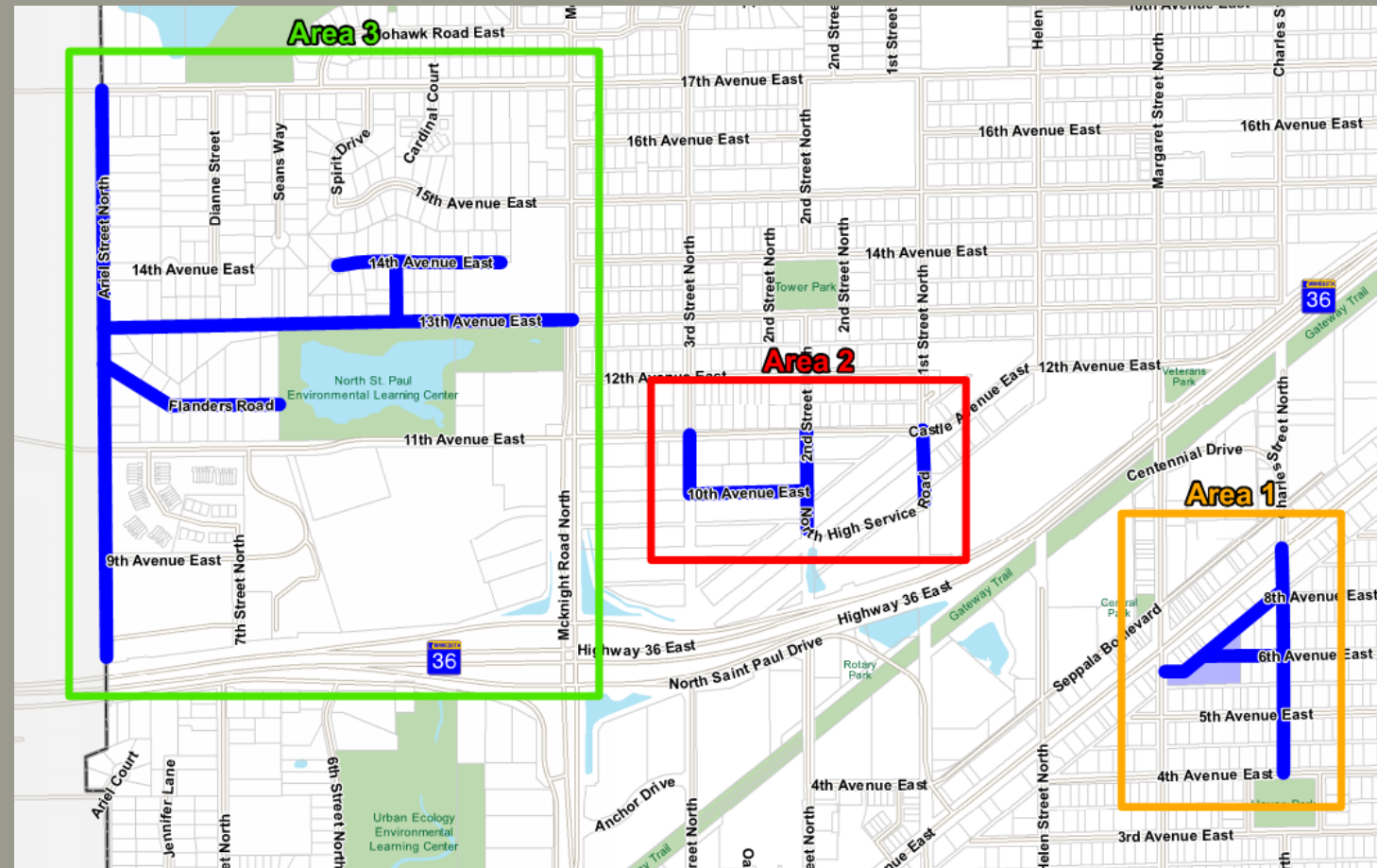
Downtown Parking Lot
6th Avenue East
Charles Street

Area 2:

10th Avenue East
2nd Street North
3rd Street North

Area 3:

Ariel Street North (Joint Project with Maplewood)
Flanders Road
13th Avenue
Spirit Hills Lane
14th Avenue East



Proposed Project Overview

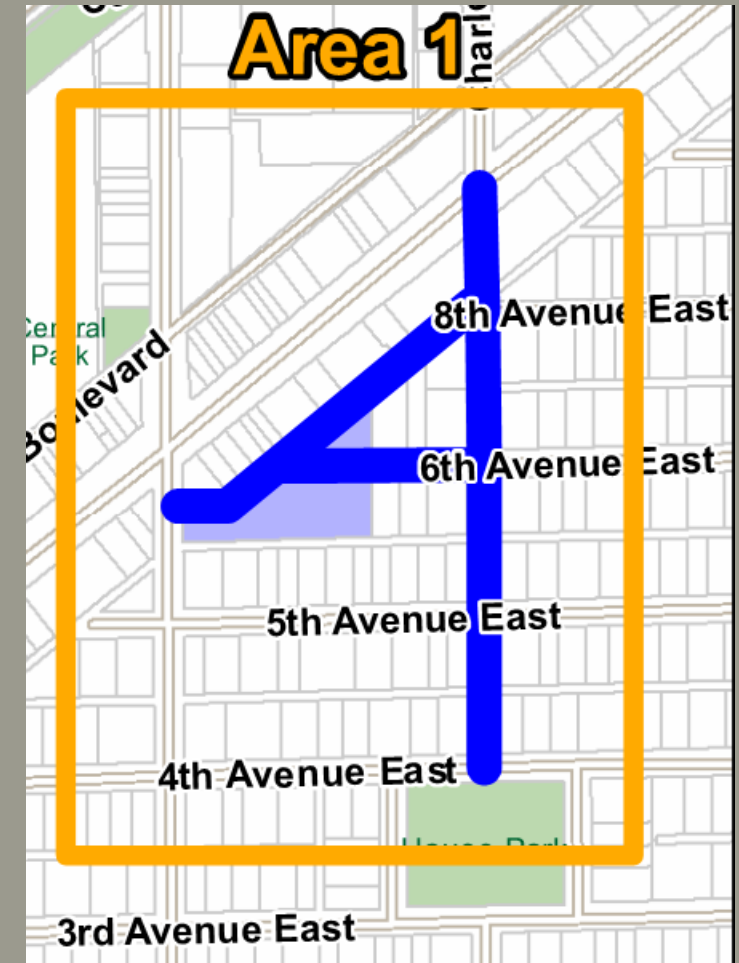
Area 1

Surface Improvements

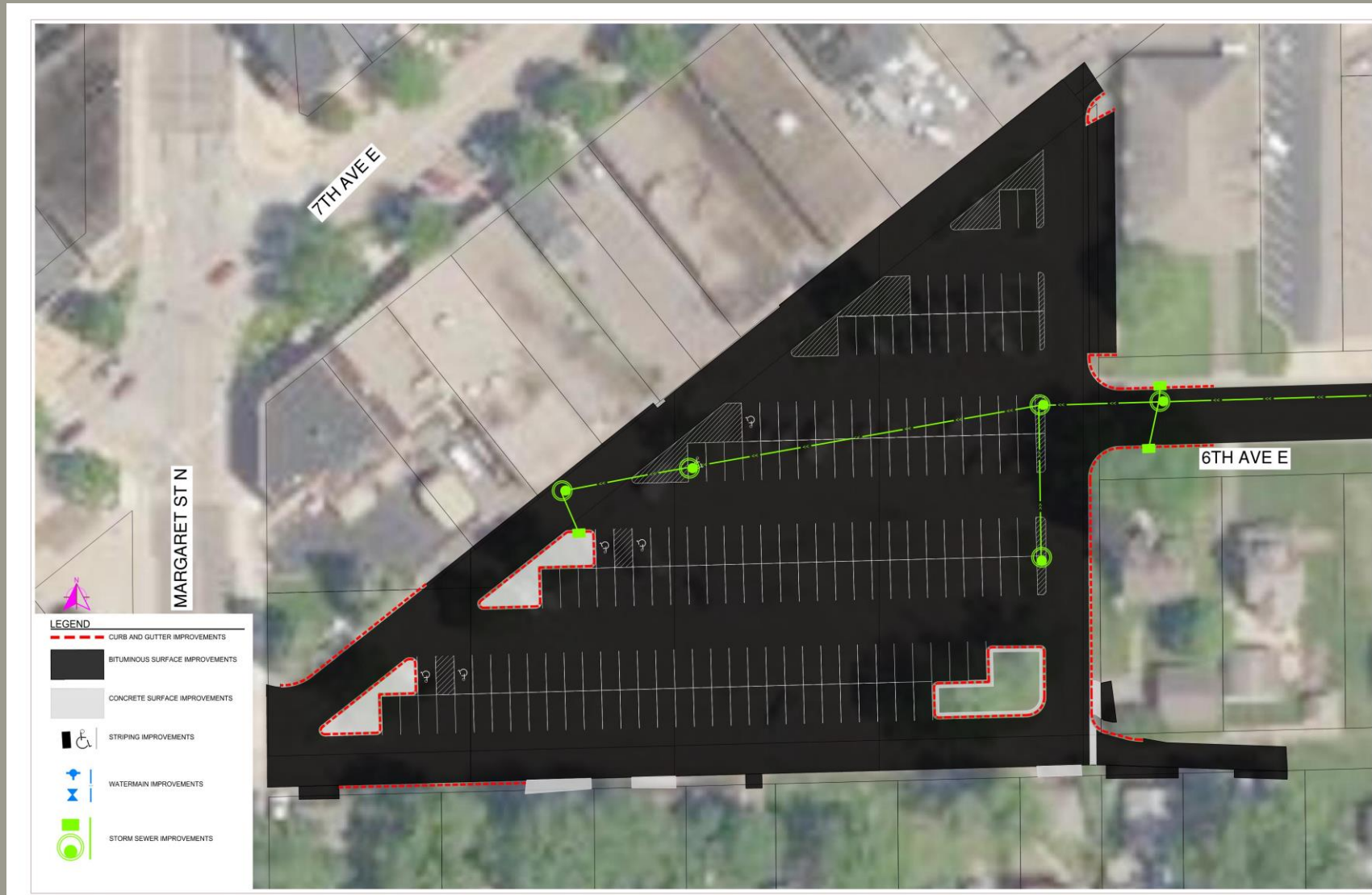
- Full Pavement Reclamation & New Curb & Gutter
- Updated Parking Lot Striping, Islands, Lighting
- Electric Vehicle Charging.
- Pavement/Curb Rehabilitation (Charles Street Only)

Underground / Utility Improvements

- Replacement of Existing Storm Sewer



Area 1



Area 1



Proposed Project Overview

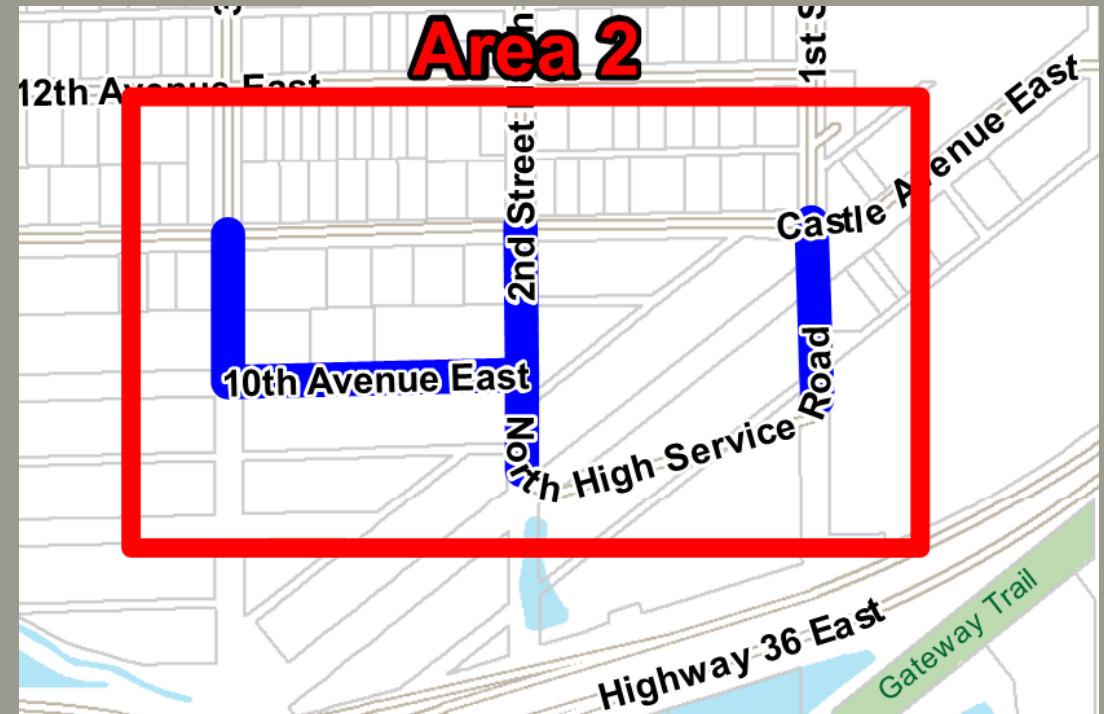
Area 2

Surface Improvements

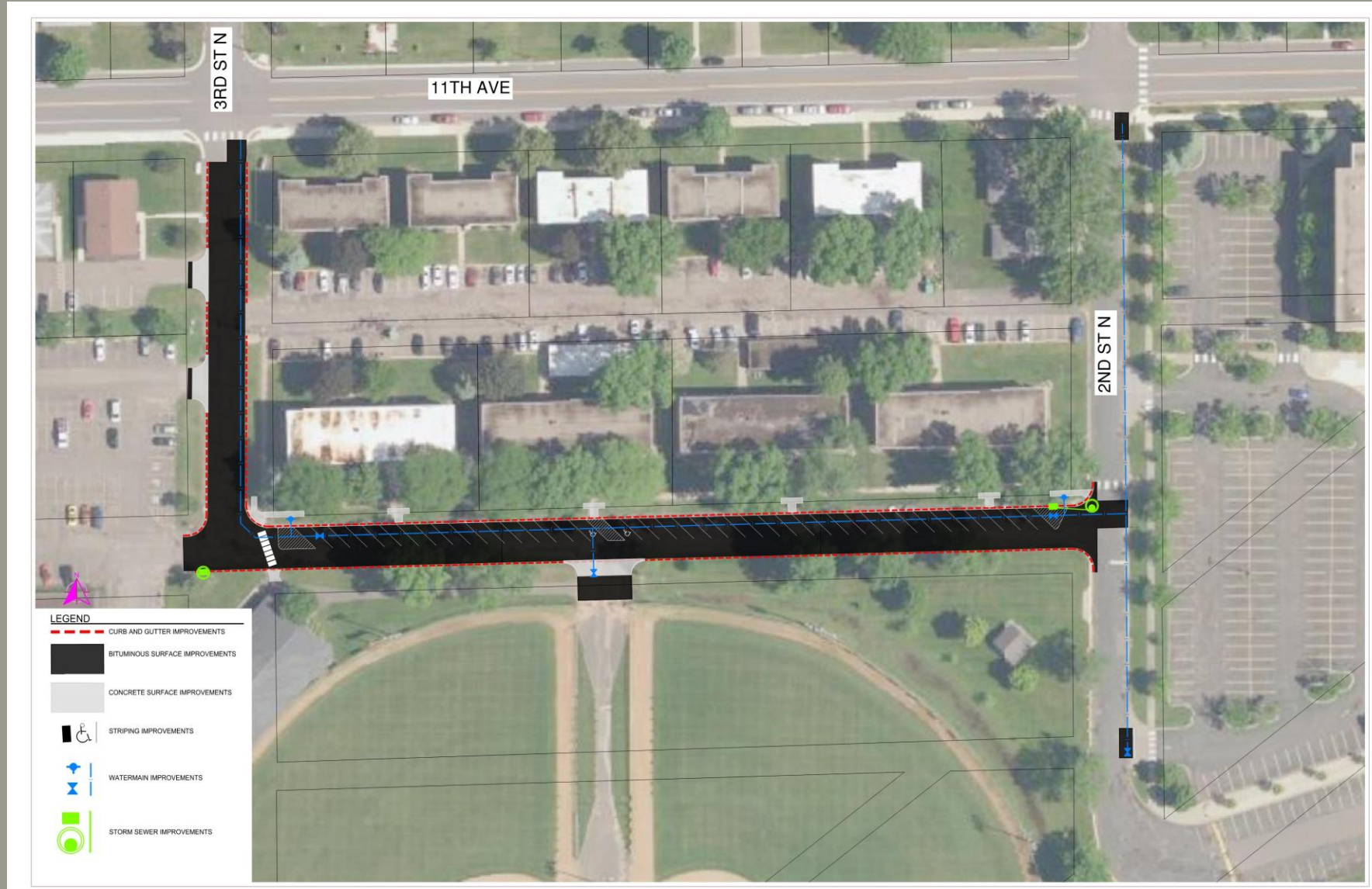
- Full Pavement Reclamation & Curb & Gutter
- Street Widening (10th Avenue)
- Sidewalk Repair

Underground / Utility Improvements

- Reconstruction/Addition of Storm Sewer
- Reconstruction of Watermain & Services



Area 2



Proposed Project Overview

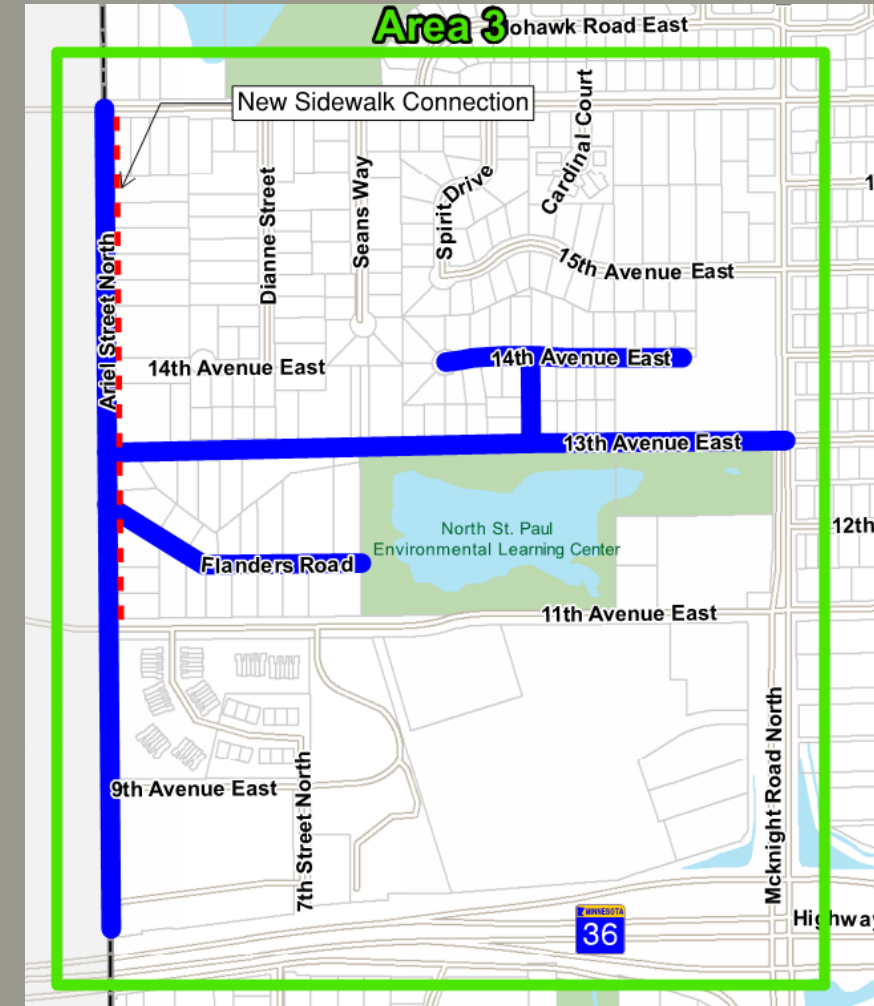
Area 3

Surface Improvements

- Street Reclamation/Rehabilitation & Spot Curb & Gutter Repair
 - Ariel Street Coordinated With City of Maplewood
- Full Street Reconstruction (Flanders Rd. Only)
- Potential New Sidewalk Connection (East Side of Ariel St.)

Underground / Utility Improvements

- Reconstruction of Watermain (Ariel St. Only)
- Spot Storm Sewer Repair



Area 3



Area 3



Area 3



Area 3



Proposed Project Costs



Project Area	Estimated Project Costs	CIP Estimate
A. AREA 1		
PARKING LOT	\$656,075.00	\$1,300,000.00
6TH AVE E	\$184,040.00	-
CHARLES ST	\$164,000.00	\$88,000.00
SUBTOTAL	\$1,004,115.00	\$1,388,000.00
B. AREA 2		
3RD ST N	\$148,050.00	\$165,200.00
10TH AVE E	\$441,000.00	\$247,800.00
2ND ST N	\$116,550.00	\$162,000.00
SUBTOTAL	\$705,600.00	\$575,000.00
C. AREA 3		
14TH AVE E	\$117,600.00	\$59,100.00
SPIRIT HILLS LN	\$51,450.00	\$17,250.00
13TH AVE E	\$211,050.00	\$165,600.00
FLANDERS RD	\$192,150.00	\$61,600.00
SUBTOTAL	\$572,250.00	\$303,550.00
TOTALS	\$2,281,965.00	\$2,266,550.00
D. AREA 3 (ARIEL STREET)		
ARIEL STREET (50% SHARED WITH CITY OF MAPLEWOOD)	\$985,500.00	\$876,000.00
ARIEL STREET SIDEWALK	\$275,000.00	-

Proposed Project Schedule



Approve Plans/Authorize Ad for Bid.....	January 18 th 2022
Open Bids.....	February 8 th 2022
Begin Construction.....	May 2022
Substantial Completion of Construction.....	October 2022
Final Completion of Construction.....	June 2023



Next Steps

- Consider resolution on approving plans and specifications & authorizing the advertisement for bid.
- Staff direction on proposed sidewalk addition on Ariel Street.



THANK YOU



**NORTH
ST. PAUL**
extraordinary.

