City of North St. Paul
City Council
Regular Meeting Agenda

December 20, 2022
6:30 PM

The City Council Meeting will be conducted on **December 20, 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 **December 20, 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
Participants accessing the meeting by phone please use the following meeting ID:
84409094358

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

I. Call to Order

II. Pledge of Allegiance

III. Roll Call
Council Member Thorsen
Council Member Petersen
Council Member Wong
Council Member Cole
Mayor Furlong

IV. Adopt Agenda

V. Presentations

A. Holiday Lights Awards

B. Recognition and Appreciation to Outgoing Council Member Candy Petersen

C. Recognition and Appreciation to Outgoing Mayor Terry Furlong

VI. Consent Agenda

A. December 6, 2022 regular council minutes

B. General Claims $1,419,141.37

C. HRA Claims $20,645.78

D. North St. Paul Police Department Mutual Aid Agreement

E. Electric Department - Purchase 6" Bore Conduit

F. Public Works - purchase of 3 new fire hydrants and supplies to install

G. Non-Union Employee COLA

H. Appointments to Arts & Culture Commission and Economic Development Authority

I. Resolution accepting donations - November 2022

VII. Meeting Open to the Public

This Open Forum is an opportunity for persons to address the City Council on items not on the agenda. A completed public comment form should be presented to the Deputy Clerk prior to the meeting. Comments will be limited to 3 minutes per person. While the City Council may ask clarifying questions of the speaker, no formal action by the City Council or discussion will be held on these items.

VIII. Public Hearings

A. Spending Plan for Use of Unobligated funds per Temporary Transfer Authority for TIF District Nos. 4-2, 4-4 and 4-6

IX. City Business Action Items & Recommendations

A. Budget amendments for the Fiscal Year 2022 budgets

B. Decertification of Tax Increment Financing District No. 4-5 (Reflex)

C. Spending Plan for Use of Unobligated funds per Temporary Transfer Authority for TIF District Nos. 4-2, 4-4 and 4-6

D. Approve Change Order No. 1 - 2022 Street and Utility Improvement Project (CP 22-02, CP 22-03, CP 22-04)

X. Reports of City Manager & Departments

XI. Reports of Council Commissions & Committees

XII. General Business

XIII. Closed Session

A. CIty Manager Review

XIV. Adjournment

The next regularly scheduled City Council meeting is January 3, 2023.

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	December 20, 2022

Agenda Placement # V.A

Presentations

Subject

Holiday Lights Awards

Background/Facts

Recommended Action

Attachments

None

Respectfully submitted,

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	December 20, 2022

Agenda Placement # V.B

Presentations

Subject

Recognition and Appreciation to Outgoing Council Member Candy Petersen

Background/Facts

Recommended Action

Attachments

None

Respectfully submitted,

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	December 20, 2022

Agenda Placement # V.C

Presentations

Subject

Recognition and Appreciation to Outgoing Mayor Terry Furlong

Background/Facts

Recommended Action

Attachments

None

Respectfully submitted,

City of North Saint Paul
December 6, 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 Brian Frandle, Assistant to the City Manager Jennie Kloos, City Engineer Morgan Dawley, Finance Director Dan Winek, Communications Consultant Kari Erpenbach, and City Attorney Soren Mattick.

IV. 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 submitted.

V. PRESENTATIONS

There were no presentations.

VI. APPROVAL OF CONSENT AGENDA

Council Member Thorsen requested that Consent Agenda Items E and I be moved to City Business.

On motion by Council Member Cole, seconded by Council Member Wong, with all present voting aye (5-0), motion carried to approve the consent agenda as amended, Resolution No. 2022-112 consisting of:

A. November 15, 2022 regular meeting minutes
B. November 15, 2022 workshop meeting minutes
C. General Claims $1,368.901.77
D. HRA Claims $2,519.77
E. 2023 City Council Meeting Calendar **Moved to City Business**
F. 2023 SCORE Grant Fund Application Approval ***Resolution No. 2022-114***
G. 2023 Annual Polling Place Designations ***Resolution No. 2022-115***

H. Resolution Approving Acceptance of Donations Received October 2022 ***Resolution No. 2022-116***
I. 2022 Annual Review of Attendance of Boards and Commission Members **Moved to City Business**
J. Towards Zero Death (TZD) Grant Agreement ***Resolution No. 2022-117***
K. Electric Department – Purchase 3, 3 – Phase Fuse Cabinets
L. Electric Department – Purchase 3, 1800' Reels of 500 mcm Aluminum High Voltage Cable

VII. MEETING OPEN TO PUBLIC

John Schmahl commented on his electric bill and expressed his concern regarding the open meeting law. City Attorney clarified the definition of the open meeting law.

Dave Nelson inquired on which city owned buildings require payments and noted his concern regarding the increase in taxes.

Glenn and Kaitlyn Petersen thanked Council Member Petersen (Glenn's mom) for all her years of service to the City and shared a special family announcement to Council Member Petersen.

VIII. PUBLIC HEARINGS

A. Truth in Taxation Hearing – 2023 Tax Levy and Budget

Finance Director Dan Winek provided a brief presentation on the 2023 tax levy and budget. He detailed the breakdown of the tax levy and stated most residents will see a 10-15% property tax increase for 2023. He noted the City's transparency during this process and encouraged residents to look into the Homestead Deadlines and Exclusions Programs for financial assistance.

Mayor Furlong opened the public hearing at 7:03 p.m.

Naomi and Rocky expressed their concern regarding their property tax increase of 30%. Mr. Winek stated the market value has increased across the City and recommended reaching out to Ramsey County Assessor's office for more information.

John Schmahl expressed his concern regarding the fee schedule and lack of input from residents.

Donald Bieniek noted the evaluation rates increasing. Mayor Furlong inquired on who is responsible for the market value equations. Mr. Winek stated the county assessor's office reevaluated a large part of North St. Paul.

Mayor Furlong closed the public hearing at 7:11 p.m.

Council Member Thorsen suggested a reduction in spending as an option to lower the tax levy and creating a budget advisory board.

Mayor Furlong questioned what amount the surplus should be at moving forward. Mr. Winek stated the surplus should be at 40-50% of the fund balance which would give the City a better credit rating.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. 2023 Municipal Fee Schedule and Rates, Ordinance No. xxx

Mr. Winek discussed shelter, open air, ball field rental, and utility rates. Parks and Recreation Commission recommended keeping the shelter and open-air rates the same as 2022 and to include all groups paying a rental fee for the field regardless of profit status. Mr. Winek noted the electric and waste water rates will increase by 2.75%, staff will look to other credit card companies to reduce cost to the City, and may recommend changes to the ordinance.

On motion by Council Member Petersen, seconded by Council Member Cole, with Mayor Furlong and Council Members Petersen, Wong, and Cole voting aye and Council Member Thorsen voting nay, (4-1), motion carried to adopt Ordinance No. 811 approving the 2023 Municipal Fee Schedule and Utility Rates.

B. 2023 Budget and Levy Overview

1. Adopt Resolution for 2023 Final General Fund Budget and Levy
2. Adopt Resolution for 2023 Final HRA Levy
3. Adopt Resolution for 2023 Final EDA Levy

Mr. Winek stated his agreement with Council Member Thorsen regarding the process of passing levies the same night as the Truth in Taxation hearing. City Attorney Mattick clarified cities do it this way but could also wait after a public hearing about Truth and Taxation if desired.

On motion by Council Member Petersen, seconded by Council Member Cole, with Mayor Furlong and Council Members Petersen, Wong, and Cole voting aye and Council Member Thorsen voting nay, (4-1), motion carried to adopt Resolution No. 118 approving the Final 2023 General Fund Budget & Setting the Final 2023 General Purpose & Debt Service Levies.

On motion by Council Member Wong, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to adopt Resolution No. 119 approving the Final 2023 Tax Levy for the North St. Paul Housing and Redevelopment Authority.

On motion by Council Member Cole, seconded by Council Member Wong, with Mayor Furlong and Council Members Petersen, Wong, and Cole voting aye and Council Member Thorsen voting nay, (4-1),), motion carried to adopt Resolution No. 120 approving the Final 2023 Tax Levy for the North St. Paul Economic Development Authority.

C. Adopt the 2023 City Non-Levy Budgets

Mr. Winek summarized the non-levy budgets and noted all of the back-up documentation is attached and will be made public on the website.

On motion by Council Member Petersen, seconded by Council Member Cole, with Mayor Furlong and Council Members Petersen, Wong, and Cole voting aye and Council Member Thorsen voting nay, (4-1), motion carried to adopt Resolution 2022-121 approving the 2023 non-levy budgets.

D. Adopt the 2023-2032 Capital Improvement Plan

Mr. Winek reviewed the Capital Improvement Plan and explained the changes suggested by Council Member Wong regarding Police Department vehicle replacement and the adjustment made to align with the Parks Improvement Plan. He noted the street and utility projects have been reprioritized to comply with the Comprehensive Plan.

On motion by Council Member Thorsen, seconded by Council Member Petersen, with all present voting aye (5-0), motion carried to adopt Resolution No. 2022-122 approving the revised 2023 to 2032 Capital Improvement Plan.

E. 2022 MnDOT Active Transportation Grant Program – Resolution of Support

City Engineer Morgan Dawley discussed information in the packet for the support of grant funds identified by MnDOT for $3.5 million dollars in improvements for 2023-2024.

Mayor Furlong inquired about a bus stop improvement. Mr. Dawley believed there would be some improvement and it could be included in the grant. Council Member Wong thanked Mr. Dawley for the grant application.

On motion by Council Member Wong, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to adopt Resolution No. 2022-123 approving support for the City of North St. Paul grant application submittal for the 2022 MnDOT active transportation grant program.

F. 2022 Crack Sealing Project – Approve Pay Voucher No. 1 and Final

Mr. Dawley showed a map of the recommended sealing project which is done approximately every 3-5 years. City staff had to subtract a few sections in order to keep it on budget.

On motion by Council Member Petersen, seconded by Council Member Thorsen, with all present voting aye (5-0), motion carried to adopt Resolution No. 2022-124 approving the Authorization of Pay Voucher No. 1 and Final Payment to the 2022 Crack Sealing Project.

G. City Council Meeting Calendar

Council Member Thorsen pulled this item and suggested it be tabled until the first meeting in January due to the new Council and Mayor. City Attorney Mattick stated the first meeting in January has to be set now and recommended setting the dates through January for the public. Council Member Wong inquired if the new Council members have been notified of this. Mr. Frandle noted no, they have not.

On motion by Council Member Petersen, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to adopt Resolution No. 113 approving the 2023 City Council meeting schedule.

H. 2022 Annual Review of Attendance of Boards and Commission Members

Council Member Thorsen pulled this item and suggested this be discussed with the new Commission and Council members. City Attorney Mattick stated it can be handled at the first meeting in January and suggested a motion to table it until the January 3rd City Council meeting.

Council Member Cole inquired about the resolution language. Assistant to City Manager Jennie Kloos clarified this is an attendance report of each meeting throughout the year as required by ordinance and it is only required to be reviewed as an informational read. Item approved as a consent item.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

Mr. Frandle noted the Police Department took drugs and money off of the street with a few major warrants. The Electric Department is still changing out decorative lights. Community Development is down to 128 requested permits. He also noted North St. Paul will be part of a pilot program regarding food waste. Fire Department had a record year for calls in 2022 and department heads will be coming to City Council meetings to provide updates in 2023.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Cole noted the EDA will meet Wednesday, December 13, at 3:00 and Parks and Recreation will meet on December 21, 2022.

Council Member Wong stated the Arts and Culture Commission meets tomorrow at 6:30 p.m. Interviews for new Commissioners and Project Snowy continues. Planning Commission met yesterday to revisit sign ordinance and noted there are currently 2 vacancies.

Council Member Petersen had nothing to report

Council Member Thorsen had nothing to report.

Mayor Furlong had nothing to report.

XII. GENERAL BUSINESS

Council Member Petersen announced the Holiday Hop and noted the generous donations received by the Christmas Tree Project that will help 17 North St. Paul families. She also reminded everyone of the free pack of LED Christmas lights from the Electric Department.

Council Member Thorsen stated this was his last City Council meeting and thanked City staff for their hard work, support, and wished everyone a Merry Christmas and Happy New Year.

Mayor Furlong noted the deadline for entry into the Christmas Light Up Contest is Saturday, judging will occur between December 14th -18th and there be a business category and a residential category. He thanked Council Member Thorsen for his service on the City Council and wished everyone a Merry Christmas.

XIII. CLOSED SESSION

There was no Closed Session.

XIV. 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 meeting at 8:06 p.m.

____

Terrence J. Furlong, Mayor

Attest: ____________________________________

Brian Frandle, City Manager / Clerk

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	December 20, 2022

Agenda Placement # VI.B

Consent Agenda

Subject

General Claims $1,419,141.37

Background/Facts

Recommended Action

Attachments

1. 12-20-2022 AP COUNCIL PACKET

Respectfully submitted,
Jacquelyn Lutmer, Finance Coordinator

NORTH ST.PAUL
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MEMORANDUM

TO:	Mayor & Council Members
FROM:	Jacquelyn Lutmer - Finance Coordinator
DATE:	December 20, 2022
SUBJECT:	Recommendation of approval of GENERAL claims list.

Claim Date					
12/16/2022	Payroll Register			$126,282.08	
12/16/2022	Payroll Direct Payables			$115,386.52	
12/16/2022	Fire Payroll Register DD			$14,467.31	
12/16/2022	Fire Payroll Direct Payables			$3,855.04	
12/15/2022	A/P Payroll Direct Payables - Union Dues	142929		$782.52	
		Payroll Subtotal		$260,773.47	

12/7/2022	Early Release Check Run	142906	$	679.99	Pre-Approved by B. Frandle
12/21/2022	UB Refund Checks	142907-142928	$	2,266.57	
12/21/2022	AP Check Run	142930-143023	$	547,372.86	
12/7/2022	Early Release Drafts	001671-001672	$	492.78	Pre-Approved by B. Frandle
12/21/2022	AP Drafts	001665-001670		29,001.71	
12/21/2022	AP Drafts	001673-001674	$	13,538.34	
12/21/2022	AP Drafts	001685-001692	$	565,015.65	
		AP Subtotal	$	1,158,367.90	
		Grand Total	$	1,419,141.37	

Approved this 20th day of December 2022

/s/ Terrence J. Furlong, Mayor by Consent Resolution
/s/ Brian Frandle, City Manager/Clerk by Consent Resolution

2400 Margaret Street, North St. Paul, MN 55109 | northstpaul.org | main 651.747.2400 | fax 651.747.2425

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	62	126,282.08
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	62	126,282.08

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 05597 12/16/2022 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-AFS202212138739	UNION DUES	D	12/16/2022		161.48	001675	161.48
E05000		EFTPS						
	I-T1 202212138739	FEDERAL WITHHOLDING	D	12/16/2022		19,909.14	001676	
	I-T3 202212138739	FICA TAXES	D	12/16/2022		16,856.34	001676	
	I-T4 202212138739	MEDICARE TAXES	D	12/16/2022		5,921.48	001676	42,686.96
H08033		H S A BANK						
	I-444202212138739	HSA ACCOUNT	D	12/16/2022		5,151.81	001677	5,151.81
I09137		I C M A DISTRIBUTION CENTER						
	I-2 202212138739	EMP/EMPR DEFERRED COMP	D	12/16/2022		11,448.62	001678	
	I-21 202212138739	EMP/EMPR DEFERRED COMP	D	12/16/2022		3,590.51	001678	
	I-26 202212138739	LOAN PAYMENTS TO ICMA	D	12/16/2022		646.52	001678	
	I-2IR202212138739	EMP/EMPR DEFERRED COM	D	12/16/2022		2,245.00	001678	17,930.65
M12900		MNEFTS						
	I-T2 202212138739	MN Income Tax WH	D	12/16/2022		8,954.84	001679	8,954.84
M13320		MN STATE RETIREMENT SYSTEM						
	I-12 202212138739	POST DEDUCTIONS	D	12/16/2022		1,000.00	001680	
	I-2MN202212138739	POST DEDUCTIONS	D	12/16/2022		75.00	001680	1,075.00
M18011		MN CHILD SUPPORT PAYMENT CENTER						
	I-3 202212138739	BI-MONTHLY CHILD SUPPORT	D	12/16/2022		513.65	001681	513.65
P16470		P E R A						
	I-91 202212138739	6634-00 REG PERA	D	12/16/2022		17,782.51	001682	
	I-92 202212138739	6634-00 PERA PD	D	12/16/2022		20,989.60	001682	
	I-94 202212138739	6634-00 PERA DCP ELECTED	D	12/16/2022		140.02	001682	38,912.13

** 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:	8	0.00	115,386.52	115,386.52
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:	8	0.00	115,386.52	115,386.52

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	30	14,467.31
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:	1	

TOTAL CHECKS:	30	14,467.31

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 05599 12/16/2022 FIRE PAYROLL -
VENDOR SET: 01 City of North St Paul *** DRAFT/OTHER LISTING ***
BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E05000		EFTPS						
	I-T1 202212138754	FEDERAL WITHHOLDING	D	12/16/2022		800.95	001683	
	I-T3 202212138754	FICA TAXES	D	12/16/2022		2,110.52	001683	
	I-T4 202212138754	MEDICARE TAXES	D	12/16/2022		493.56	001683	3,405.03
M12900		MNEFTS						
	I-T2 202212138754	MN Income Tax WH	D	12/16/2022		450.01	001684	450.01

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	0.00	3,855.04	3,855.04
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	2	0.00	3,855.04	3,855.04

PACKET: 05596 12/16/2022 PAYROLL - 8

VENDOR SET: 01 City of North St Paul **** CHECK LISTING ****

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
L12385		LOCAL UNION #160						
	I-11 202211298675	UNION DUES	R	12/15/2022		391.26	142929	
							CHECK DATE < ITEM DATE	
	I-11 202212138739	UNION DUES	R	12/15/2022		391.26	142929	782.52

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	782.52	782.52
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	782.52	782.52

NORTH ST.PAUL
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Accounting Technician
DATE: December 7, 2022
SUBJECT: Recommendation of approval of GENERAL claims list Early Release.

Claim Date				
12/7/2022	A/P Checks	142906	$	679.99
12/7/2022	Drafts	001671-001672	$	492.78
		AP Subtotal	$	1,172.77
		Grand Total	$	1,172.77

Approved this 7th day of December, 2022

Brian Frandle

City Manager

PACKET: 05590 EARLY RELEASE

VENDOR SET: 01 **** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
D04083	DONATELLI'S							
	I-12142227	2022 EMPLOYEE RECOGNITION EVEN	R	12/07/2022		679.99CR	142906	679.99

PACKET: 05590 EARLY RELEASE

VENDOR SET: 01 *** DRAFT/OTHER LISTING ***

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
P16421	PREMIER BANK							
	I-202212078710	CHECK STOCK PRINTING	D	10/26/2022		246.39CR	001671	246.39
P16421	PREMIER BANK							
	I-202212078711	CHECK STOCK PRINTING	D	11/25/2022		246.39CR	001672	246.39

** T O T A L S **	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	679.99	679.99
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	0.00	492.78	492.78
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:	3	0.00	1,172.77	1,172.77

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 05592 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		YOUNG & KEMP						
	I-000202212088717	YOUNG & KEMP	R	12/21/2022		340.54	142907	340.54
1		HERNANDEZ, ALEJANDRO						
	I-000202212088718	HERNANDEZ, ALEJANDRO	R	12/21/2022		41.03	142908	41.03
1		MCNEELY, PATRICK &						
	I-000202212088719	MCNEELY, PATRICK &	R	12/21/2022		63.40	142909	63.40
1		HOCKING, ROSANN						
	I-000202212088720	HOCKING, ROSANN	R	12/21/2022		235.84	142910	235.84
1		HALL, LINDA						
	I-000202212088721	HALL, LINDA	R	12/21/2022		155.48	142911	155.48
1		SALAME, MOHAMAD						
	I-000202212088722	SALAME, MOHAMAD	R	12/21/2022		289.51	142912	289.51
1		MARBELLUS, MATT & BRITTNIE						
	I-000202212088723	MARBELLUS, MATT & BRITTNIE	R	12/21/2022		158.86	142913	158.86
1		SCHAFER, JAMES						
	I-000202212088724	SCHAFER, JAMES	R	12/21/2022		163.40	142914	163.40
1		MEADOR, ALEXANDER						
	I-000202212088725	MEADOR, ALEXANDER	R	12/21/2022		46.48	142915	46.48
1		PERRON, NICHOLAS						
	I-000202212088726	PERRON, NICHOLAS	R	12/21/2022		54.12	142916	54.12
1		GARRETT, KAYDEN						
	I-000202212088727	GARRETT, KAYDEN	R	12/21/2022		46.49	142917	46.49
1		OYEWOLE, EMMANUEL						
	I-000202212088728	OYEWOLE, EMMANUEL	R	12/21/2022		59.03	142918	59.03
1		BUDATHOKI, MAN BAHADUR						
	I-000202212088729	BUDATHOKI, MAN BAHADUR	R	12/21/2022		52.46	142919	52.46
1		MOUA, YENG						
	I-000202212088730	MOUA, YENG	R	12/21/2022		106.35	142920	106.35
1		HICKS, DEAJANAY						
	I-000202212088731	HICKS, DEAJANAY	R	12/21/2022		14.32	142921	14.32

PACKET: 05592 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		SMITH, NEVAEN						
	I-000202212088732	SMITH, NEVAEN	R	12/21/2022		75.10	142922	75.10
1		BARE, IBRAHIM						
	I-000202212088733	BARE, IBRAHIM	R	12/21/2022		67.98	142923	67.98
1		ROACH, ORETT						
	I-000202212088734	ROACH, ORETT	R	12/21/2022		8.90	142924	8.90
1		TERNOIR, KIAS						
	I-000202212088735	TERNOIR, KIAS	R	12/21/2022		88.73	142925	88.73
1		LUND, REBECCA						
	I-000202212088736	LUND, REBECCA	R	12/21/2022		96.20	142926	96.20
1		OHS, ROBERT						
	I-000202212088737	OHS, ROBERT	R	12/21/2022		47.35	142927	47.35
1		RUTHERFORD, L C						
	I-000202212088738	RUTHERFORD, L C	R	12/21/2022		55.00	142928	55.00

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	22	0.00	2,266.57	2,266.57
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:	22	0.00	2,266.57	2,266.57

PACKET: 05601 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
1	ANTONIO RODRIGUEZ							
	I-202212028676	ANTONIO RODRIGUEZ:	R	12/21/2022		300.00CR	142930	300.00
1	ANTONIO RODRIGUEZ							
	I-202212028677	ANTONIO RODRIGUEZ:	R	12/21/2022		50.00CR	142931	50.00
1	CLAUDIA MAGEE							
	I-202212028678	CLAUDIA MAGEE:	R	12/21/2022		300.00CR	142932	300.00
1	CLAUDIA MAGEE							
	I-202212028679	CLAUDIA MAGEE:	R	12/21/2022		50.00CR	142933	50.00
1	JESSICA CHRISTEN							
	I-202212028680	JESSICA CHRISTEN:	R	12/21/2022		150.00CR	142934	150.00
1	NAKEISHA HENDERSON							
	I-202212028681	NAKEISHA HENDERSON:	R	12/21/2022		300.00CR	142935	300.00
1	ABDI WEBO							
	I-202212078690	ABDI WEBO:	R	12/21/2022		650.00CR	142936	650.00
1	JANETTE CASTRO							
	I-202212078691	JANETTE CASTRO:	R	12/21/2022		150.00CR	142937	150.00
1	MAMIE XIONG							
	I-202212078692	MAMIE XIONG:	R	12/21/2022		300.00CR	142938	300.00
1	MAMIE XIONG							
	I-202212078693	MAMIE XIONG:	R	12/21/2022		50.00CR	142939	50.00
1	ARLENE CAPISTRANT							
	I-202212138740	ARLENE CAPISTRANT:	R	12/21/2022		300.00CR	142940	300.00
1	ARLENE CAPISTRANT							
	I-202212138741	ARLENE CAPISTRANT:	R	12/21/2022		50.00CR	142941	50.00
1	DAN XIONG							
	I-202212138742	DAN XIONG:	R	12/21/2022		150.00CR	142942	150.00
1	GRETA SIKORSKI							
	I-202212138743	GRETA SIKORSKI:	R	12/21/2022		150.00CR	142943	150.00

PACKET: 05601 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
1	LEONDRA STEWARD							
	I-202212138744	LEONDRA STEWARD:	R	12/21/2022		300.00CR	142944	300.00
1	LEONDRA STEWARD							
	I-202212138745	LEONDRA STEWARD:	R	12/21/2022		50.00CR	142945	50.00
A01082	A F C TECHNOLOGIES LLC							
	I-S15438	ANNUAL FIRE ALARM COMM CENTER	R	12/21/2022		290.00CR	142946	
	I-S15439	ANNUAL FIRE ALARM CITY HALL	R	12/21/2022		290.00CR	142946	
	I-S15496	REPLACE PANEL	R	12/21/2022		260.00CR	142946	840.00
A01183	AMARIL UNIFORM CO							
	I-IV237717	UNIFORMS	R	12/21/2022		387.75CR	142947	387.75
A01184	AMAZON CAPITAL SERVICES							
	I-11GD-CJGK-TMHQ	SUPPLIES	R	12/21/2022		338.67CR	142948	
	I-1K7G-YR6J-TR4V	SUPPLIES	R	12/21/2022		576.51CR	142948	
	I-1Q9T-GJ3W-CXTW	SUPPLIES	R	12/21/2022		122.65CR	142948	1,037.83
A01310	ASPEN MILLS							
	I-304399	UNIFORMS	R	12/21/2022		352.73CR	142949	352.73
A01650	AWARDS BY HAMMOND INC							
	I-10594	PLAQUES	R	12/21/2022		319.40CR	142950	319.40
A20235	AUTONATION, INC							
	I-602335	VEHICLE REPAIRS	R	12/21/2022		1,461.93CR	142951	
	I-602793	MOUNT & BALANCE TIRES	R	12/21/2022		112.00CR	142951	1,573.93
A22500	ANITA JADER PHOTOGRAPHY							
	I-20221005	FIRE DEPT PHOTOS	R	12/21/2022		2,160.00CR	142952	2,160.00
B02049	BATTERIES PLUS BULBS							
	I-P57683099	BATTERIES	R	12/21/2022		188.85CR	142953	
	I-P57691776	BATTERY FOR LIFT STATION	R	12/21/2022		37.77CR	142953	226.62
B02296	BUSINESS WATCH INTERNATIONAL							
	I-38363	RAPID REPORTING SYSTEM	R	12/21/2022		250.00CR	142954	250.00
C03000	CALLNET							
	I-221202120101	MNTHLY ANSW SERV 12/5-1/1/23	R	12/21/2022		995.00CR	142955	995.00

PACKET: 05601 Regular Payments
VENDOR SET: 01 **** CHECK LISTING ****
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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
C03002	CAMPBELL KNUTSON PA							
	I-2076-0000G-175	NOV 2022 LEGAL SERVICES	R	12/21/2022		6,799.87CR	142956	
	I-2076-0037G-3	NOV 2022 LEGAL SERVICES	R	12/21/2022		18.00CR	142956	
	I-2076-0054G-29	NOV 2022 LEGAL SERVICES	R	12/21/2022		1,524.00CR	142956	
	I-2076-0060G-103	LEGAL SERVICES	R	12/21/2022		62.00CR	142956	
	I-2076-0065G-43	LEGAL SERVICES	R	12/21/2022		762.00CR	142956	
	I-2076-0066G-54	LEGAL SERVICES	R	12/21/2022		646.00CR	142956	
	I-2076-0067G-51	LEGAL SERVICES	R	12/21/2022		391.00CR	142956	
	I-2076-0092G-12	NOV 2022 LEGAL SERVICES	R	12/21/2022		1,292.48CR	142956	
	I-2076-0096G-5	NOV 2022 LEGAL SERVICES	R	12/21/2022		619.00CR	142956	12,114.35
C03066	CINTAS							
	I-4139270131	UNIFORMS	R	12/21/2022		111.62CR	142957	
	I-4139270155	UNIFORMS	R	12/21/2022		46.96CR	142957	
	I-4139270191	UNIFORMS	R	12/21/2022		81.11CR	142957	
	I-4139962573	UNIFORMS	R	12/21/2022		81.11CR	142957	320.80
C03091	CES IMAGING							
	I-INV146219	NOV 2022 COPIER LEASE	R	12/21/2022		261.15CR	142958	261.15
C03093	CARSTAR BIGHLEY AUTO BODY							
	I-178ef486	VEHICLE REPAIR	R	12/21/2022		1,795.89CR	142959	
	I-8c5ed290	HAIL DAMAGE REPAIR	R	12/21/2022		500.00CR	142959	2,295.89
C03097	LIFE INSURANCE CO OF NO AMERICA							
	I-202212158757	DEC 2022 HOSPITAL INS	R	12/21/2022		39.56CR	142960	
	I-202212158758	DEC 2022 CRITICAL ILLNESS	R	12/21/2022		44.49CR	142960	
	I-202212158759	DEC 2022 ACCIDENT INS	R	12/21/2022		93.75CR	142960	177.80
C03139	COMCAST							
	I-202212078697	FD CABLE SERV 12/7/22-1/6/23	R	12/21/2022		23.00CR	142961	
	I-202212138748	DIGITAL ADT SERV CH 12/14-1/13	R	12/21/2022		6.42CR	142961	29.42
C03282	CUSTOM TRUCK ONE SOURCE							
	I-2022007062635	711 SUBLET FOR BUCKET 2 SPEED	R	12/21/2022		8,500.72CR	142962	8,500.72
C09000	CHRIS MASTELL TRAILER RENTALS, INC							
	I-18454	GARBAGE CAN STORAGE CONTAINERS	R	12/21/2022		6,400.00CR	142963	6,400.00
C21221	CENTURY LINK							
	I-202212138746	PHONE SERVICE 12/1-12/31/22	R	12/21/2022		237.84CR	142964	237.84

PACKET: 05601 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
D04040	DDA HUMAN RESOURCES INC							
	I-00000533	2022 PROFESSIONAL CONSULTING	R	12/21/2022		3,469.00CR	142965	3,469.00
E05125	EMERGENCY APPARATUS MTN							
	I-125590	ENGINE 520 REPAIRS	R	12/21/2022		1,392.29CR	142966	1,392.29
E05126	EMERGENCY AUTOMOTIVE TECHNOLOGIES INC							
	I-SVC22118C	POLICE UNIT VEHICLE SERVICE	R	12/21/2022		1,506.00CR	142967	
	I-SVC22118D	POLICE UNIT VEHICLE SERVICE	R	12/21/2022		776.30CR	142967	2,282.30
E10050	ERICKSON BELL BECKMAN & QUINN PA							
	I-1130223	LEGAL SERVICES	R	12/21/2022		7,374.11CR	142968	7,374.11
F06145	FLEX HOLDINGS, LLC							
	I-202212138752	TIF DISTRICT 4-5 PAY GO	R	12/21/2022		63,330.71CR	142969	63,330.71
G07176	GOPHER STATE ONE CALL							
	I-2110642	LOCATE TICKETS	R	12/21/2022		112.05CR	142970	112.05
H08025	HEJNY RENTALS INC							
	I-356693	CHIPPER RENTAL	R	12/21/2022		295.09CR	142971	295.09
H08127	HILLCREST BRAKE & ALIGN							
	I-9379	4 TIRES & BALANCE	R	12/21/2022		100.00CR	142972	
	I-9427	4 TIRES & BALANCE	R	12/21/2022		100.00CR	142972	
	I-9480	BATTERY	R	12/21/2022		191.99CR	142972	391.99
H08165	HOME DEPOT							
	I-1611925	IRRIGATION POWER SUPPLY	R	12/21/2022		179.91CR	142973	
	I-3011672	SUPPLIES	R	12/21/2022		18.17CR	142973	
	I-4051938	SUPPLIES	R	12/21/2022		235.15CR	142973	
	I-5020956	SUPPLIES	R	12/21/2022		25.44CR	142973	
	I-5828620	TOOLS	R	12/21/2022		199.00CR	142973	
	I-9010607	SUPPLIES	R	12/21/2022		5.23CR	142973	662.90
H08185	HUMERATECH							
	I-220844	PW BOILER REPAIR	R	12/21/2022		1,693.74CR	142974	
	I-220845	CITY HALL MOTOR REPAIRS	R	12/21/2022		1,166.13CR	142974	
	I-220876	HEAT PUMP REPAIRS COMM CENTER	R	12/21/2022		8,135.00CR	142974	
	I-220879	HEATER REPAIRS	R	12/21/2022		480.00CR	142974	
	I-220882	HVAC REPAIRS IN COMM CENTER	R	12/21/2022		615.00CR	142974	
	I-220884	BOILER REPLACEMENT	R	12/21/2022		17,756.86CR	142974	29,846.73

PACKET: 05601 Regular Payments
VENDOR SET: 01 **** CHECK LISTING ****
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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
H14077	CORE & MAIN LP							
	I-S026438	WATER METER PARTS	R	12/21/2022		715.29CR	142975	
	I-S035708	WATER METER PARTS	R	12/21/2022		205.73CR	142975	
	I-S035722	COUPLINGS FOR WATER MAIN	R	12/21/2022		2,230.13CR	142975	3,151.15
L12099	LAW ENFORCEMENT LABOR SERVICES							
	I-202212078707	DEC 2022 UNION DUES	R	12/21/2022		1,040.00CR	142976	1,040.00
L12384	LOCAL UNION #320							
	I-202212078708	LOCAL 320 DEC 2022 UNION DUES	R	12/21/2022		1,556.00CR	142977	1,556.00
M13028	METRO PRODUCTS INC							
	I-170609	SUPPLIES	R	12/21/2022		763.88CR	142978	
	I-170611	098 SHOP SUPPLIES	R	12/21/2022		40.74CR	142978	804.62
M13056	CITY OF MAPLEWOOD							
	I-012486	EAST METRO TRAINING	R	12/21/2022		6,800.00CR	142979	6,800.00
M13056	CITY OF MAPLEWOOD							
	I-202212138747	DEC 2022 UB/NOV 2022 USEAGE	R	12/21/2022		34,002.44CR	142980	34,002.44
M13074	MET COUNCIL ENVIRONMENTAL SVCS							
	I-0001148969	JAN 2023 WASTWATER FEE	R	12/21/2022		87,413.73CR	142981	87,413.73
M13081	MUNICIPAL EMERGENCY SERVICES							
	I-IN1797738	FIREFIGHTER BOOTS	R	12/21/2022		1,197.93CR	142982	1,197.93
M13192	MN BENEFIT ASSOC							
	I-2022-0180867	NOV 2022 LIFE INS	R	12/21/2022		71.17CR	142983	
	I-2022-0183612	DEC 2022 LIFE INS	R	12/21/2022		71.17CR	142983	142.34
M13217	MN FIRE SERV CERT BOARD MSFCB							
	I-10604	CERTIFICATION EXAM	R	12/21/2022		304.50CR	142984	304.50
M13232	MN DEPT OF LABOR & INDUSTRY							
	I-ABR0295825X	COMM CENTER BOILER	R	12/21/2022		10.00CR	142985	
	I-ABR0296721X	CH BOILER & PRESSURE VESSEL	R	12/21/2022		20.00CR	142985	
	I-ALR0139088X	COMM CENTER ELEVATOR PERMIT	R	12/21/2022		100.00CR	142985	130.00
M13383	M&M ROGNESS EQUIPMENT CO							
	I-18873	503 FITTING FOR PLOW	R	12/21/2022		20.24CR	142986	20.24

PACKET: 05601 Regular Payments

VENDOR SET: 01 **** CHECK LISTING ****

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
M14074	MNSPECT LLC							
	I-0094418-IN	INSPECTION PERMITS	R	12/21/2022		19,388.86CR	142987	19,388.86
N07096	NAPA AUTO PARTS							
	I-3617-192696	712 SERPINTINE BELT	R	12/21/2022		73.37CR	142988	
	I-3617-193091	515 WIPER BLADES	R	12/21/2022		67.96CR	142988	
	I-3617-193450	VEHICLE SUPPLIES	R	12/21/2022		100.99CR	142988	242.32
N14010	NARDINI FIRE EQUIPMENT							
	I-IV00225186	INSPECT NOVEC SYSTEM	R	12/21/2022		582.00CR	142989	582.00
N14080	NUSS TRUCK & EQUIPMENT							
	I-4730424P	504 COOLANT TANK	R	12/21/2022		458.54CR	142990	
	I-4731653P	504 PARTS FOR COOLANT TANK	R	12/21/2022		9.31CR	142990	467.85
N14145	NORTH COUNTRY GARAGE DOOR							
	I-5608	REWIRED/PROGRAMMED NEW REMOTE	R	12/21/2022		275.00CR	142991	275.00
N14183	NINENORTH							
	I-2022-232	NOV 2022 MEETING AV SERVICES	R	12/21/2022		2,622.66CR	142992	2,622.66
N14212	NORTH ST PAUL FIRE RELIEF							
	I-202212158756	2022 NSP FIRE RELIEF CONTRIBUT	R	12/21/2022		14,113.37CR	142993	14,113.37
O15020	OFFICE OF THE SECRETARY OF STATE							
	I-202212138751	NOTARY COMMISSION APPLICATION	R	12/21/2022		120.00CR	142994	120.00
O15045	OTTER LAKE ANIMAL HOSPITAL							
	I-229643	RESCUE BOARDING	R	12/21/2022		295.80CR	142995	295.80
P16285	PLUNKETT'S PEST CONTROL							
	I-7842593	DEC 2022 PEST CONTROL CC	R	12/21/2022		39.83CR	142996	
	I-7842594	DEC 2022 PEST CONTROL PW	R	12/21/2022		43.72CR	142996	
	I-7842595	DEC 2022 PEST CONTROL CH	R	12/21/2022		38.95CR	142996	122.50
P16435	PREMIUM WATERS							
	I-319112369	WATER SERVICE	R	12/21/2022		18.00CR	142997	
	I-319135316	WATER SERVICE	R	12/21/2022		6.00CR	142997	
	I-319143896	WATER SERVICE	R	12/21/2022		22.50CR	142997	46.50
Q17033	QUALITY LOACKSMITH SERVICE INC.							
	I-QLS24043	REPAIR LOCK TO LIBRARY DOOR	R	12/21/2022		1,720.96CR	142998	1,720.96

PACKET: 05601 Regular Payments
VENDOR SET: 01 **** CHECK LISTING ****
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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
R18010	RAMSEY COUNTY							
	I-EMCOM-010477	NOV 2022 FLEET SUPPORT	R	12/21/2022		620.88CR	142999	
	I-EMCOM-010510	NOV 2022 911 DISPATCH SERVICES	R	12/21/2022		7,532.63CR	142999	
	I-EMCOM-010512	NOV 2022 CAD SERVICES	R	12/21/2022		1,248.67CR	142999	
	I-RESFA-005986	NOV 2022 PW TIPPING	R	12/21/2022		423.45CR	142999	
	I-RESFA-005998	NOV 2022 RESIDENTAIL TIPPING	R	12/21/2022		24,895.92CR	142999	34,721.55
R18022	RAMSEY COUNTY-CEC- ENVIRONMENT HEALTH							
	I-202212138753	NOV 2022 CEC HAULER	R	12/21/2022		12,903.76CR	143000	12,903.76
R18135	ROC INC							
	I-88615	DEC 2022 JANITORIAL SERV CH	R	12/21/2022		2,971.10CR	143001	
	I-88620	DEC 2022 JANITORIAL SERV PW	R	12/21/2022		1,204.50CR	143001	
	I-88621	DEC 2022 JANITORIAL SERV LIB	R	12/21/2022		880.00CR	143001	5,055.60
R18170	CITY OF ROSEVILLE							
	I-0231444	IT SUPPORT SERVICES	R	12/21/2022		18,431.38CR	143002	18,431.38
R18192	ROYAL TIRE INC							
	I-337-59115	2 NEW TIRES	R	12/21/2022		323.80CR	143003	
	I-337-59189	509 SERVICE CALL	R	12/21/2022		356.14CR	143003	679.94
S19233	SPECTACULAR CLEANING LLC							
	I-0208	DEC 2022 JANITORIAL SERV	R	12/21/2022		860.00CR	143004	
	I-0209	DEC 2022 JANITORIAL SERV	R	12/21/2022		760.00CR	143004	
	I-0210	NOV 2022 EVENT JANITORIAL	R	12/21/2022		1,215.00CR	143004	
	I-0211	NOV 2022 EVENT JANITORIAL	R	12/21/2022		315.00CR	143004	3,150.00
S19409	STAR TRIBUNE							
	I-I00440993-11062022	ADVERTISING NOTICES	R	12/21/2022		131.04CR	143005	
	I-I00441537-11132022	ADVERTISING NOTICES	R	12/21/2022		182.88CR	143005	
	I-I00441537-11202022	ADVERTISING NOTICES	R	12/21/2022		182.88CR	143005	496.80
S19433	STAPLES ADVANTAGE							
	I-3524851386	PAPER TOWELS FOR BUILDINGS	R	12/21/2022		793.32CR	143006	793.32
S19485	SUN LIFE FINANCIAL							
	I-202212078709	LTD - DEC 2022	R	12/21/2022		1,777.82CR	143007	
	I-202212078712	LIFE - DEC 2022	R	12/21/2022		1,434.96CR	143007	3,212.78
S19486	SUPERIOR PROPERTY MAINTEN							
	I-9973	DOWNTOWN PLOWING	R	12/21/2022		5,763.75CR	143008	5,763.75

PACKET: 05601 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
T08169	THE HARTFORD							
	I-202212078713	STD - DEC 2022	R	12/21/2022		247.49CR	143009	247.49
T11300	THE LEADERSHIP GROWTH GROUP							
	I-23218	2023 LEADERSHIP GROWTH	R	12/21/2022		600.00CR	143010	600.00
T19150	T A SCHIFSKY & SONS INC							
	I-22-214/#2	PARKING LOT REHAB	R	12/21/2022		74,253.45CR	143011	
	I-68659	ASPHAULT FOR WATER BREAK	R	12/21/2022		520.15CR	143011	74,773.60
T20076	TOSHIBA FINANCIAL SERVICES							
	I-5022703950	COPIER LEASE	R	12/21/2022		165.52CR	143012	165.52
T20117	TAYLOR PRINT IMPRESSIONS							
	I-6991625	CITY ENVELOPES	R	12/21/2022		865.98CR	143013	865.98
T20126	TENNIS SANITATION LLC							
	I-3451481	NOV 2022 SOLID WASTE	R	12/21/2022		47,844.13CR	143014	
	I-3451533	NOV 2022 - 2538 SEPPALA	R	12/21/2022		273.00CR	143014	
	I-3451535	NOV 2022 - 2290 1ST ST N	R	12/21/2022		91.00CR	143014	
	I-3451536	NOV 2022 - 2400 MARGARET ST	R	12/21/2022		91.00CR	143014	48,299.13
T20161	THOMPSON REUTERS - WEST							
	I-847466751	NOV 2022 SUBSCRIPTION CHARGE	R	12/21/2022		216.65CR	143015	216.65
T20191	TIMESAVER OFF SITE SECRETARIAL INC.							
	I-M27805	CITY COUNCIL/PARKS MEETINGS	R	12/21/2022		798.50CR	143016	798.50
T20240	T & R ELECTRIC SUPPLY CO							
	I-170357	PCB TEST	R	12/21/2022		20.00CR	143017	20.00
T20285	TRI STATE BOBCAT INC							
	I-A12573	606 SWITCH	R	12/21/2022		39.78CR	143018	
	I-A12597	672/678 SKID BRACKETS	R	12/21/2022		435.96CR	143018	
	I-A12768	672 SNOWBLOWER CUTTING EDGE	R	12/21/2022		192.60CR	143018	
	I-A12769	678 SNOWBLOWER CUTTING EDGE	R	12/21/2022		192.60CR	143018	860.94
T20420	TRAFFIC CONTROL CORPORATION							
	I-139030	LED TRAFFIC LIGHTS	R	12/21/2022		282.00CR	143019	282.00
U21206	UNITED JIU JITSU							
	I-0002371	SELF-DEFENSE CLASS	R	12/21/2022		1,080.00CR	143020	1,080.00

PACKET: 05601 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
U21218	U S BANK							
	I-6735048	2021A PAYING AGENT FEE	R	12/21/2022		500.00CR	143021	500.00
W23041	WATER CONSERVATION SERVICE INC							
	I-12751	WATERMAIN LEAK LOCATE	R	12/21/2022		323.75CR	143022	323.75
Z26047	ZAYO GROUP LLC							
	I-2022120011274	NOV 2022 FIBER SERV	R	12/21/2022		5,631.25CR	143023	5,631.25

PACKET: 05601 Regular Payments

VENDOR SET: 01 *** DRAFT/OTHER LISTING ***

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E05241	ELAVON							
	I-202212138749	NOV 2022 CC SERVICE FEES	D	12/02/2022		16,368.93CR	001685	16,368.93
G07113	GLOBALPAYMENTS							
	I-202212138750	NOV 2022 PARK RENTAL FEE	D	12/02/2022		325.16CR	001687	325.16
F06476	FP MAILING SOLUTIONS							
	I-202212078699	DEC 2022 POSTAGE	D	12/06/2022		500.00CR	001686	500.00
K11454	KWIK TRIP INC							
	I-202212078706	NOV 2022 MOTOR FUEL	D	12/14/2022		595.32CR	001688	595.32
V22055	VANCO E-SERVICES							
	I-00013052422	NOV 2022 GATEWAY SERVICE	D	12/15/2022		132.84CR	001692	132.84
K11454	KWIK TRIP INC							
	I-202212078700	NOV 2022 MOTOR FUEL	D	12/16/2022		2,409.73CR	001689	
	I-202212078701	NOV 2022 MOTOR FUEL	D	12/16/2022		541.51CR	001689	
	I-202212078702	NOV 2022 MOTOR FUEL	D	12/16/2022		235.12CR	001689	
	I-202212078703	NOV 2022 MOTOR FUEL	D	12/16/2022		403.68CR	001689	
	I-202212078704	NOV 2022 MOTOR FUEL	D	12/16/2022		1,039.70CR	001689	
	I-202212078705	NOV 2022 MOTOR FUEL	D	12/16/2022		4,741.53CR	001689	9,371.27
M13248	MN DEPT OF REVENUE							
	I-202212158755	DEC 2022 SALES & USE TAX	D	12/20/2022		54,919.00CR	001690	54,919.00
M13300	M M P A - C/O AVANT ENERGY							
	I-3781	POWER BILLING NOV 2022	D	12/20/2022		482,803.13CR	001691	482,803.13

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	94	0.00	547,372.86	547,372.86
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	8	0.00	565,015.65	565,015.65
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:	102	0.00	1,112,388.51	1,112,388.51

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 05588 Regular Payments

VENDOR SET: 01 *** DRAFT/OTHER LISTING ***

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
P16421	PREMIER BANK							
	I-202212058682	APR 2022 CC RECONCILIATION	D	5/04/2022		5,026.99CR	001665	5,026.99
P16421	PREMIER BANK							
	C-202212058684	MAY 2022 CC RETURN	D	6/04/2022		354.34	001666	
	I-202212058683	MAY 2022 CC RECONCILIATION	D	6/04/2022		6,672.29CR	001666	6,317.95
P16421	PREMIER BANK							
	C-202212058686	JUN 2022 CC RETURN	D	7/04/2022		90.00	001667	
	I-202212058685	JUN 2022 CC RECONCILIATION	D	7/04/2022		2,806.41CR	001667	2,716.41
P16421	PREMIER BANK							
	I-202212058687	JUL 2022 CC RECONCILIATION	D	8/04/2022		9,227.33CR	001668	9,227.33
P16421	PREMIER BANK							
	I-202212058688	AUG 2022 CC RECONCILIATION	D	9/04/2022		2,264.99CR	001669	2,264.99
P16421	PREMIER BANK							
	I-202212058689	SEP 2022 CC RECONCILIATION	D	10/04/2022		3,448.04CR	001670	3,448.04

* * 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:	6	0.00	29,001.71	29,001.71
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:	6	0.00	29,001.71	29,001.71

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 05593 CC DRAFTS

VENDOR SET: 01 *** DRAFT/OTHER LISTING ***

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
P16421	PREMIER BANK							
	I-202212088714	OCT 2022 CC RECONCILIATION	D	11/04/2022		9,320.69CR	001673	9,320.69
P16421	PREMIER BANK							
	C-202212088716	NOV 2022 CC STATEMENT RETURN	D	12/04/2022		107.36	001674	
	I-202212088715	NOV 2022 CC RECONCILIATION	D	12/04/2022		4,325.01CR	001674	4,217.65

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	0.00	13,538.34	13,538.34
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:	2	0.00	13,538.34	13,538.34

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	December 20, 2022

Agenda Placement # VI.C

Consent Agenda

Subject

HRA Claims $20,645.78

Background/Facts

Recommended Action

Attachments

1. 12-20-2022 HRA AP COUNCIL PACKET

Respectfully submitted,
Jacquelyn Lutmer, Finance Coordinator

NORTH
ST.PAUL
extraordinary.

MEMORANDUM

TO:	HRA Chairman and Commissioners
FROM:	Jacquelyn Lutmer - Finance Coordinator
DATE:	December 20, 2022
SUBJECT:	Recommendation of approval of HRA claims list.

Claim Date			
12/21/2022	A/P Check Register	143024-143027	$ 20,645.78
		Total	$20,645.78

Approved this 20th day of December 2022

/s/ Terrence J. Furlong, Mayor by Consent Resolution
/s/ Brian Frandle, City Manager/Clerk by Consent Resolution

PACKET: 05602 HRA

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
L12462	LYMAN LUMBER COMPANY							
	I-855647	LUMBER FOR STUDENT BUILD	R	12/21/2022		10,897.20CR	143024	
	I-855701	LUMBER FOR STUDENT BUILD	R	12/21/2022		3,052.21CR	143024	
	I-856123	LUMBER FOR STUDENT BUILD	R	12/21/2022		79.61CR	143024	
	I-856124	LUMBER FOR STUDENT BUILD	R	12/21/2022		149.27CR	143024	
	I-856308	LUMBER FOR STUDENT BUILD	R	12/21/2022		149.64CR	143024	14,327.93
M13110	MENARDS-OAKDALE							
	I-54637	SUPPLIES FOR STUDENT BUILD	R	12/21/2022		119.91CR	143025	
	I-55334	SUPPLIES FOR STUDENT BUILD	R	12/21/2022		128.94CR	143025	248.85
M13289	MIDSTATE EXCAVATING							
	I-22-400	DIG/BLACKFILL	R	12/21/2022		6,000.00CR	143026	6,000.00
O15032	ON-SITE SANITATION							
	I-0001448325	RESTROOM FOR STUDENT BUILD	R	12/21/2022		69.00CR	143027	69.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	4	0.00	20,645.78	20,645.78
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:	4	0.00	20,645.78	20,645.78

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	December 20, 2022

Agenda Placement # VI.D

Consent Agenda

Subject

North St. Paul Police Department Mutual Aid Agreement

Background/Facts

Mutual Aid Agreement between the City of North Saint Paul, Ramsey County, City of St. Anthony Village, the City of Saint Paul, the City of Mounds View, the City of White Bear Lake, the City of Roseville, the City of Maplewood, and the City of New Brighton

In order to protect public peace and safety, and to preserve the lives and property of people in each jurisdiction, it is vital to have relationships with surrounding agencies and provide the necessary help in responding to critical incidents. The parties entering this mutual aid pact agree to furnish assistance to one another in the event of an emergency.

The general purpose of this agreement is to enable the parties and their respective law enforcement personnel to come to the aid of each party to this agreement as permitted in Minnesota Statutes §471.59 and Minnesota Statutes, Chapter 12.

A participating political subdivision may request assistance (a “Requesting Party”) from the other participating subdivision (a “Providing Party”) to respond to an Emergency or as a participant in drills or exercises authorized under legislation or this Mutual Aid Agreement. A request for Assistance shall be made by a Requesting Party to a Providing Party by contacting the Providing Official or their designee. Requests may either be verbal or in writing. Any verbal requests will be followed by a written request made by the Requesting Party to a Providing Official or their designee as soon as practical or within such period of time as provided by law.

Requests and responses to requests under this Agreement are limited to law enforcement personnel assistance services, equipment, supplies, and related resources.

Any party may withhold resources to the extent necessary to provide reasonable protection and services within its own jurisdiction.

Any Providing Party may recall assistance at any time in the best interests of that Party.

Recommended Action

I recommend entering this mutual aid agreement. As the smallest municipal agency in this agreement, we are dependent on the assistance and resources of neighboring agencies during larger emergencies that impact our city. We are also willing and able to provide help to any neighboring agency in the event of an emergency that impacts another city. This agreement will enable continuity of collaboration and cooperation among all agencies in Ramsey County so that we may provide our citizens, as well as our fellow co-workers, with the necessary resources to provide them safety and security during times when it is needed the most.

Attachments

1. 2023 Mutual Aid Agreement Ramsey County Consortium

Respectfully submitted,
Phil Baebenroth, Police Chief

MUTUAL AID AGREEMENT

THIS MUTUAL AID AGREEMENT ("Agreement") is made effective as of January 1, 2023, by and among the City of Saint Paul, Ramsey County, City of St. Anthony Village, the City of North Saint Paul, the City of Mounds View, the City of White Bear Lake, the City of Roseville, the City of Maplewood, and the City of New Brighton, all political subdivisions of the State of Minnesota, that either constitute, or are located within, Ramsey County, collectively referred to as "Parties", pursuant to the provisions of Minnesota Statutes §471.59, the Joint Powers Act ("Agreement").

WHEREAS, The Parties desire to be prepared to adequately address fire, flood, natural disaster, civil disturbance, or any other Emergency that may occur within the jurisdictions of the Parties; and

WHEREAS, In order to protect the public peace and safety, and to preserve the lives and property of people in each jurisdiction, the Parties agree to furnish Assistance to one another in the event of an Emergency.

NOW, THEREFORE, The Parties hereby agree to furnish Assistance to each other upon the terms and conditions set forth in this Agreement.

I. Purpose

The general purpose of this Agreement is to enable the Parties and their respective law enforcement personnel to come to the aid of each Party to this Agreement as permitted in Minnesota Statutes §471.59 and Minnesota Statutes, Chapter 12. This Agreement is limited to the named Parties.

II. Definitions

The capitalized terms in this Agreement shall have the following meanings:

Assistance means the provision of law enforcement personnel, services, equipment, supplies and related resources.

Emergency means any disaster or a combination of circumstances that calls for immediate action to prevent a disaster, including, but not limited to, a multi-alarm fire; casualty involving the damage, collapse or destruction of private or public infrastructure; accident or incident involving one or more modes of transportation including, but not limited to air, rail, vehicular or watercraft; civil disorder or disturbance; release of contaminates or pollutants, hazardous substances or hazardous waste that necessitates the evacuation of occupants from structures or some defined geographic area; any quarantine or limitation on the movement of persons due to disease or threat to health and safety of the general population; any threat to national security; "Disaster" and

"Emergency" as defined in Minnesota Statutes §12.03, Subdivisions 2 & 3, respectively; and "Emergency" and "Major Disaster" as defined in 44 CFR Sections 206.2(a)(9) and (17) respectively.

Federal means the United States of America.

Incident Commander means the ranking peace officer designated by the Requesting Party(ies) to be responsible for overseeing the management of any Assistance and for the planning, logistics and finances at the field level during an Emergency.

Officer(s) means any law enforcement personnel of the Parties.

Party means a governmental unit as defined by Minnesota Statutes, §471.59, Subdivision 1. "Parties" shall collectively mean more than one Party.

Providing Party means the entity that provides mutual aid Assistance to the Requesting Party.

Providing Official means the person designated by a Providing Party who is responsible to determine whether and to what extent that Party should provide Assistance to the Requesting Party(ies).

Requesting Party means the entity that requests mutual aid Assistance under this Agreement.

Self-Deployment means deploying resources without a request for mutual aid Assistance from a Requesting Party.

State means the State of Minnesota.

III. Assistance

A participating political subdivision may request Assistance (a "Requesting Party") from the other participating subdivision (a "Providing Party") to respond to an Emergency or as a participant in drills or exercises authorized under legislation or this Mutual Aid Agreement. A request for Assistance shall be made by a Requesting Party to a Providing Party by contacting the Providing Official or their designee. Requests may either be verbal or in writing. Any verbal requests will be followed by a written request made by the Requesting Party to a Providing Official or their designee as soon as practical or within such period of time as provided by law.

Requests and responses to requests under this Agreement are limited to law enforcement personnel assistance services, equipment, supplies, and related resources.

In the case of an Emergency for which a Requesting Party will seek reimbursement of costs from the Federal Emergency Management Agency (FEMA) or the State of Minnesota, a Requesting Party shall make the request for Assistance to each Providing Party and the Incident Commander shall monitor and oversee the documentation of the performance of Emergency work and the documentation of reasonable and reimbursable costs of a Providing Party in accordance with the FEMA Disaster Assistance Policy and will disburse the Federal share of funds owed to a Providing Party.

In response to a request for Assistance under this Agreement, a Providing Party may authorize and direct personnel to provide aid to a Requesting Party. The Providing Party(ies) shall provide personnel who possess the required qualifications along with the equipment and supplies of the Providing Party(ies) to a Requesting Party at the discretion of the Providing Party(ies) within the scope of aid deemed necessary by a Requesting Party and the Incident Commander.

IV. Limitations

A Party's decision to provide Assistance in response to, or recovery from, an Emergency, or in authorized drills or exercise is subject to the following conditions:

A.) Any Party may withhold resources to the extent necessary to provide reasonable protection and services within its own jurisdiction.

B.) Any Providing Party may recall Assistance at any time in the best interests of that Party.

C.) Emergency response personnel of a Providing Party shall follow the policies and procedures of the Providing Party and will be under the Providing Party's command and control but will follow the operational direction of the Incident Commander and be subject to the incident management system of the Requesting Party(ies).

D.) Assets and equipment of a Providing Party shall remain under the control of the Providing Party but shall be under the operational control of the Incident Commander within the incident management system of the Requesting Party(ies).

V. Compensation

The Requesting Party(ies) and any Providing Party(ies) will each be responsible for its own costs and compensation for any Assistance arising from any Emergency that may occur during the Term of the Agreement except as set forth below.

Unless the Emergency is eligible for reimbursement, a Providing Party shall be responsible for the costs and compensation of its personnel, equipment, and supplies. A Providing Party shall make no demand to a Requesting Party for the reimbursement of the costs or expenses of the Providing Party for Assistance rendered pursuant to this Mutual Aid Agreement. For an Emergency that is eligible for reimbursement of costs, the labor force expenses of a Providing Party will be treated as contract labor, with costs of all wages, including overtime and fringe benefits, eligible for reimbursement.

Notwithstanding the above paragraphs in this Section, a Requesting Party may reimburse a Providing Party that has provided Assistance pursuant to this Mutual Aid Agreement. A Requesting Party that is willing to reimburse a Providing Party for Assistance rendered under the terms of this Mutual Aid Agreement, may do so after receipt of an itemized bill from the Providing Party for the actual cost of any Assistance provided. The charges for Assistance provided pursuant to this Agreement will be based upon the actual costs incurred by the Providing Party, including salaries or wages, overtime, materials, supplies and other necessary expenses, except that the Parties agree that the Federal Emergency Management Agency equipment rates will be used as the basis for equipment charges whenever possible.

If a local, State, or Federal Emergency is declared, a Requesting Party may reimburse a Providing Party for Assistance rendered under the terms of this Agreement. Any Providing Party will submit to a Requesting Party an itemized bill for the actual cost of any Assistance provided as described above. A Requesting Party is responsible to take all steps it deems necessary to seek reimbursement from the United States of America, the State of Minnesota, or other sources, to the extent that such reimbursement is available, for expenses it incurs for services provided pursuant to this Agreement. Should funding become available, a Requesting Party may reimburse a Providing Party to the extent possible under the terms of this Agreement. Any claims for reimbursement by a Providing Party must be made to a Requesting Party within 90 days after the expense is sustained or incurred.

No Party will be responsible for the reimbursement of Self-Deployment costs.

VI. <u>Workers' Compensation</u>

Each Party will be responsible for injuries or death of its own personnel. Each Party will maintain workers' compensation insurance or a program of self-insurance covering its own personnel while they are providing Assistance pursuant to this Agreement. Each Party waives the right to sue any other Party for any workers' compensation benefits paid to its own employee or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

VII. <u>Damage to Equipment</u>

Each Party shall be responsible for damages to, or loss of its own equipment used to respond to an Emergency under this Agreement. Each Party waives the right to sue any other Party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

VIII. Term of Agreement

This Agreement shall be in full force and effect from January 1, 2023, through December 31, 2029, subject to Section XVI Withdrawal of Party/Termination of Agreement.

IX. Liability and Indemnification

For purposes of the Minnesota Municipal Tort Liability Act (Minnesota Statutes, Chapter 466), the employees and officers of a Providing Party are deemed to be employees (as defined in Minnesota Statutes, §466.01, Subdivision 6) of a Requesting Party.

A Requesting Party agrees to defend and indemnify a Providing Party against any claims brought or actions filed against a Providing Party or any officer, employee, or volunteer of a Providing Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of Assistance in responding to a request for Assistance by the Requesting Party pursuant to this Agreement.

Under no circumstances, however, shall a Party be required to pay on behalf of itself and the other Parties, any amounts in excess of the limits on liability established in Minnesota Statutes §466.04 applicable to any one Party. The limits of liability for any or all Parties may not be added together to determine the maximum amount of liability for any Party.

The intent of this subdivision is to impose on each Requesting Party a limited duty to defend and indemnify a Providing Party for claims arising within a Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

No Party to this Agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any Party to furnish Assistance to the other Parties, or for recalling Assistance, both as described in this Agreement.

Nothing in this Agreement is intended to prevent or hinder the pursuit of applicable State or Federal benefits to personnel who respond or render Assistance pursuant to an Emergency request and sustain injury or death in the course of, and arising out of, their employment and response or Assistance under this Agreement.

A Providing Party shall not be responsible for any injuries, damages or losses arising from the acts or omissions of personnel of a Requesting Party and its officers, employees, agents, and assigns.

X. General Compliance

All Parties agree to comply with all applicable Federal, State, and local laws and regulations governing any services provided under this Agreement.

XI. Accounting Standards and Retention of Records

A.) Accounting – All Parties agree to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices and as required by FEMA to properly account for expenses incurred under this Agreement.

B.) Retention of Records – All Parties will retain all records pertinent to expenditures incurred under this Agreement as required by the applicable records retention schedule.

XII. Data Practices

All Parties agree to comply with the Minnesota Government Data Practices Act and all other applicable State and Federal laws relating to data privacy or confidentiality. Each Party must immediately report to other Parties any requests from third parties for information relating to activities performed pursuant to this Agreement. Each Party agrees to promptly respond to inquiries from the other Parties concerning data requests. Each Party agrees to hold the other Parties, their officers, and employees harmless from any claims resulting from unlawful disclosure or use of data protected under state and Federal laws by the disclosing Party.

XIII. Applicable Law

The laws of the State of Minnesota shall govern all interpretations of this Agreement and any litigation which may arise under this Agreement.

XIV. Non-Discrimination

All Parties agree to comply with the provisions of all applicable Federal and State statutes and regulations pertaining to civil rights and nondiscrimination including, without limitation, Minnesota Statutes §181.59 and Chapter 363A.

XV. Withdrawal of Party/Termination of Agreement

A.) A Party may withdraw from this Agreement for any reason upon thirty (30) days written notice to the chief law enforcement officer for the other Parties. A withdrawing Party shall pay all reimbursements/obligations owed to the remaining Parties as stated under the terms of this Agreement, to the date of withdrawal. Any remaining Party(ies) shall also pay all reimbursements/obligations owed to the withdrawing Party as stated under the terms of this Agreement, to the date of withdrawal.

B.) This Agreement shall terminate upon expiration of the Term or by mutual written agreement of all Parties in the form of a resolution by the Party's governing body.

XVI. Severability

Should a court of competent jurisdiction rule any portion, section, or subsection of this Agreement invalid or nullified, that fact shall not affect or invalidate any other portion, section, or subsection; and all remaining portions, sections or subsections shall remain in full force and effect.

XVII. Counterparts

This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

FOR THE CITY OF SAINT PAUL

Approved as to Form

By: ____________________________________
Judy Hanson, Assistant City Attorney

Approved ____________________________________
Jeremy Ellison, Chief of Police

Approved ____________________________________
Melvin Carter, Mayor

Approved ____________________________________
John McCarthy, Financial Services

Designee for purposes of receipt of Notice:

Title: ____
Address: ____

FOR RAMSEY COUNTY

Approved as to Form:

By: ____________________________________
County / Assistant County Attorney

Approved ____________________________________
, County Manager

Approved ____________________________________
, Sheriff

Designee for purposes of receipt of Notice:

Title: ________________________________
Address: ______________________________

FOR THE CITY OF MAPLEWOOD

Approved as to Form

By: ____________________________________
, City / Assistant City Attorney

Approved ____________________________________
, Chief of Police

Approved ____________________________________
, Mayor

Approved ____________________________________
, Finance Director

Designee for purposes of receipt of Notice:

Title: ____
Address: ____

FOR THE CITY OF MOUNDS VIEW

Approved as to Form

By: ____________________________________
, City / Assistant City Attorney

Approved ____________________________________
, Chief of Police

Approved ____________________________________
, Mayor

Approved ____________________________________
, Finance Director

Designee for purposes of receipt of Notice:

Title: ____
Address: ____

FOR THE CITY OF NEW BRIGHTON

Approved as to Form

By: ____________________________________
, City / Assistant City Attorney

Approved ____________________________________
, Mayor

Approved ____________________________________
, City Manager

Designee for purposes of receipt of Notice:

Title: ____

Address: ____

FOR THE CITY OF NORTH SAINT PAUL

Approved as to Form

By: ____________________________________
Soren Mattick, City Attorney

Approved ____________________________________
Phil Baebenroth, Chief of Police

Approved ____________________________________
Terry Furlong, Mayor

Approved ____________________________________
Daniel Winek, Finance Director

Designee for purposes of receipt of Notice:

Title: ____
Address: ____

FOR THE CITY OF ROSEVILLE

Approved as to Form

By: ____________________________________
, City / Assistant City Attorney

Approved ____________________________________
, Chief of Police

Approved ____________________________________
, Mayor

Approved ____________________________________
, Finance Director

Designee for purposes of receipt of Notice:

Title: ____
Address: ____

FOR THE CITY OF ST. ANTHONY VILLAGE

Approved as to Form

By: ______________________________
, City / Assistant City Attorney

Approved ______________________________
, Chief of Police

Approved ______________________________
, Mayor

Approved ______________________________
, Finance Director

Designee for purposes of receipt of Notice:

Title: ______________________________________

Address: ____________________________________

FOR THE CITY OF WHITE BEAR LAKE

Approved as to Form

By: ___________________________________
, City / Assistant City Attorney

Approved ___________________________________
, Chief of Police

Approved ___________________________________
, Mayor

Approved ___________________________________
, Finance Director

Designee for purposes of receipt of Notice:

Title: ____
Address: ____

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	December 20, 2022

Agenda Placement # VI.E

Consent Agenda

Subject

Electric Department - Purchase 6" Bore Conduit

Background/Facts

In order to relocate the overhead electric feeder line running along Seppala Blvd behind the Lillie News building, the electric department must have a 6" conduit directionally bored in. This will house the 3-phase 500 MCM high voltage cable that feeds a large portion of our town. The electric department received 3 quotes from IRBY, Border States, and Elk River Winlectric.

Recommended Action

It is recommended that the bid be awarded to Elk River Winlectric in the amount of $21,180.60 for 2250' of 6" SD13 bore conduit. Failure to do so will result in a lack of materials needed to relocate the overhead lines behind the new apartment complex. The price is comparable to Border States per ft, but they require a minimum order of 3600'. This is quite excessive for the jobs we have planned for this conduit.

Attachments

1. Elk River Winlectric
2. Border States
3. Irby

Respectfully submitted,
John Wick, Electric Director

ELK RIVER
Winlectric COMPANY

12777 MEADOWVALE ROAD SUITE A
ELK RIVER, MN 55330

PHONE (763) 241-1617
FAX (763) 241-1621

Job Name
6 " conduit

Quote No.	Date	Page
0014996	12/01/22	1
Expiration Date		12/31/22
Revised Date		12/01/22
Bid Due Date		12/01/22

Quoted To Customer

CITY OF NORTH ST PAUL
2303 N SAINT PAUL DR
SAINT PAUL, MN 55109-3218

Phone (651) 747-2472
Fax

Quoted By

Dave
dgnelson@winlectric.com
(651) 440-2808

Customer	Payment Terms	Quoted To	Salesperson	FOB
002465	NET 25TH PROX	Dave	DAVID NELSON	S

Line	Qty.	Description	Unit Price	UOM	Extended Price
1.0	2250	HDP600RSDR013SWBLKREDNEMPTASSR 120X00450	9.4136	EA	21180.60

Tax Area Id	
241230770	

Net Sales	21,180.63
Freight	.00
Tax	.00
Quotation Total	21,180.63

BORDER STATES
Supply Chain Solutions™

Border States Electric Supply

Quote

BSE Quote: 26796771
Sold-To Acct #: 5119
Valid From: 10/27/2022 **To:** 11/03/2022
Payment Terms: Net 25th prox

Created By: Logan Brummer
Tel No: 763-955-8750
Fax No:

Border States Electric - ABV
11927 53rd Street NE
Albertville MN 55301-3964
Phone: 763-497-6800

City of North St Paul-Utility Dept
Attn Brian Frandle
2303 N Saint Paul Dr
Saint Paul MN 55109-3218

Inco Terms:
FOB ORIGIN

Ship-to:
City of North St Paul-Utility Dept
Attn Brian Frandle
2303 N Saint Paul Dr
Saint Paul MN 55109-3218

Cust Item	BSE Item	Material MFG - Description	Quantity	Price Per	UoM	Value
	000019	**3411323** FPTR - PSE-11-44312 15KV 95KV BIL DEAD-FRONT 26-28 WEEK LEAD	**1** EA	20,139.36 / 1	EA	20,139.36
	000020	**3411322** FPTR - PSE-9-44222 15KV 95KV BIL DEAD-FRONT 26-28 WEEK LEAD	**1** EA	17,701.06 / 1	EA	17,701.06
	000021	**2471913** FEPA - FP-3097 FITTING FUSE END SMU20 26-28 WEEK LEAD Cust Material #: FOR PSE-9	**1** EA	400.00 / 1	EA	400.00
	000022	- SMU-20 FUSE UNITS 26-28 WEEK LEAD Cust Material #: FOR PSE-9	**1** EA	329.33 / 1	EA	329.33
	000040	**2581535** CPR - BT625EE22A1 BOL-T 15/25KV 500STR-600SOL	**30** EA	160.71 / 1	EA	4,821.30
	000110	- 2035763910 6" SDR13.5 RED INNERDUCT 4-5 WEEK LEAD MIN ORDER QTY 3600FT 6" /SDR-13.5 /Regular /Smooth-Wall /Red /Red /No Lube /Empty /Hot Indent /Standard Print + Lightning Bolt /Steel /SR 120x45 Wide /450 No. of Reels: 8	**3,600** EA	988.52 / 100	EA	35,586.72
	000120	**2897670** CFBG - 60CHW942D-RS 6IN ELB 90DEG 60RAD REDSTR 15-17 WEEK LEAD	**20** EA	201.69 / 1	EA	4,033.80

Quotation

STUART C IRBY BR673 EAGAN
980 LONE OAK ROAD
SUITE 145
EAGAN MN 55121-2508
763-588-0545

irby A Sonepar Company

QUOTE DATE	ORDER NUMBER
10/27/22	S013260373

REMIT TO:	PAGE NO.
STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384-1001	1

SOLD TO:
CITY OF NORTH ST. PAUL ELECTRIC UTI
2303 NORTH ST PAUL DRIVE
NORTH SAINT PAUL, MN 55109

SHIP TO:
CITY OF NORTH ST PAUL ELEC UTILIT
2303 1ST ST NORTH
SAINT PAUL, MN 55109-2913
651-770-4488

ORDERED BY: JOHN WICK

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB/RELEASE NUMBER	OUTSIDE SALESPERSON
114177			Paul T Lainhart

INSIDE SALESPERSON		REQD DATE	FRGHT ALLWD	SHIP VIA
Thomas S Dus		10/27/22	Yes	BW BEST-WAY

ORDER QTY	SHIP QTY	LINE	DESCRIPTION	Prc/UOM	Ext Amt
3EA		1	*DURH AF3122S2M22 FUSED SECT. PEDESTAL 54 X 79 X 44 15KV 3PH LEAD TIME-68 WEEKS MINIMUM ORDER QTY 3	12387.800EA	37163.40
20EA		2	*CHAF 60CHW942D-RS SWEEP CONDUIT FBRGLS 6IN 90 DEGREE 60IN RADIUS LEAD TIME 14-16 WEEKS	231.280EA	4625.60
30EA		3	ESNA K655LR-L0330 600A CONN LEAD TIME 45 WEEKS	190.000EA	5700.00
3EA		4	*DURH 1006334 FIBERGLASS SLEEVE FO 1007001 LEAD TIME-68 WEEKS MINIMUM ORDER QTY 3	2012.200EA	6036.60
2700EA		5	*BLUDI BDI614BK-RDS 6.00" SDR 13.5 HDPE BLACK W/ RED STRIPE LEAD TIME 23-24 WEEKS 6 REELS X 450'	13.400EA	36180.00
2EA		6	+DURH AM306018124-M 200A 15KV 3PH CABINET 30X60X18 GALVANIZED (4) RADIAL PARKING STANDS; PROVISIONS FOR (4) 4 WAY JUNCTIONS AVAILABLE MARCH 2023	1184.380EA	2368.76
2EA		7	*HILP FGS601818AA FIBERGLASS GROUND SLEEVE 60X18X18H, 53X11 OPENING, PRE-DRILLED 15/PALLET IN STOCK- SUBJECT TO PRIOR SALE	395.000EA	790.00

*** This is a quotation ***

Prices firm for acceptance within 30 days with the exception of commodity prices which are subject to change daily. Quotation is void if changed. Complete quote must be used unless authorized in writing.

Subtotal	92864.36
S&H CHGS	0.00
Sales Tax	0.00
TOTAL	92864.36

** Reprint ** Reprint ** Reprint **

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	December 20, 2022

Agenda Placement # VI.F

Consent Agenda

Subject

Public Works - purchase of 3 new fire hydrants and supplies to install

Background/Facts

- Public Works is looking for approval to purchase 3 new fire hydrants and supplies to install.
- The funds are coming out of the water maintenance budget.
- Core & Main had hydrants in stock, Ferguson did not have hydrants in stock and could not supply them.

Recommended Action

Approve payment to Core & Main in the amount of $27,440.70 to purchase 3 fire hydrants and supplies.

Attachments

1. core main hydrants

Respectfully submitted,
Ron Ritchie, Public Works Director

DUPLICATE

INVOICE

CORE & MAIN

1830 Craig Park Court
St. Louis, MO 63146

Invoice #	R567075
Invoice Date	9/14/22
Account #	100385
Sales Rep	KIRK PETERSON
Phone #	715-386-6010
Branch #242	Hudson, WI
Total Amount Due	$27,440.70

Remit To:
CORE & MAIN LP
PO BOX 28330
ST LOUIS, MO 63146

CITY OF NORTH ST PAUL WATER
WATER DEPT
2400 MARGARET ST N
NORTH ST PAUL MN 55109-3095

Shipped To:
WATER DEPT
2303 NORTH ST PAUL DRIVE
Randy 651-755-2261
NORTH ST PAUL, MN

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
9/12/22	9/13/22	SEE BELOW				COURIER/FLAT	R567075

Product Code	Description	Quantity Ordered	Quantity Shipped	Quantity B/O	Price	UM	Extended Price
	CUSTOMER PO#- HYDTS/EXTENSIONS						
60WB67102B2STOR4	8'6" WB67 DDP HYD 4 STORZ-NST HYDRANT HAS 16" BREAKOFF	3	3		6500.86000	EA	19,502.58
61WTWB67012	12" WB67 HYD EXT F/5-1/4VO	3	3		1154.97000	EA	3,464.91
61WB6718	18" WB67 HYD EXT KIT K562	3	3		1340.89000	EA	4,022.67
6151OIL	1 GAL. #51 HYDRANT OIL	2	2		140.27000	EA	280.54

Freight	Delivery	Handling	Restock	Misc
$170.00				

Terms: NET 30
Ordered By: RANDY

Subtotal:	27,270.70
Other:	170.00
Tax:	.00
Invoice Total:	$27,440.70

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	December 20, 2022

Agenda Placement # VI.G

Consent Agenda

Subject

Non-Union Employee COLA

Background/Facts

To be consistent with offering the same wage adjustments and COLA increases as unionized city staff, the city is proposing the following for non-union employees, consistent with what the City has agreed upon in the 2022-2024 collective bargaining agreements for unionized city staff.

- Employees be placed into their job classification step consistent with the City's wage classification grid for 2023-2024.
- A 3.0% COLA for 2023 and 2024.

Recommended Action

It is recommended the city council approve non-union employees be placed into their job classification step consistent with the City's wage classification grid for 2023-2024 and a 3% COLA wage increase for non-union employees for 2023-2024.

Attachments

1. Res 2022-xxx Non-Union Wages

Respectfully submitted,
Jennie Kloos, Assistant to City Manager/ Human Resources Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2022-xxx

RESOLUTION INCREASING EMPLOYEE WAGES FOR ALL CURRENT NON-UNION EMPLOYEES OF THE CITY OF NORTH ST. PAUL

WHEREAS, to be consistent with what the City of North St. Paul (City) has agreed upon in the 2022-2024 collective bargaining agreements for unionized city staff, the City is providing non-union employees with the same wage increases; and

WHEREAS, Employees to be placed into their job classification step consistent with City's wage classification grid for 2023-2024 and will receive a 3.0% COLA for 2023-2024; and

WHEREAS, such adjustments are provided to full-time, three-quarter time and permanent part-time non-union employees, but exclude temporary and seasonal employees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, all current non-union employees to be placed into their job classification step consistent with City's wage classification grid for 2023-2024 and shall receive a 3.0% COLA for 2023 and 2024.

ADOPTED this 20th day of December 2022.

Motion by Council Member
Second by Council Member

Voting: Aye:
Nay:
Abstain:
Absent:

Terrence J. Furlong, Mayor

Attest:

Brian Frandle, City Manager

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	December 20, 2022

Agenda Placement # VI.H

Consent Agenda

Subject

Appointments to Arts & Culture Commission and Economic Development Authority

Background/Facts

The Arts and Culture Commission had 2 vacancies to fill. Three applications were received. Interviews were completed with Lisa Ritchie and Amanda Black being appointed to fill the 3 year term.

Tom Schifsky's term on the Economic Development Authority is expiring December 31, 2022. Approval to extend his term is being requested through February 2023 while accepting applications to fill the vacancies.

Recommended Action

Approve Resolution No. 2022-xxx appointing members to the Arts and Culture Commission and a temporary position on the Economic Development Authority.

Attachments

1. Res 2022-xxx ACC & EDA appointments

Respectfully submitted,

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2022-xxx

RESOLUTION APPROVING APPOINTMENTS TO THE ARTS & CULTURE COMMISSION AND TEMPORARY RE-APPOINTMENT TO THE ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, two members resigned from the Arts and Culture Commission mid-year, leaving vacancies; and,

WHEREAS, applications were received and interviews conducted to fill the vacancies. Lisa Ritchie and Amanda Black are being recommended to fill the vacant positions and to serve the 3-year term; and,

WHEREAS, Tom Schifscky's term is expiring December 31, 2022 and is willing to continue his term until the end of February 2023 while new member applications are being accepted.

Arts & Culture Commission (2 Members)		
3 Year Terms	Lisa Ritchie Amanda Black	01/01/2023-12/31/2025 01/01/2023-12/31/2025
Economic Development Authority (EDA)		
Temporary	Tom Schifsky	01/01/2023-02/28/2023

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of North St. Paul, the City Council approves the recommendations provided above.

ADOPTED this 20th day of December 2022.

Motion by
Second by

Voting: Aye:
Nay:
Abstain:
Absent:

____
Terrence J. Furlong, Mayor

Attest:

____
Brian Frandle, City Manager

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	December 20, 2022

Agenda Placement # VI.I

Consent Agenda

Subject

Resolution accepting donations - November 2022

Background/Facts

Recommended Action

Attachments

1. Res 2022-xxx Accepting Donations November 2022

Respectfully submitted,

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2022-xxx

RESOLUTION APPROVING ACCEPTANCE OF A DONATION NOVEMBER 2022

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

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

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city (November 1, 2022-November 30, 2022):

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

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

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

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

ADOPTED this 20th day of December, 2022.

Motion by
Second by

Voting: Aye:
Nay:
Absent:
Abstain:

____
Terrence J. Furlong, Mayor

Attest: __________________________________
Brian Frandle, City Manager/ Clerk

North St. Paul
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	December 20, 2022

Agenda Placement # VIII.A

Public Hearings

Subject

Spending Plan for Use of Unobligated funds per Temporary Transfer Authority for TIF District Nos. 4-2, 4-4 and 4-6

Background/Facts

Background
In Minnesota, tax increment revenue may only be spent per the Tax Increment Financing Act. However, in 2021, the Minnesota Legislature temporarily expanded use of unobligated tax increment to assist with private development that will construct or rehabilitate buildings while creating or maintaining jobs. The city must exercise the legislation prior to December 31, 2022 through the adoption of a spending plan after a public hearing, and construction of the project must commence prior to December 31, 2025. Any unused funds of the TIF Districts that are not used prior to December 31, 2025 would be transferred back to the original TIF Districts.

Spending Plan
The City has identified three TIF districts with approximately $1.1M in unobligated funds that could be transferred to help meet some of the development goals the city has identified. A Spending Plan, which is required under the legislation, has been drafted and is included as an attachment. This Spending Plan outlines the TIF Districts which the funds would come from, the amount of unobligated TIF funds as of December 31, 2022, and a general description of how the City anticipates using the funds.

Proposed Action Items:
Staff has reviewed this opportunity and recommends the Council hold the public hearing and adopt the resolution. This authority will allow the City the flexibility to utilize the unobligated TIF funds beyond what is allowed under the current law. While specific projects have not yet been identified, the City has looked at how these funds could assist the development goals of the City and provide flexibility for uses within the city as opportunities arise. City Council will approve the use of any of these funds once a project is identified. It is recommended the City Council do the following:

1. Hold public hearing considering the spending plan

2. Consider adopting resolution approving the written spending plan for Tax Increment Financing (Redevelopment) District No. 4-2, Tax Increment Financing (Redevelopment) District No. 4-4 and Tax Increment Financing (Housing) District No. 4-6

Temporary Transfer Authority

In 2021, the Legislature enacted expanded, temporary authority to transfer unobligated tax increments for purposes of assisting private development consisting of the construction or substantial rehabilitation of buildings and ancillary facilities, if doing so will create or retain jobs in the state. Proposed amidst the COVID-19 pandemic, the enacted law is narrower than initially proposed and is similar to 2010 legislation that temporarily expanded the use of TIF with the aim of stimulating economic recovery after the Great Recession.

Authority and Purpose

The new law temporarily permits the City to elect, by resolution, to transfer unobligated increment for certain specified purposes. The new law does not, however, override requirements to pay bonds to which increments are pledged. Any transfer under this provision must be for the purpose of assisting private development that meets all the following criteria:

1. it consists of the construction or substantial rehabilitation of buildings and ancillary facilities;
2. it creates or retains jobs in the state, including construction jobs; and
3. construction commences before December 31, 2025 and the project would not have commenced before that date without the assistance.

Developments that would already commence construction prior to December 31, 2025, or those that do not add or retain jobs in the state, would not be permitted beneficiaries of the transfer. Transfers must provide the assistance in one or both of the following ways:

1. by providing improvements, loans, interest rate subsidies, or assistance in any form to the private development; or
2. by making an equity or similar investment in a corporation, partnership, or limited liability company that the authority determines is necessary to make construction of a development financially feasible.

In order to demonstrate compliance with the new provision, an authority may wish to include affirmation of the qualifications in the written resolution electing to make the transfer. The authority also should keep documentation that demonstrates that the development created or retained jobs in the state and that commencement of construction by December 31, 2025, depended on the transfer.

Parameters and Limitations

The authority to transfer increments under this provision expires on December 31, 2022. Amounts being transferred under this provision must be transferred from the fund or account in which tax increments are segregated and into a separate fund or account by December 31, 2022. All transfers must be spent by December 31, 2025.

Transfers from a TIF district in calendar year 2022 are limited to a maximum transfer equal to the excess of the district's unobligated increment. Under the provision, unobligated increment includes any increment not required for payment of obligations due during the six months following the transfer on outstanding bonds, binding contracts, and other outstanding financial obligations of the district to which the district's increment is pledged. Therefore, the transfer of increment for 2022 is limited to the eligible balance of tax increment at the end of 2021, less amounts needed to pay bonds, pay-as-you-go notes, and interfund loans due from January 1, 2022, to June 30, 2022.

Unspent Transfers
Increment not spent by December 31, 2025, must be returned to the fund(s) of the contributing TIF district(s). The distribution of returned amounts need not be proportional to the amount contributed, but the amount returned to each TIF district must not exceed the amount transferred from the district.

Recommended Action

Attachments

1. North St. Paul Spending Plan for TIF Districts Draft Update 120922

Respectfully submitted,
Daniel Winek, Finance Director

Draft Spending Plan

for

Tax Increment Financing (Redevelopment) District No. 4-2

Tax Increment Financing (Redevelopment) District No. 4-4

Tax Increment Financing (Housing) District No. 4-6

City of North St. Paul, Minnesota

Prepared by

Baker Tilly Municipal Advisors, LLC

Draft Dated: December 20, 2022

Public Hearing City Council: December 20, 2022

Anticipated Review and Approval by City Council: December 20, 2022

TABLE OF CONTENTS

Draft Spending Plan

for

Tax Increment Financing (Redevelopment) District No. 4-2, Tax Increment Financing (Redevelopment) District No. 4-4, and Tax Increment Financing (Housing) District No. 4-6

Introduction

The State Legislature amended the TIF law (the “Law”) in 2021 to provide flexibility to cities to utilize unobligated tax increment revenues in their districts to promote construction and job creation in their communities. Increments expended under the Law do not count against any pooling limitations of the districts.

The Law allows authorities (cities, HRAs, EDAs) to provide improvements, loans, interest rate subsidies, or assistance in any form to private development consisting of the construction or substantial rehabilitation of buildings and ancillary facilities if it will create or retain jobs in this state, including construction jobs. In addition, they can make an equity or similar investment in a corporation, partnership, or limited liability company that they determine is necessary to make construction of private development happen. The City has until December 31, 2022 to transfer the funds to another designated City fund, and the dollars must be expended by December 31, 2025. Any unused TIF dollars must be returned to the applicable TIF district after this date.

The City of North St. Paul, Minnesota (the “City”), established Tax Increment Financing (Redevelopment) District No. 4-2, Tax Increment Financing (Redevelopment) District No. 4-4 and Tax Increment Financing (Housing) District No. 4-6 to achieve certain development objectives of the City (the “TIF Districts”) including redevelopment of blighted and underutilized properties and construction of affordable housing. The TIF Districts are administered by the City and have been identified as TIF Districts that contain unobligated tax increment revenues. The following text represents the spending plan (the “Spending Plan”) for the Districts.

Section A Purpose

The Districts are administered by the City. The City proposes to adopt a Spending Plan for the TIF Districts in accordance with Minnesota Statutes, Section 469.176 Subd. 4n.

The purpose of the Spending Plan is to assist in the private development or redevelopment of sites or lands or areas within the City in conformity with the City’s Comprehensive Plan or other City plans or objectives using unobligated tax increment revenues from the TIF Districts. The unobligated tax increments are to be utilized for one of the following purposes:

1. To provide improvements, loans, interest rate subsidies, or assistance in any form to the private development consisting of the construction or substantial rehabilitation of buildings and ancillary facilities if the following conditions exist:

    a. It will create or retain jobs in the state, including construction jobs;
    b. Construction of the project and spending of the funds commences before December 31, 2025, and
    c. The construction would not have commenced before that date without the assistance.

2. To make an equity or similar investment in a corporation, partnership, or limited liability company that the City determines is necessary to make construction of a development that meets the requirements of the law financially feasible.

The City Council must approve a written spending plan by December 31, 2022 (after a properly noticed public hearing) that specifically authorizes the City to take such actions. The City must provide the Office of the State Auditor with a copy of the spending plan approved and signed by the City. As identified within the Minnesota Office of the State Auditor's August 2021 Statement of Position - Temporary Transfer Authority (2021 Law) included as Exhibit I, any tax increments authorized under the spending plan must be transferred out of the applicable TIF Fund by December 31, 2022 and spent by December 31, 2025. Any funds unspent shall be returned to the originating TIF Fund and if the TIF District has been decertified, remitted to the County for redistribution.

The City has been working on several development and redevelopment initiatives in the City that further the City's strategic priorities of creating new development and redevelopment opportunities. Several of the projects identified to meet these initiatives are anticipated to require public assistance to be financially feasible and have been identified as potential qualifying uses for which unobligated tax increments, as further described in the next section of the Spending Plan, will be necessary to fill a financial gap and allow for construction to occur.

The assistance provided pursuant to this Spending Plan shall be subject to Minnesota Statutes, Sections 116J.993 to 116J.995 (the "Business Subsidy Law"), if applicable, and shall be subject to the City's Business Subsidy Policy.

Section B Unobligated TIF Funds

The City has identified an estimated total of up to $1,100,000 of unobligated tax increments from the districts that are anticipated to be available as of December 31, 2022 within the TIF Districts. It is anticipated the unobligated tax increments will be used on eligible costs of future eligible projects that may include acquisition, site improvements/preparation costs, public improvements, utilities, other qualifying improvements, and other related expenses associated with development of the projects. Such projects are further described in paragraph one in Section C hereto.

Section C Spending Plan

Under the Spending Plan, the City is authorized to use unobligated tax increments from the TIF Districts to provide improvements, loans, interest rate subsidies, or assistance in any form to private development to further the City's redevelopment goals and objectives if doing so will create or retain jobs in the state, including construction jobs.

Financing assistance may be available for development and redevelopment projects that will create new housing, commercial, retail, or open space, or any combination thereof, that are located within the downtown. For the purposes of this Spending Plan, the downtown is generally defined as being located between McKnight Boulevard and Hwy 120 and Hwy 36 and 7th Avenue E. Preference for financing assistance will be given to projects located along 7th Avenue E. and Margaret Street. Additionally, projects located outside of the downtown may also be considered, specifically along 17th Avenue E and McKnight Boulevard. Redevelopment activities that may be eligible for financing assistance include land acquisition, environmental rehabilitation, site preparation, public improvements, utilities, and other redevelopment costs.

The projects shall commence before December 31, 2025 (unless a later commencement date is authorized by law) with the funds expended by that same date and shall include projects that would not commence by such date without the assistance provided pursuant to this Spending Plan.

As related to the action of adopting the Spending Plan for the TIF Districts, the City is authorized as follows:

1. To administratively amend the budget set forth in the Tax Increment Financing Plans for the TIF Districts as necessary to provide for the assistance authorized by this Spending Plan.

2. To take any other action necessary and authorized under the Law in connection with the construction or substantial rehabilitation of facilities of the type described in paragraph one above.

3. To authorize and direct staff to maintain a copy of this Spending Plan with the City's records for the TIF District, and to file a copy of the Spending Plan with the Office of the State Auditor.

In 2021, the Legislature enacted expanded, temporary authority to transfer unobligated tax increments for purposes of assisting private development consisting of the construction or substantial rehabilitation of buildings and ancillary facilities, if doing so will create or retain jobs in the state. Proposed amidst the COVID-19 pandemic, the enacted law is narrower than initially proposed and is similar to 2010 legislation that temporarily expanded the use of TIF with the aim of stimulating economic recovery after the Great Recession.

Authority and Purposes

The new law temporarily permits a development authority to elect, by resolution, to transfer unobligated increment for certain specified purposes. The new law does not, however, override requirements to pay bonds to which increments are pledged.

Any transfer under this provision must be for the purpose of assisting private development that meets all of the following criteria:

1. It consists of the construction or substantial rehabilitation of buildings and ancillary facilities;
2. It creates or retains jobs in the state, including construction jobs; and
3. Construction of the projects commence before December 31, 2025, spending of the funds occurs prior to December 31, 2025 and the projects would not have commenced and funds expended before that date without the assistance.

Developments that would already commence construction prior to December 31, 2025, or those that do not add or retain jobs in the state, would not be permitted beneficiaries of the transfer. Transfers must provide the assistance in one or both of the following ways:

1. By providing improvements, loans, interest rate subsidies, or assistance in any form to the private development; or
2. By making an equity or similar investment in a corporation, partnership, or limited liability company that the authority determines is necessary to make construction of a development financially feasible.

In order to demonstrate compliance with the new provision, an authority may wish to include affirmation of the qualifications in the written resolution electing to make the transfer. The authority also should keep documentation that demonstrates that the development created or retained jobs in the state and that commencement of construction by December 31, 2025, depended on the transfer.

Approvals and Spending Plans

Prior to approving the use of this temporary transfer authority by resolution, a development authority must also create a written spending plan that authorizes the development authority to provide the assistance or make the investment that makes the development qualify. The plan must detail the use of transferred increment. The OSA recommends identifying planned expenditures using the same categories identified in TIF plans and TIF reporting (e.g., acquisition, site preparation, financing costs, etc.), except for a category for administrative expenses, because administrative expenses are not included in the permissible uses of the transferred increment in the new law.

The municipality (which may or not be the same as the development authority) must also approve the authority's spending plan after holding a public hearing. The municipality must publish notice of the hearing in a newspaper of general circulation in the municipality and on the municipality's public website at least ten days, but not more than 30 days, prior to the date of the hearing.

An authority making a transfer under this authority must provide a copy of the spending plan approved and signed by the municipality to the Office of the State Auditor. Plans should be emailed to TIF@osa.state.mn.us as soon as possible after their approval.

Parameters and Limitations

The authority to transfer increments under this provision expires on December 31, 2022. Amounts being transferred under this provision must be transferred from the fund or account in which tax increments are segregated and into a separate fund or account by December 31, 2022. Amounts must not be expended directly from the transferring TIF fund or account, and may not be spent after December 31, 2022, if they remain in the TIF district's fund or account at that time. All transfers must be spent by December 31, 2025.

Transfers from a TIF district in through December 31, 2022 are limited to a maximum transfer equal to the excess of the district's unobligated increment. Under the provision, unobligated increment includes any increment not required for payment of obligations due during the six months following the transfer on outstanding bonds, binding contracts, and other outstanding financial obligations of the district to which the district's increment is pledged. Therefore, the transfer of increment for 2022 is limited to the eligible balance of tax increment at the end of 2021, less amounts needed to pay bonds, pay-as-you-go notes, and interfund loans due from January 1, 2022, to December 31, 2022.

Presumably, receipts of tax increment for the first half taxes in each year would be used to make payments on outstanding obligations due in the second half of each year but note that this authority does not provide any exception to pay those obligations to which tax increment is pledged, and an authority should not transfer amounts that might impair their ability to make payments on those obligations.

Increment that is improperly retained, received, spent, or transferred is not eligible for transfer under this authority. Therefore, the 2021 balances of tax increment should be carefully evaluated prior to making transfers in 2022.

Unspent Transfers

Increment not spent by December 31, 2025, must be returned to the fund(s) of the contributing TIF district(s). The distribution of returned amounts need not be proportional to the amount contributed, but the amount returned to each TIF district must not exceed the amount transferred from the district.

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	December 20, 2022

Agenda Placement # IX.A

City Business Action Items & Recommendations

Subject

Budget amendments for the Fiscal Year 2022 budgets

Background/Facts

- Proposed General Fund budget amendments include increased revenue and expenditures related to a Phlebotomy Grant and increased permitting. The net results in a $610,000 increase in the General Fund revenue and budget and has no impact on the fund balance.
- Proposed Community Center Fund budget amendments include an increase in revenue to match the current lease and increases in expenditures for utilities and repair costs. The net results in a $20,000 increase in the Community Center Fund revenue and a $91,563 increase in the Community Center Fund budget.
- Proposed Electric Fund budget amendments include an increase in revenue to match increases in expenditures for MMPA fuel adjustment costs. The net results in a $1,300,000 increase in the Electric Fund revenue and budget and has no impact on the fund balance.
- Proposed Fiber Optic Fund budget amendments include an increase in expenditures of $8,500 for Fiber Service costs. This results in a $8,500 increase in the Fiber Optic Fund budget.
- Proposed Park Fund budget amendments include an increase in expenditures and transfers of $17,500 for park activities and Casey Lake debt. This results in a $17,500 increase in the Park Fund budget.
- Proposed City Mechanic Fund budget amendments include an increase in expenditures of $16,000 for supplies. The net results in a $16,000 increase in the City Mechanic Fund budget.
- Proposed Housing and Redevelopment Authority Fund budget amendments include increased revenue and expenditures related to the student built housing program. The net results in a $185,000 increase in the Housing and Redevelopment Authority Fund revenue and budget and has no impact on the fund balance.
- Proposed Economic Development Authority budget amendments include an increase in expenditures of $170,000 for the master planning process and a

forgivable loan. This results in a $171,000 increase in the Economic Development Authority budget.

Recommended Action

Approval of the budget amendments for the Fiscal Year 2022 budgets.

Attachments

1. Res 2022-xxx_RESOLUTION ADOPTING THE 2022 BUDGET AMENDMENTS
2. 2022 BUDGET AMENDMENTS

Respectfully submitted,
Daniel Winek, Finance Director

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2022-XXX

RESOLUTION AMENDING THE 2022 BUDGETS

WHEREAS, on December 7, 2021, the City Council ("Council") of the City of North St. Paul ("City") adopted the Fiscal Year 2022 General Fund budget and property tax levy, Economic Development Authority budget and levy, Housing and Redevelopment Authority budget and levy, and Non-Levy budgets ("Budgets"), per Resolution No. 2021-127, Resolution No. 2021-128, Resolution No. 2021-129, and Resolution No. 2021-131, respectively; and,

WHEREAS, the Council has also authorized expenditures not previously a part of the Budgets approved on December 7, 2021; and,

WHEREAS, the City Manager and Finance Director has prepared Budget amendments, including additional Council-authorized, modifying the following Budgets accordingly:

Fund	Approved	Amended
General	$ 7,932,813	$ 8,542,813
Community Center	$ 58,437	$ 150,000
Electric	$ 10,274,319	$ 11,574,319
Fiber Optic	$ 99,400	$ 107,900
Park	$ 65,000	$ 82,500
City Mechanic	$ 18,697	$ 34,697
Housing and Redevelopment Authority	$ 480,007	$ 665,007
Economic Development Authority	$ 93,377	$ 263,377

WHEREAS, the approved general property tax levy and projected Enterprise Fund revenues, and related utility rates, remain unaffected by the proposed Budget amendments; and,

WHEREAS, the Council has reviewed the recommended Budget amendments and has determined them to be in order.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, the recommended amendments to the 2022 Budgets are hereby approved as described above and as attached hereto.

ADOPTED this 20th day of December, 2022.

Motion by
Second by

Voting: Aye:
Nay: Abstain:
Absent:

Terrence J. Furlong, Mayor

Attest:

Brian Frandle, City Manager/Clerk

CITY OF NORTH ST. PAUL
2022 GENERAL FUND BUDGET ADJUSTMENTS

001 GENERAL FUND

REVENUES		CURRENT BUDGET	ADJUST +/-	REVISED BUDGET	NOTES
3541	Other Grants	$ 5,000	$ 40,000	$ 45,000	Phlebotomy Grant
3301	Building Permit	$ 209,550	$ 570,000	$ 779,550	Increased permitting, hail storm
	2022 General Fund Revenue Budget	**$ 7,932,813**	**$ 610,000**	**$ 8,542,813**	

EXPENDITURES		CURRENT BUDGET	ADJUST +/-	REVISED BUDGET	NOTES
21	**POLICE**				
4120	Phlebotomy Supplies	$ -	$ 30,000	$ 30,000	Increased costs related to Phlebotomy Grant
4630	Phlebotomy Services	$ -	$ 10,000	$ 10,000	Increased costs related to Phlebotomy Grant
	2022 Police Budget	**$ 3,411,892**	**$ 40,000**	**$ 3,451,892**	
28	**BUILDING INSPECTIONS**				
4300	General Contract	$ 216,250	$ 570,000	$ 786,250	Increased inspection costs related to increased permitting
	2022 Building Inspections Budget	**$ 222,619**	**$ 570,000**	**$ 792,619**	
	2022 Total General Fund Budget	**$ 7,932,813**	**$ 610,000**	**$ 8,542,813**	
	Fund Balance	**$ -**	**$ -**	**$ -**	

UNAUDITED

CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE PERIOD ENDED DECEMBER 12, 2022

	2022 Adopted Budget	12/12/2022 Actual	Variance from 2022 Actual to Budget Positive (Negative)		Projected Outstanding	12/31/2022 Projected	Projected Variance for 2022 Positive (Negative)	
REVENUES								
Taxes	4,869,679	4,825,107	(44,572)	99%	161,539	4,986,646	116,967	102%
Special Assessments	-	904	904	0%	-	904	904	0%
Licenses	75,500	81,928	6,428	109%	2,500	84,428	8,928	112%
Permits	286,550	928,460	641,910	324%	50,000	978,460	691,910	341%
Court Fines	33,000	18,446	(14,554)	56%	8,000	26,446	(6,554)	80%
Intergovernmental	1,582,307	1,019,787	(562,520)	64%	764,958	1,784,745	202,438	113%
Charges for Services	33,500	59,437	25,937	177%	4,500	63,937	30,437	191%
Other Revenues	232,277	95,845	(136,432)	41%	-	95,845	(136,432)	41%
Transfers	820,000	820,000	-	100%	-	820,000	-	100%
TOTAL REVENUES	7,932,813	7,849,914	(82,899)	99%	991,497	8,841,411	908,598	111%
EXPENDITURES								
City Council	103,872	67,805	36,067	65%	8,502	76,307	27,565	73%
Administration	495,349	459,399	35,950	93%	58,561	517,960	(22,611)	105%
Elections	31,664	37,427	(5,763)	118%	-	37,427	(5,763)	118%
Finance	379,447	270,095	109,352	71%	32,771	302,866	76,581	80%
Community Development	303,429	272,964	30,465	90%	51,936	324,900	(21,471)	107%
Police	3,411,892	3,185,289	226,603	93%	365,014	3,550,303	(138,411)	104%
Fire & Code Enforcement	1,121,471	942,374	179,097	84%	105,735	1,048,109	73,362	93%
Building Inspections	222,619	669,995	(447,376)	301%	110,714	780,709	(558,090)	351%
Street Maintenance	1,118,558	1,003,933	114,625	90%	143,299	1,147,232	(28,674)	103%
Urban Forestry	230,656	212,606	18,050	92%	27,140	239,746	(9,090)	104%
Park Maintenance	490,234	384,811	105,423	78%	83,112	467,923	22,311	95%
Recreation	23,622	3,822	19,800	16%	524	4,346	19,276	18%
TOTAL EXPENDITURES	7,932,813	7,510,520	422,293	95%	987,308	8,497,828	(565,015)	107%
CHANGE IN FUND BALANCE	-	339,394	339,394			343,583	343,583	

CITY OF NORTH ST. PAUL
2022 COMMUNITY CENTER FUND BUDGET ADJUSTMENTS

002 COMMUNITY CENTER FUND

REVENUES		CURRENT BUDGET	ADJUST +/-	REVISED BUDGET	NOTES
3646	Community Center - Rental	$ 130,000	$ 20,000	$ 150,000	Per lease
	2022 Community Center Fund Revenue Budget	**$ 130,000**	**$ 20,000**	**$ 150,000**	

EXPENDITURES		CURRENT BUDGET	ADJUST +/-	REVISED BUDGET	NOTES
4500	Utilities	$ 13,250	$ 9,313	$ 22,563	Increased utility costs
4600	Contracted Repairs/Maintenance	$ 25,750	$ 82,250	$ 108,000	Additional repairs: roof, HVAC, preventative maintenance
	2022 Community Center Fund Budget	**$ 58,437**	**$ 91,563**	**$ 150,000**	
	Fund Balance	**$ 71,563**	**$ (71,563)**	**$ -**	

CITY OF NORTH ST. PAUL
2022 ELECTRIC FUND BUDGET ADJUSTMENTS

50 ELECTRIC FUND

REVENUES			CURRENT BUDGET	ADJUST +/-	REVISED BUDGET	NOTES
	3664	Residential Electric Sales	$ 6,066,742	$ 950,000	$ 7,016,742	Increased revenue due to MMPA fuel adjustment
	3665	Commercial Electric Sales	$ 3,789,389	$ 350,000	$ 4,139,389	Increased revenue due to MMPA fuel adjustment
		2022 Electric Fund Revenue Budget	**$ 9,898,162**	**$ 1,300,000**	**$ 11,198,162**	

EXPENDITURES			CURRENT BUDGET	ADJUST +/-	REVISED BUDGET	NOTES
54	4316	Power Purchase	$ 5,945,457	$ 1,300,000	$ 7,245,457	Costs related to MMPA fuel adjustment
		2022 Electric Budget	**$ 10,274,319**	**$ 1,300,000**	**$ 11,574,319**	
		Fund Balance	**$ (376,157)**	**$ -**	**$ (376,157)**	

CITY OF NORTH ST. PAUL
2022 FIBER OPTIC FUND BUDGET ADJUSTMENTS

54 FIBER OPTIC FUND

EXPENDITURES		**CURRENT BUDGET**	**ADJUST +/-**	**REVISED BUDGET**	**NOTES**
85	**FIBER OPTIC**				
4310	General Service Fees	$ 99,400	$ 8,500	$ 107,900	Increased cost for Fiber services
	2022 Fiber Optic Budget	**$ 99,400**	**$ 8,500**	**$ 107,900**	

CITY OF NORTH ST. PAUL
2022 PARK FUND BUDGET ADJUSTMENTS

63 PARK FUND

EXPENDITURES			CURRENT BUDGET	ADJUST +/-	REVISED BUDGET	NOTES
40	4300	General Contract	$ -	$ 2,500	$ 2,500	Park activities
00	4992	Transfer To Other Fund	$ 65,000	$ 15,000	$ 80,000	For 2016A Casey Lake debt
		2022 Park Fund Budget	**$ 65,000**	**$ 17,500**	**$ 82,500**	

CITY OF NORTH ST. PAUL
2022 CITY MECHANIC FUND BUDGET ADJUSTMENTS

98 CITY MECHANIC FUND

EXPENDITURES			CURRENT BUDGET	ADJUST +/-	REVISED BUDGET	NOTES
38	4120	Operating Supplies	$ 6,000	$ 4,000	$ 10,000	Increase costs and need for supplies
38	4215	Chemicals	$ 1,000	$ 3,000	$ 4,000	Increase costs and need for supplies
38	4030	Small Tools & Minor Equipment	$ 1,500	$ 9,000	$ 10,500	Increase costs and need for supplies
		2022 City Mechanic Budget	**$ 18,697**	**$ 16,000**	**$ 34,697**	

CITY OF NORTH ST. PAUL
2022 HOUSING AND REDEVELOPMENT AUTHORITY FUND BUDGET ADJUSTMENTS

101 HOUSING AND REDEVELOPMENT AUTHORITY FUND

REVENUES		CURRENT BUDGET	ADJUST +/-	REVISED BUDGET	NOTES
3804	Sale of Goods & Property	$ 275,000	$ 185,000	$ 460,000	Sale of 2487 19th Ave E
	2022 HRA Fund Revenue Budget	**$ 480,007**	**$ 185,000**	**$ 665,007**	

EXPENDITURES		CURRENT BUDGET	ADJUST +/-	REVISED BUDGET	NOTES
4730	Land	$ 344,084	$ 185,000	$ 529,084	Costs related to Student Built Housing Projects
	2022 HRA Budget	**$ 480,007**	**$ 185,000**	**$ 665,007**	
	Fund Balance	**$ -**	**$ -**	**$ -**	

CITY OF NORTH ST. PAUL
2022 ECONOMIC DEVELOPMENT AUTHORITY FUND BUDGET ADJUSTMENTS

102 ECONOMIC DEVELOPMENT AUTHORITY FUND

EXPENDITURES		CURRENT BUDGET	ADJUST +/-	REVISED BUDGET	NOTES
4304	Engineering Services	$ -	$ 45,000	$ 45,000	Master Plan
4630	Miscellaneous	$ -	$ 125,000	$ 125,000	Forgiveable Loan
	2022 EDA Budget	**$ 93,377**	**$ 170,000**	**$ 263,377**	

NORTH ST. PAUL
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Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	December 20, 2022

Agenda Placement # IX.B

City Business Action Items & Recommendations

Subject

Decertification of Tax Increment Financing District No. 4-5 (Reflex)

Background/Facts

The Tax Increment Financing District No. 4-5 (Reflex) ("TIF District") was approved on July 7, 2009 and was scheduled to decertify on December 31, 2037. All loans and obligations to which tax increment from the TIF District have been pledged have been paid in full and there is no longer a need for the TIF District. All unspent tax increments collected from the TIF District remaining after the payment of all obligations and administrative expenses of the TIF District shall be returned to the County Auditor of Ramsey County for distribution to the affected tax jurisdictions in accordance with Minnesota Statutes, Section 469.176, subdivision 2.

Recommended Action

Approval of the Decertification of Tax Increment Financing District No. 4-5 (Reflex).

Attachments

1. North St. Paul Resolution decertifying TIF 4-5

Respectfully submitted,
Daniel Winek, Finance Director

EXTRACT OF MINUTES OF MEETING
OF THE CITY COUNCIL OF THE
CITY OF NORTH ST. PAUL, MINNESOTA

HELD: ____________, 2022

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of North St. Paul, Ramsey County, Minnesota, was duly called and held at the City Hall in said City on ____________, 2022, at 6:30 P.M.

The following members were present:

and the following were absent:

Member ________________ introduced the following resolution and moved its adoption:

RESOLUTION NO. __________

RESOLUTION DECERTIFYING TAX INCREMENT FINANCING (REDEVELOPMENT) DISTRICT NO. 4-5

A. WHEREAS, the City of North St. Paul, Minnesota (the" City") has heretofore created Tax Increment Financing District No. 4-5 (the "TIF District"); and

B. WHEREAS, the City proposes to decertify the TIF District.

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

1. The City Council hereby finds, declares and determines to decertify the TIF District, effective as of the date of this resolution.

2. The City Manager is hereby directed to send a copy of this resolution to the County Auditor of Ramsey County and the Office of the State Auditor and to take all other steps, if any, which are necessary to decertify the TIF District.

3. All unspent tax increments collected from the TIF District remaining after the payment of all obligations and administrative expenses of the TIF District shall be returned to the County Auditor of Ramsey County for distribution to the affected tax jurisdictions in accordance with Minnesota Statutes, Section 469.176, subdivision 2.

The motion for adoption of the foregoing resolution was duly seconded by member _________________ and, after full discussion thereof, and upon a vote being taken thereof, the following voted in favor thereof:

and the following voted against same:

Adopted this 20th day of December, 2022.

____

Mayor

Attest: ________________________

City Manager

STATE OF MINNESOTA

COUNTY OF RAMSEY

CITY OF NORTH ST. PAUL

I, the undersigned, being the duly qualified and acting City Manager of the City of North St. Paul, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original minutes of a meeting of the City Council of said City held on the date therein indicated, which are on file and of record in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to a Resolution Decertifying Tax Increment Financing (Redevelopment) District No. 4-5.

WITNESS my hand as such City Manager of the City Council of the City of North St. Paul, Minnesota, this 20th day of December, 2022.

____

City Manager

North St. Paul
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	December 20, 2022

Agenda Placement # IX.C

City Business Action Items & Recommendations

Subject

Spending Plan for Use of Unobligated funds per Temporary Transfer Authority for TIF District Nos. 4-2, 4-4 and 4-6

Background/Facts

Background

In Minnesota, tax increment revenue may only be spent per the Tax Increment Financing Act. However, in 2021, the Minnesota Legislature temporarily expanded use of unobligated tax increment to assist with private development that will construct or rehabilitate buildings while creating or maintaining jobs. The city must exercise the legislation prior to December 31, 2022 through the adoption of a spending plan after a public hearing, and construction of the project must commence prior to December 31, 2025. Any unused funds of the TIF Districts that are not used prior to December 31, 2025 would be transferred back to the original TIF Districts.

Spending Plan

The City has identified three TIF districts with approximately $1.1M in unobligated funds that could be transferred to help meet some of the development goals the city has identified. A Spending Plan, which is required under the legislation, has been drafted and is included as an attachment. This Spending Plan outlines the TIF Districts which the funds would come from, the amount of unobligated TIF funds as of December 31, 2022, and a general description of how the City anticipates using the funds.

Proposed Action Items:

Staff has reviewed this opportunity and recommends the Council hold the public hearing and adopt the resolution. This authority will allow the City the flexibility to utilize the unobligated TIF funds beyond what is allowed under the current law. While specific projects have not yet been identified, the City has looked at how these funds could assist the development goals of the City and provide flexibility for uses within the city as opportunities arise. City Council will approve the use of any of these funds once a project is identified. It is recommended the City Council do the following:

1. Hold public hearing considering the spending plan

2. Consider adopting resolution approving the written spending plan for Tax Increment Financing (Redevelopment) District No. 4-2, Tax Increment Financing (Redevelopment) District No. 4-4 and Tax Increment Financing (Housing) District No. 4-6

Temporary Transfer Authority

In 2021, the Legislature enacted expanded, temporary authority to transfer unobligated tax increments for purposes of assisting private development consisting of the construction or substantial rehabilitation of buildings and ancillary facilities, if doing so will create or retain jobs in the state. Proposed amidst the COVID-19 pandemic, the enacted law is narrower than initially proposed and is similar to 2010 legislation that temporarily expanded the use of TIF with the aim of stimulating economic recovery after the Great Recession.

Authority and Purpose

The new law temporarily permits the City to elect, by resolution, to transfer unobligated increment for certain specified purposes. The new law does not, however, override requirements to pay bonds to which increments are pledged. Any transfer under this provision must be for the purpose of assisting private development that meets all the following criteria:

1. it consists of the construction or substantial rehabilitation of buildings and ancillary facilities;
2. it creates or retains jobs in the state, including construction jobs; and
3. construction commences before December 31, 2025 and the project would not have commenced before that date without the assistance.

Developments that would already commence construction prior to December 31, 2025, or those that do not add or retain jobs in the state, would not be permitted beneficiaries of the transfer. Transfers must provide the assistance in one or both of the following ways:

1. by providing improvements, loans, interest rate subsidies, or assistance in any form to the private development; or
2. by making an equity or similar investment in a corporation, partnership, or limited liability company that the authority determines is necessary to make construction of a development financially feasible.

In order to demonstrate compliance with the new provision, an authority may wish to include affirmation of the qualifications in the written resolution electing to make the transfer. The authority also should keep documentation that demonstrates that the development created or retained jobs in the state and that commencement of construction by December 31, 2025, depended on the transfer.

Parameters and Limitations

The authority to transfer increments under this provision expires on December 31, 2022. Amounts being transferred under this provision must be transferred from the fund or account in which tax increments are segregated and into a separate fund or account by December 31, 2022. All transfers must be spent by December 31, 2025.

Transfers from a TIF district in calendar year 2022 are limited to a maximum transfer equal to the excess of the district's unobligated increment. Under the provision, unobligated increment includes any increment not required for payment of obligations due during the six months following the transfer on outstanding bonds, binding contracts, and other outstanding financial obligations of the district to which the district's increment is pledged. Therefore, the transfer of increment for 2022 is limited to the eligible balance of tax increment at the end of 2021, less amounts needed to pay bonds, pay-as-you-go notes, and interfund loans due from January 1, 2022, to June 30, 2022.

Unspent Transfers
Increment not spent by December 31, 2025, must be returned to the fund(s) of the contributing TIF district(s). The distribution of returned amounts need not be proportional to the amount contributed, but the amount returned to each TIF district must not exceed the amount transferred from the district.

Recommended Action

Approval of Spending Plan for Use of Unobligated funds per Temporary Transfer Authority for TIF District Nos. 4-2, 4-4 and 4-6

Attachments

1. North St. Paul Resolution Approving Spending Plan for TIF District Nos. 4-2 4-4 4-6 75597509-v1-
2. North St. Paul Spending Plan for TIF Districts Draft Update 120922

Respectfully submitted,
Daniel Winek, Finance Director

EXTRACT OF MINUTES OF A MEETING
OF THE CITY COUNCIL OF THE
CITY OF NORTH ST. PAUL, MINNESOTA

HELD: December 20, 2022

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of North St. Paul, Ramsey County, Minnesota (the "City Council"), was duly called and held at the City Hall in said City on December 20, 2022, at 6:30 P.M.

The following members were present:

and the following were absent:

Member ________________ introduced the following resolution and moved its adoption:

RESOLUTION NO. ___________

RESOLUTION APPROVING A SPENDING PLAN FOR
TAX INCREMENT FINANCING (REDEVELOPMENT) DISTRICT NO. 4-2,
TAX INCREMENT FINANCING (REDEVELOPMENT) DISTRICT NO. 4-4 AND
TAX INCREMENT FINANCING (HOUSING) DISTRICT NO. 4-6

A. WHEREAS, the City of North St. Paul, Minnesota (the "City") has previously established Tax Increment Financing (Redevelopment) District No. 4-2, Tax Increment Financing (Redevelopment) District No. 4-4 and Tax Increment Financing (Housing) District No. 4-6 (the "TIF Districts") and adopted the tax increment financing plans for each respective tax increment financing district therefor (the "TIF Plans"); and

B. WHEREAS, the City has developed and approved a spending plan for the TIF Districts in accordance with Minnesota Statutes, Section 469.176, subdivision 4n (the "Spending Plan"), to utilize existing tax increment revenues from the TIF Districts in order to stimulate construction or rehabilitation of private development in a way that will also create or retain jobs; and

C. WHEREAS, as required by Minnesota Statutes, Section 469.176, subdivision 4n, the City must approve the Spending Plan after holding a duly-noticed public hearing therefor; and

D. WHEREAS, the City has performed all actions required by law to be performed prior to the approval of the Spending Plan, including, but not limited to, causing notice of a public hearing to be published in a newspaper of general circulation in the City and on the City's public website at least ten days, but not more than 30 days, prior to the date of the hearing, and holding a public hearing on the date hereof on the approval of the Spending Plan.

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

1. The Spending Plan for the TIF Districts is hereby approved.

2. The City Council is hereby authorized to carry out the terms of the Spending Plan in such manner as it determines to be consistent with the TIF Plans and in accordance with Minnesota Statutes, Section 469.176, subdivision 4n.

The motion for adoption of the foregoing resolution was duly seconded by member _________________ and, after full discussion thereof, and upon a vote being taken thereof, the following voted in favor thereof:

and the following voted against same:

Adopted this 20th day of December, 2022.

____
Mayor

Attest: ________________________
City Manager

75597509v1

STATE OF MINNESOTA
COUNTY OF RAMSEY
CITY OF NORTH ST. PAUL

I, the undersigned, being the duly qualified and acting City Manager of the City of North St. Paul, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original minutes of a meeting of the City Council of said City held on the date therein indicated, which are on file and of record in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to a Resolution Approving a Spending Plan for Tax Increment Financing (Redevelopment) District No. 4-2, Tax Increment Financing (Redevelopment) District No. 4-4 and Tax Increment Financing (Housing) District No. 4-6.

WITNESS my hand as such City Manager of the City Council of the City of North St. Paul, Minnesota, this 20th day of December, 2022.

____
City Manager

75597509v1

Draft Spending Plan

for

Tax Increment Financing (Redevelopment) District No. 4-2

Tax Increment Financing (Redevelopment) District No. 4-4

Tax Increment Financing (Housing) District No. 4-6

City of North St. Paul, Minnesota

Prepared by

Baker Tilly Municipal Advisors, LLC

Draft Dated: December 20, 2022

Public Hearing City Council: December 20, 2022

Anticipated Review and Approval by City Council: December 20, 2022

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Draft Spending Plan

for

**Tax Increment Financing (Redevelopment) District No. 4-2,
Tax Increment Financing (Redevelopment) District No. 4-4, and
Tax Increment Financing (Housing) District No. 4-6**

Introduction

The State Legislature amended the TIF law (the "Law") in 2021 to provide flexibility to cities to utilize unobligated tax increment revenues in their districts to promote construction and job creation in their communities. Increments expended under the Law do not count against any pooling limitations of the districts.

The Law allows authorities (cities, HRAs, EDAs) to provide improvements, loans, interest rate subsidies, or assistance in any form to private development consisting of the construction or substantial rehabilitation of buildings and ancillary facilities if it will create or retain jobs in this state, including construction jobs. In addition, they can make an equity or similar investment in a corporation, partnership, or limited liability company that they determine is necessary to make construction of private development happen. The City has until December 31, 2022 to transfer the funds to another designated City fund, and the dollars must be expended by December 31, 2025. Any unused TIF dollars must be returned to the applicable TIF district after this date.

The City of North St. Paul, Minnesota (the "City"), established Tax Increment Financing (Redevelopment) District No. 4-2, Tax Increment Financing (Redevelopment) District No. 4-4 and Tax Increment Financing (Housing) District No. 4-6 to achieve certain development objectives of the City (the "TIF Districts") including redevelopment of blighted and underutilized properties and construction of affordable housing. The TIF Districts are administered by the City and have been identified as TIF Districts that contain unobligated tax increment revenues. The following text represents the spending plan (the "Spending Plan") for the Districts.

Section A Purpose

The Districts are administered by the City. The City proposes to adopt a Spending Plan for the TIF Districts in accordance with Minnesota Statutes, Section 469.176 Subd. 4n.

The purpose of the Spending Plan is to assist in the private development or redevelopment of sites or lands or areas within the City in conformity with the City's Comprehensive Plan or other City plans or objectives using unobligated tax increment revenues from the TIF Districts. The unobligated tax increments are to be utilized for one of the following purposes:

1. To provide improvements, loans, interest rate subsidies, or assistance in any form to the private development consisting of the construction or substantial rehabilitation of buildings and ancillary facilities if the following conditions exist:

    a. It will create or retain jobs in the state, including construction jobs;
    b. Construction of the project and spending of the funds commences before December 31, 2025, and
    c. The construction would not have commenced before that date without the assistance.

2. To make an equity or similar investment in a corporation, partnership, or limited liability company that the City determines is necessary to make construction of a development that meets the requirements of the law financially feasible.

The City Council must approve a written spending plan by December 31, 2022 (after a properly noticed public hearing) that specifically authorizes the City to take such actions. The City must provide the Office of the State Auditor with a copy of the spending plan approved and signed by the City. As identified within the Minnesota Office of the State Auditor's August 2021 Statement of Position - Temporary Transfer Authority (2021 Law) included as Exhibit I, any tax increments authorized under the spending plan must be transferred out of the applicable TIF Fund by December 31, 2022 and spent by December 31, 2025. Any funds unspent shall be returned to the originating TIF Fund and if the TIF District has been decertified, remitted to the County for redistribution.

The City has been working on several development and redevelopment initiatives in the City that further the City's strategic priorities of creating new development and redevelopment opportunities. Several of the projects identified to meet these initiatives are anticipated to require public assistance to be financially feasible and have been identified as potential qualifying uses for which unobligated tax increments, as further described in the next section of the Spending Plan, will be necessary to fill a financial gap and allow for construction to occur.

The assistance provided pursuant to this Spending Plan shall be subject to Minnesota Statutes, Sections 116J.993 to 116J.995 (the "Business Subsidy Law"), if applicable, and shall be subject to the City's Business Subsidy Policy.

Section B Unobligated TIF Funds

The City has identified an estimated total of up to $1,100,000 of unobligated tax increments from the districts that are anticipated to be available as of December 31, 2022 within the TIF Districts. It is anticipated the unobligated tax increments will be used on eligible costs of future eligible projects that may include acquisition, site improvements/preparation costs, public improvements, utilities, other qualifying improvements, and other related expenses associated with development of the projects. Such projects are further described in paragraph one in Section C hereto.

Section C Spending Plan

Under the Spending Plan, the City is authorized to use unobligated tax increments from the TIF Districts to provide improvements, loans, interest rate subsidies, or assistance in any form to private development to further the City's redevelopment goals and objectives if doing so will create or retain jobs in the state, including construction jobs.

Financing assistance may be available for development and redevelopment projects that will create new housing, commercial, retail, or open space, or any combination thereof, that are located within the downtown. For the purposes of this Spending Plan, the downtown is generally defined as being located between McKnight Boulevard and Hwy 120 and Hwy 36 and 7th Avenue E. Preference for financing assistance will be given to projects located along 7th Avenue E. and Margaret Street. Additionally, projects located outside of the downtown may also be considered, specifically along 17th Avenue E and McKnight Boulevard. Redevelopment activities that may be eligible for financing assistance include land acquisition, environmental rehabilitation, site preparation, public improvements, utilities, and other redevelopment costs.

The projects shall commence before December 31, 2025 (unless a later commencement date is authorized by law) with the funds expended by that same date and shall include projects that would not commence by such date without the assistance provided pursuant to this Spending Plan.

As related to the action of adopting the Spending Plan for the TIF Districts, the City is authorized as follows:

1. To administratively amend the budget set forth in the Tax Increment Financing Plans for the TIF Districts as necessary to provide for the assistance authorized by this Spending Plan.

2. To take any other action necessary and authorized under the Law in connection with the construction or substantial rehabilitation of facilities of the type described in paragraph one above.

3. To authorize and direct staff to maintain a copy of this Spending Plan with the City's records for the TIF District, and to file a copy of the Spending Plan with the Office of the State Auditor.

In 2021, the Legislature enacted expanded, temporary authority to transfer unobligated tax increments for purposes of assisting private development consisting of the construction or substantial rehabilitation of buildings and ancillary facilities, if doing so will create or retain jobs in the state. Proposed amidst the COVID-19 pandemic, the enacted law is narrower than initially proposed and is similar to 2010 legislation that temporarily expanded the use of TIF with the aim of stimulating economic recovery after the Great Recession.

Authority and Purposes

The new law temporarily permits a development authority to elect, by resolution, to transfer unobligated increment for certain specified purposes. The new law does not, however, override requirements to pay bonds to which increments are pledged.

Any transfer under this provision must be for the purpose of assisting private development that meets all of the following criteria:

1. It consists of the construction or substantial rehabilitation of buildings and ancillary facilities;
2. It creates or retains jobs in the state, including construction jobs; and
3. Construction of the projects commence before December 31, 2025, spending of the funds occurs prior to December 31, 2025 and the projects would not have commenced and funds expended before that date without the assistance.

Developments that would already commence construction prior to December 31, 2025, or those that do not add or retain jobs in the state, would not be permitted beneficiaries of the transfer. Transfers must provide the assistance in one or both of the following ways:

1. By providing improvements, loans, interest rate subsidies, or assistance in any form to the private development; or
2. By making an equity or similar investment in a corporation, partnership, or limited liability company that the authority determines is necessary to make construction of a development financially feasible.

In order to demonstrate compliance with the new provision, an authority may wish to include affirmation of the qualifications in the written resolution electing to make the transfer. The authority also should keep documentation that demonstrates that the development created or retained jobs in the state and that commencement of construction by December 31, 2025, depended on the transfer.

Approvals and Spending Plans

Prior to approving the use of this temporary transfer authority by resolution, a development authority must also create a written spending plan that authorizes the development authority to provide the assistance or make the investment that makes the development qualify. The plan must detail the use of transferred increment. The OSA recommends identifying planned expenditures using the same categories identified in TIF plans and TIF reporting (e.g., acquisition, site preparation, financing costs, etc.), except for a category for administrative expenses, because administrative expenses are not included in the permissible uses of the transferred increment in the new law.

The municipality (which may or not be the same as the development authority) must also approve the authority's spending plan after holding a public hearing. The municipality must publish notice of the hearing in a newspaper of general circulation in the municipality and on the municipality's public website at least ten days, but not more than 30 days, prior to the date of the hearing.

An authority making a transfer under this authority must provide a copy of the spending plan approved and signed by the municipality to the Office of the State Auditor. Plans should be emailed to TIF@osa.state.mn.us as soon as possible after their approval.

Parameters and Limitations

The authority to transfer increments under this provision expires on December 31, 2022. Amounts being transferred under this provision must be transferred from the fund or account in which tax increments are segregated and into a separate fund or account by December 31, 2022. Amounts must not be expended directly from the transferring TIF fund or account, and may not be spent after December 31, 2022, if they remain in the TIF district's fund or account at that time. All transfers must be spent by December 31, 2025.

Transfers from a TIF district in through December 31, 2022 are limited to a maximum transfer equal to the excess of the district's unobligated increment. Under the provision, unobligated increment includes any increment not required for payment of obligations due during the six months following the transfer on outstanding bonds, binding contracts, and other outstanding financial obligations of the district to which the district's increment is pledged. Therefore, the transfer of increment for 2022 is limited to the eligible balance of tax increment at the end of 2021, less amounts needed to pay bonds, pay-as-you-go notes, and interfund loans due from January 1, 2022, to December 31, 2022.

Presumably, receipts of tax increment for the first half taxes in each year would be used to make payments on outstanding obligations due in the second half of each year but note that this authority does not provide any exception to pay those obligations to which tax increment is pledged, and an authority should not transfer amounts that might impair their ability to make payments on those obligations.

Increment that is improperly retained, received, spent, or transferred is not eligible for transfer under this authority. Therefore, the 2021 balances of tax increment should be carefully evaluated prior to making transfers in 2022.

Unspent Transfers

Increment not spent by December 31, 2025, must be returned to the fund(s) of the contributing TIF district(s). The distribution of returned amounts need not be proportional to the amount contributed, but the amount returned to each TIF district must not exceed the amount transferred from the district.

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	December 20, 2022

Agenda Placement # IX.D

City Business Action Items & Recommendations

Subject

Approve Change Order No. 1 - 2022 Street and Utility Improvement Project (CP 22-02, CP 22-03, CP 22-04)

Background/Facts

The City Council awarded a contract March 1, 2022 for the 2022 Street and Utility Improvement Project, which included improvements within the Capital Improvement Plan (CIP) and ordered by City Council September 21, 2021. The project includes street and pavement rehabilitation, concrete curb and gutter, watermain replacement, storm sewer, street lighting, and landscaping improvements within three areas of the city included in the CIP:

- Area 1: downtown parking lot (adjacent to 6th Avenue), 6th Avenue, Charles Street (primarily street and parking lot and utilities);
- Area 2: 10th Avenue East, 3rd Street North, 2nd Street North (primarily watermain and pavement replacement); and
- Area 3: Flanders Road, 13th Avenue, Spirit Hills Lane, 14th Avenue (primarily streets maintenance).

As part of the completion and delivery of the project, additional quantities of work scope items already included in the contract were required or requested and that can be considered in three different categories:

1. Necessary work identified by the city
    - With street work in Area 1 on Charles Street, upon inspection by Public Works additional damaged curbs and manholes castings were identified for replacement ($35,789).
    - Additional damaged sidewalks and castings were identified in Area 2 for replacement ($8,232)
    - With street maintenance overlay work, additional damaged curbs and gutter in Area 3 on 13th and 14th Avenue were identified upon inspection by Public Works ($4,550)
    - As directed by City Council at award of contract, new pedestrian improvements and sidewalk was installed adjacent to the alley in the 6th Avenue parking lot ($68,700)

2. Necessary corrective work identified during construction
    - Existing soils encountered under the roadway lot and within utility trenches in different locations were found with organic, non-granular material and clays such that they were not compactable or able to be reused on the project to meet specifications for utility trench and roadway backfill. Removal and replacement of the unsuitable soils was necessary to construct a stable 6th Avenue and parking lot subgrade in Area 1 ($20,500), 10th Avenue in Area 2 ($8,232), and Flanders Road in Area 3 ($56,740).
    - Undocumented existing underground utility conflicts and water services to homes on Charles Avenue in Area 1 resulted in additional watermain work to avoid existing utilities and extend water services ($61,246).
3. Work identified by adjacent property owners, and paid for by agreement by property owners
    - The owners of 2601 6th Avenue and 2572 7th Avenue contacted the city during the project and agreed to pay for portions of additional paving of private parking areas immediately adjacent to the city parking lot paving in Area 1 ($14,590), and funding has been received for this work by agreement with the property owners.
    - During North High School additional work ISD 622 requested in writing that the city include the sewer and water service necessary for the high school renovation in the city contract and agreed to reimburse the city for the additional cost ($31,704) to complete this work in order to be more efficient with schedules for both projects, and to protect and avoid the school's contractor damaging recently completed city infrastructure in the area at a later time during the school renovation project. This work has yet to be invoiced to ISD 622 by the city but will be issued in early 2023.

A change order (Change Order No.1) has been prepared and agreed to by the Contractor that reflects this work and is attached for Council consideration. The contractor agreed to as-bid unit prices for all additional work and no unit price cost increases are necessary as a part of this change order.

Change Order No. 1 reflects a net increase of $313,895.65 to the original contract amount of $1,578,524.63 for a revised contract amount of $1,892,420.28. The change order has been reviewed and agreed upon by the contractor.

Recommended Action

Approve Change Order No. 1 in the amount of $313,895.65 for the 2022 Street and Utility Improvement Project (CP 22-02, CP 22-03, CP 22-04).

Attachments

1. 018162-000 CST LTR CO 1 CTY-b frandle-122022
2. 018162-000 CST Change Order 1-121322-WSB&CTR Signed

Respectfully submitted,
Morgan Dawley, City Engineer

December 20, 2022

Mr. Brian Frandle, City Manager
City of North St. Paul
2400 Margaret Street
North St. Paul, MN 55109

Re: Change Order No. 1
2022 Street & Utility Improvement Projects
City of North St. Paul Project Nos. 22-02 / 22-04 / 22-03
WSB Project No. 018162-000

Dear Mr. Frandle:

For approval by the City, please find enclosed Change Order No. 1 for the above-referenced project. The change order includes all labor, equipment, and materials to complete the necessary work associated with the 2022 Street & Utility Improvement Project. Change Order No. 1 includes quantity over runs for the project as follows:

- Work Directed by Public Works: Area 1 – Curb and gutter replacement and new castings along Charles Street ($35,789); Area 2 – Casting and sidewalk replacement along 10th Avenue ($8,232); Area 3 – Remove and replace curb and gutter along 13th Avenue and 14th Avenue ($4,549.60).
- Private Parking Lot Work: Private parking lot improvements contracted with property owners to be reimbursed to the City ($14,589.79).
- Soil Corrections: Area 1 – Soil corrections were necessary for street and parking lot improvements at 6th Avenue and parking lot ($20,499.70); Area 2 – 10th Avenue ($11,845.83); Area 3 – Flanders Road ($56,739.92).
- Sidewalk: As directed by City Council, new sidewalk was installed adjacent to the alley and 6th Avenue parking lot ($68,699.69).
- High School – 2nd Street: New water and sanitary sewer services were installed in preparation for the High School addition. The ISD 622 school district has agreed in writing to reimburse the City for these costs ($31,704.40).
- Miscellaneous Watermain: Additional watermain work was needed due to other utility conflicts at the intersection of Charles Avenue and 6th Avenue. An additional water service was needed along 6th Avenue ($61,245.72).

Change Order No. 1 reflects a net increase of $313,895.65 to the original contract amount of $1,578,524.63 for a revised contract amount of $1,892,420.28. The change order has been reviewed and agreed upon by the contractor, and we hereby recommend that the City of North St. Paul approve Change Order No. 1 for Bituminous Roadways, Inc. for the above-referenced project.

If you have any questions or comments regarding the enclosed, please contact me at 612.214.7053. Thank you.

Sincerely,

WSB

Brad Reifsteck, PE
Sr. Project Manager

Attachment srb

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701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

WSB Project No. 018162-000	**Owner Project No. City Project Nos. 22-02 / 22-04 / 22-03**	**Change Order No. 1**

Project Title/Description: 2022 Street & Utility Improvement Projects
Owner: City of North St. Paul
Owner Address: 2400 Margaret Street North St Paul, MN 55109-3003
Contractor: Bituminous Roadways, Inc.
Contractor Address: 1520 Commerce Drive Mendota Heights, MN 55120
Total Change Order Amount: $313,895.65

Description:
Change Order No. 1 includes quantity overruns for the project as follows:
- Area 1 – 6th Avenue Parking Lot includes the addition of the curb and gutter, sidewalk, and paving between the alley and the parking lot; the addition of paving and striping a private parking lot adjacent to the alley with an agreement with the Owner to reimburse the city; soil corrections along 6th Avenue and the parking lot; and additional curb and gutter replacement along Charles Street.
- Area 2 – 10th Avenue, 3rd Street, and 2nd Street includes the addition of curb and gutter replacement, patching, and additional sewer and watermain work needed along 2nd Street in preparation for the high school's project.
- Area 3 – 13th Avenue, 14th Avenue, and Flanders Road includes the addition of curb and gutter replacement along 13th Street and soil correction and turf restoration along Flanders Road.

Estimate Of Cost: *(Include any increases or decreases in contract items, any negotiated or force account items.)*

Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount $
Storm Local	2506.502	CASTING ASSEMBLY	EACH	$970.00	10	$9,700.00
Storm Local	2506.502	CASTING ASSEMBLY	EACH	$1,050.00	4	$4,200.00
Street Maintenance Local	2104.503	REMOVE AND REPLACE CURB AND GUTTER	L F	$37.60	121	$4,549.60
Street Maintenance Local	2104.503	REMOVE AND REPLACE CURB AND GUTTER	L F	$38.50	514	$19,789.00
Street Maintenance Local	2106.507	EXCAVATION - SUBGRADE	C Y	$30.40	987.3	$30,013.92
Street Maintenance Local	2106.507	GRANULAR EMBANKMENT (CV)	C Y	$36.80	726.25	$26,726.00
Street Maintenance Local	2231.509	BITUMINOUS PATCHING MIXTURE	TON	$162.00	270.06	$43,749.72
Surface Local	2104.503	REMOVE AND REPLACE CURB AND GUTTER	L F	$47.30	121	$5,723.30
Surface Local	2104.503	REMOVE CURB & GUTTER	L F	$8.95	488	$4,367.60
Surface Local	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	$10.00	564	$5,640.00
Surface Local	2105.533	SALVAGE RECLAIMED AGGREGATE (CV) PLACED	C Y	$13.30	793	$10,546.90
Surface Local	2106.507	EXCAVATION - SUBGRADE	C Y	$38.90	304.52	$11,845.83
Surface Local	2106.507	EXCAVATION - COMMON	C Y	$37.70	395	$14,891.50
Surface Local	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	$19.20	1302.51	$25,008.19
Surface Local	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	$79.70	50.09	$3,992.17
Surface Local	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	TON	$68.60	125.36	$8,599.70
Surface Local	2506.502	ADJUST FRAME & RING CASTING	EACH	$630.00	10	$6,300.00
Surface Local	2521.518	6" CONCRETE WALK	S F	$12.50	2304	$28,800.00
Surface Local	2521.518	6" CONCRETE WALK	S F	$12.60	320	$4,032.00
Surface Local	2531.503	CONCRETE CURB & GUTTER DESIGN B612	L F	$19.30	22.69	$437.92
Surface Local	2575.504	SODDING TYPE LAWN	S Y	$17.40	572	$9,952.80

Surface Local	2582.503	4" SOLID LINE MULTI COMP	L F	$2.60	600	$1,560.00
Water Local	2360.604	BITUMINOUS PATCHING	SY	$28.90	216	$6,242.40
Water Local	2503.608	DUCTILE IRON FITTINGS	LB	$15.20	116	$1,763.20
Water Local	2504.602	CONNECT TO EXISTING WATER SERVICE	EA	$205.00	2	$410.00
Water Local	2504.602	6" GATE VALVE & BOX	EACH	$3,950.00	1	$3,950.00
Water Local	2504.603	6" PVC WATERMAIN	L F	$48.60	9	$437.40
Water Local	2504.603	WATER SERVICE (DIRECTIONAL DRILLED)	L F	$57.00	208	$11,856.00
Water Local	2504.603	12" PVC WATERMAIN	L F	$90.10	5	$450.50
Water Local	2504.603	8" WATERMAIN HDPE (PIPE BURST)	L F	$76.00	110	$8,360.00
Net Change This Change Order						**$313,895.65**

Due to this change, the contract time: *(check one)*	
( ) Is NOT changed	( ) May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change:	Number of Calendar Days Affected by this Contract Change:

Approved By Project Engineer: Brad A. Rystrom Date: December 14, 2022

Approved By Contractor: Scott Jewell Date: 12/14/22

Approved By Owner: ________ Date: ________