



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

**February 21, 2023
6:30 PM**

The City Council Meeting will be conducted on **February 21, 2023** at 6:30 p.m. in 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 interested in joining remotely can connect with the following information:

The **February 21, 2023** 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 Cole
Council Member Schweer
Council Member Wong
Council Member Nordby
Mayor Monge

IV. Adopt Agenda

V. Consent Agenda

- A. February 7, 2023 workshop minutes
- B. February 7, 2023 regular meeting minutes
- C. General Claims \$1,938,979.39
- D. HRA Claims \$9,054.30
- E. EDA Claims \$12,051.00
- F. 2023 Pay Equity Report
- G. Resolution accepting donations - January 2023
- H. Building Permit Report - January 2023
- I. Ordinance amending the 2023 Municipal Fee Schedule

J. Resolution 2023-xxx accepting Tom Schifsky to the EDA board

VI. 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.

VII. City Business Action Items & Recommendations

- A. Resolution approving a site plan at 2231 11th Avenue E.
- B. North St. Paul support for a state legislative solution to the Minnesota Law Enforcement staffing crisis.

VIII. Reports of City Manager & Departments

- A. Fire Department Update- Chief Mallinger

IX. Reports of Council Commissions & Committees

X. General Business

XI. Adjournment

The next regularly scheduled City Council meeting is March 7, 2023.

City of North Saint Paul
February 7, 2023
Proposed City Council Workshop Meeting Minutes

I. CALL TO ORDER

Mayor Monge called the meeting to order at 5:30 p.m.

II. ROLL CALL

Present: Council Member Cole
Council Member Schweer
Council Member Wong
Council Member Nordby
Mayor Monge

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos,
Communications Staff Kari Erpenbach, and City Attorney Soren Mattick

III. ADOPT AGENDA

On motion by Council Member Schweer, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to approve the agenda.

IV. TOPICS

A. City Council Training

City Attorney Soren Mattick presented City Council with definitions, descriptions, regulations, and requirements of the open meeting law, data practice act, conflicts of interest, abstention, gift law, City Manager's role, and Rules of Order.

Mr. Mattick stated emails between Council members give the appearance of decisions being made without public knowledge. He recommended Council members gather information, make a report, and send it that way. He also requested Council members use their City issued email and only use it for City business. He specified when a resident email is forwarded to anyone on City staff, it then becomes public.

Council Member Nordby inquired about texting from your personal cell phone. Mr. Mattick stated it follows the same rules as emails.

Mr. Mattick also discussed how to change meeting dates and discussing only meeting agenda items during a special meeting. He stated closed meetings could only be closed meetings for certain items, including labor negotiations, City Manager review, and pending litigations. He recommended routing anything in question through City Manager Brian Frandle or Deputy Assistant to the City Manager Jennie Kloos to prevent the possibility of violating the open meeting law.

Mr. Mattick stated when it comes to the Data Practices Act, it is to be presumed that all information is public data, except for personnel data.

Mr. Mattick provided clarity regarding conflicts of interest and the gift law and recommended always checking with him first if in question. He also noted if concerns arise with the City Manager to seek out the City Attorney first but in all other situations, honor the hierarchy and proceed accordingly.

Mr. Mattick provided details on *Robert's Rule of Order* and the sequence of discussions and motions.

The difference between a City Administrator and City Manager was explained with North St. Paul being a plan B city and referencing an hour glass, stating that the top is the city council, the middle being the City Manager and the bottom being city staff. It is highly encouraged that all topics, issues and discussions go through the City Manager. The City Manager takes care of the day to day operations.

V. OTHER BUSINESS

There was no other business.

VI. ADJOURNMENT

On motion by Council Member Wong, seconded by Council Member Cole, with all present voting aye (5-0), meeting is adjourned at 6:20 p.m.

John Monge, Mayor

Attest: _____
Brian Frandle, City Manager / Clerk

**City of North Saint Paul
February 7, 2023
Proposed Regular City Council Meeting Minutes**

I. CALL TO ORDER

Mayor Monge 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 Nordby
Council Member Schweer
Council Member Cole
Council Member Wong
Mayor Monge

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos,
Community Development Director Brandy Howe, Police Chief Phil Baebenroth,
Public Works Director Ron Ritchie, Communications Staff Kari Erpenbach, City
Attorney Soren Mattick and City Engineer Morgan Dawley.

IV. ADOPT AGENDA

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

V. PRESENTATIONS

A. Proclamation – Terry Furlong/Extraordinary Leader

City Manager Brian Frandle and Mayor Monge presented Terry Furlong with a North St. Paul keepsake and proclaimed him an extraordinary leader. Mr. Furlong thanked his wife and everyone for their support over the years.

VI. APPROVAL OF CONSENT AGENDA

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, Resolution No. 2023-115 consisting of:

- A. January 17, 2023 workshop meeting minutes
- B. January 17, 2023 regular meeting minutes
- C. General Claims \$4,259,950.08
- D. HRA Claims \$29,614.99
- E. LMCIT Municipal Tort Liability Waiver ***Resolution No. 2023-125***

- F. Purchase 2022 Chevy 1500 Pick-Up
- G. Application for Charitable Gambling for Exempt Permit for North Presbyterian Church on February 25, 2023
- H. Service Agreement with ADP, Inc. for Payroll and Human Resource Services
Resolution No. 2023-116
- I. 7th Avenue Landscaping Project – Approve Final Payment and Accept Project
Resolution No. 2023-117

VII. MEETING OPEN TO PUBLIC

David Nelson thanked the City for cleaning the crosswalks and suggested pedestrian crossing signs or flashing lights on Margaret Street to increase pedestrian safety. Mr. Frandle stated the City is moving forward with it.

John Schmahl expressed his frustration about Commission meeting notices and date changes.

VIII. PUBLIC HEARINGS

There were no scheduled public hearings.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. 2023 North St. Paul History Cruzers Car Show Memorandum of Agreement

Mr. Frandle presented this item and stated the History Cruzers need the City Council's approval to move forward with planning. Council Member Nordby inquired if there would be a savings if it was approved every 2 years versus every year.

On motion by Council Member Cole, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to adopt Resolution No. 2023-118, Approving the 2023 MOA between the City of North St. Paul and the North St. Paul History Cruzers to Conduct the 2023 Friday Night Car Show Contract between the History Cruzers and the City of North St. Paul.

B. Ordinance to Reduce the Membership of the Park and Recreation Commission from Nine to Seven Members

Community Development Director Brandy Howe stated the Ordinance is included in the packet and would maintain the same number of Commissioners on all of the North St. Paul Commissions. Council Member Wong questioned about any openings. Mayor Monge stated there is an open position on the Parks and Recreation Commission.

On motion by Council Member Schweer, seconded by Council Member Wong, with all present voting aye (5-0), motion carried to adopt Ordinance No. 813, Reducing the Membership of the Parks and Recreation Commission from Nine to Seven Members.

C. Resolution Authorizing a Cost-Share for Open Windows Productions' Marketing Video Proposal

Mr. Frandle reviewed the quote and stated the Economic Development Authority will cover half of the cost and the other half will be covered by the Housing Redevelopment Authority and the City.

On motion by Council Member Nordby, seconded by Council Member Schweer, with all present voting aye (5-0), motion carried to adopt Resolution No. 2023-119, Authorizing a Cost-Share for Open Window Productions' Marketing Video Proposal.

D. Resolution Committing Local Match and Authorizing Contract Signature for a DEED grant for the Lillie Building Redevelopment Project

Ms. Howe noted a DEED grant was requested by Mr. LaValle. His engineer, Jennifer Forsch, stated these funds are different than the clean-up grant funds. This grant will cover geo technical costs, public infrastructure, sidewalks, lighting, and demolition. There is a match requirement that will be paid for by TIF or private financing. Council Member Wong inquired how 20 units are AMI (area mean income). Ms. Forsch suggested that is a better question for Mr. LaValle and Mr. Frandle will provide that information to City Council.

On motion by Council Member Schweer, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to adopt Resolution No. 2023-120, Approving Committing Local Match and authorizing Contract Signature for a Department of Employment and Economic Development (DEED) Redevelopment Grant Program for the Lillie Building Redevelopment Project.

E. Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for the Hause Park Court Reconstruction Project

Ms. Howe and City Engineer Morgan Dawley explained the Parks and Recreation Commission has recommended the refurbishment from tennis courts to pickleball courts. Council Member Wong questioned if the current dimensions were the original dimensions. Ms. Howe stated the new plan extends approximately 10 feet north and west and is ADA compliant. Council Member Cole added the sidewalks and trails around the courts are also ADA compliant.

On motion by Council Member Wong, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to adopt Resolution No. 2023-121 Approving Plans and Specifications and Authorize the Advertisement for Bids for the Hause Park Court Reconstruction Project.

Council Member Cole noted the Parks and Recreation Commission thanked the Council for their support.

F. Executing Certificate of Completion and TIF Note Relating to Contract for Private Development with Anchor View, LLC and Tax Increment Financing (Housing) District No. 4-10

Ms. Howe stated the applicant is ready to close it out. Mikayla Huot from Baker Tilly provided information on the TIF agreement, background information, and contract details. She indicated that a resolution was not needed and the signed documents will be placed in the file.

By general consensus, the City Council agreed to authorize staff to execute the documents that have been provided for review and described as: 1. Certificate of Completion 2. Tax Increment Revenue Note in the amount of \$2,400,000 with 4% interest rate. NOTE TO STAFF: A motion was not made on this item

G. Ordinance Creating Section 94-22: Sidewalk Encroachments in the Municipal Code

Ms. Howe presented a brief review and stated this would allow private owners to place outdoor furniture in the public right-of-way. This would modify the Ordinance by extending the time frame from April 1st to November 1st, require owners to lock up furniture each evening, and store them throughout the winter. Council Member Nordby inquired about potential safety concerns. Chief of Police Phil Baebenroth stated he does not see any potential concerns. Council Member Cole inquired about the open container law. City Attorney Mattick encouraged the City to keep an eye on this and maintain beverages within a designated area. Council Member Wong thanked Ms. Howe for all of her work on this.

On motion by Council Member Nordby, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to adopt Ordinance No. 814, Creating a New Section in the Municipal Code 94.22: Sidewalk Encroachments

H. Resolution of Support for Corridors for Commerce Funding Request for 36/120 Interchange by Washington County

Mr. Dawley presented this item and identified this intersection as a high crash rate and a safety concern. Washington County is requesting letters of support to score better on the application. Mr. Dawley noted there will be a group of City officials, representatives, and City staff from all of the municipalities to discuss various options for this.

On motion by Council Member Schweer, seconded by Council Member Wong, with all present voting aye (5-0), motion carried to adopt Resolution No. 2023-122, Supporting Submittal of an Application to Request Funding from the Minnesota Department of Transportation through the 2022 Corridors of Commerce Solicitation.

I. Police Employee Suspense Hour Overages 2022

Mr. Baebenroth provided a presentation on suspense hours worked. He stated the main reasons for the overages were staffing shortages, duty injuries, and mandated training time in 2022. He recommended compensating hours worked in excess of 2080 which equates to approximately \$20,148.33 which includes PERA and Medicare costs. Council Member Schweer questioned if this will eliminate this for 2022. Mr. Baebenroth stated it will be eliminated if the department is fully staffed. Mayor Monge clarified this will wipe the slate clean for 2023.

After questions from the Council, Mr. Baebenroth provided the following information:

- Increased officer numbers will provide a safer city for all residents
- Within employee costs in 2022 due to being understaffed
- Discussed different staffing models but recommended keeping the current model
- With a fully staffed department, overtime spending will be greatly decreased

On motion by Council Member Nordby, seconded by Council Member Schweer, with all present voting aye (5-0), motion carried to approve payment for any excess balances of suspense time at a rate of 1.5 hours, per each hour in suspense time accruals. As these hours are all actual hours worked by each employee, beyond the standard 2080 hours of a typical annual work schedule under the Fair Labor Standards Act, they should be compensated at a 1.5 rate.

J. McKnight Road Watermain Improvements (City Project No. 22-04), Receive Bids and Award Contract

Mr. Dawley provided background information and the project location. He stated this was included in the Capital Improvement Plan and various options are stated in the packet. Staff recommends awarding the base bid only for the area between 11th and 17th Avenues, would start May, and be completed by fall. Mayor Monge inquired about any storm sewer improvements. Mr. Dawley noted there were some storm sewer improvements.

On motion by Council Member Wong, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to adopt Resolution No. 2023-123, Accepting Bids and Awarding a Construction Contract for the McKnight Watermain Improvements City Project No. 22-04.

K. McKnight Road Watermain Improvements – CIPP Lining Alternative (City Project No. 22-04), Receive and Reject All Bids

Mr. Dawley presented this item in conjunction with previous item.

On motion by Council Member Wong, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to adopt Resolution 2023-124, Accepting Bids Received and Rejecting All Bids for the McKnight Watermain CIPP Lining Improvements City Project No. 22-04.

L. Silver Lake Aerator Operations and Maintenance Cooperative Agreement-Authorize Signatures

Mr. Dawley presented this item and stated Ramsey County declined operation maintenance of the aerator in 2021. Mr. Dawley noted several meetings have occurred with multiple municipalities and was agreed upon that North St. Paul would be the lead agency under this Cooperative Agreement. He also noted Ramsey County offered a one-time lump sum to help with component replacement costs and Maplewood also provided a financial contribution. City Attorney Mattick noted this can be rediscussed at a later date and electrical costs can be adjusted. Public Works Director Ron Ritchie discussed the energy and water transfer in order to keep the circulation going. Council Member Wong inquired if Public Works have enough staff. Mr. Ritchie stated they would have enough staff to cover this maintenance. Council Member Cole requested clarification on where the average electrical bill amount was derived from. Mr. Dawley explained numbers were not specific but originally Maplewood and the Valley Branch Watershed District wanted a 50/50 split but it was adjusted, arriving at the \$1,750.00 amount.

On motion by Council Member Wong, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to authorize by the signatures of the Mayor and City Manager

of the North St. Paul execution of the Cooperative Agreement for Operation and Maintenance of the Silver Lake Aerator between the Cities of North St. Paul, Maplewood, Ramsey County, and Valley Branch Watershed District.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

A. Community Development Department Annual Report – 2022

Ms. Howe stated this was reviewed at the last City Council meeting but City Council can expect an annual review each January for the previous year's activities.

B. Police Department Updates

Mr. Baebenroth recapped the award and swearing in ceremony and the great work done by the Police Department including the stoppage of a school shooting. He also shared the lifesaving, community policing, and leadership awards. He reviewed calls for service, and the increase in investigations, persons in crisis and vehicle thefts. He noted in 2022, he had zero complaints on use of force and commended his officers for this. He expressed his concern regarding officer mental health and wellness. He added he continues to create a culture of team, family, and mental health support. He is also focused on community policing and listening to residents. Looking ahead, he would like to add an additional School Resource Officer, another detective, an officer to backfill patrol shifts, community outreach and engagement position, crime analyst, non-sworn mental health advocate, K9 program, reserve program, and possibly State funding for all health and dental insurance for single and family coverage. City Council thanked him and his officers for all of their work.

Mr. Frandle updated the Council on the Electric Department's training in Marshall and hiring in multiple departments across the City. Mr. Frandle noted the difficulty with supply chain issues and briefly discussed the renewable energy choice for businesses and residents.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Nordby noted the Planning Commission meeting was moved from last week to this week.

Council Member Wong noted the Arts and Culture Commission met last week and discussed project Snowy. The Commission also discussed plans to work with stakeholders regarding sculpture locations, the utility wrap project, and the youth Commission member participation in the meeting. Their next meeting will be March 1, 2023.

Council Member Cole noted the EDA has one opening and their next meeting will be on Valentine's Day.

Council Member Schweer noted the Parks and Recreation Commission tabled electing the Chair and Vice Chair positions until next meeting and Ms. Howe provided a great presentation on roles and duties of the Commission and members. She commended the Police and Fire Departments.

XII. GENERAL BUSINESS

Council Member Wong thanked City Attorney Mattick for his presentation to the Arts and Culture Commission and Council Member Schweer thanked him for his presentation at the workshop.

Mayor Monge thanked City staff for the packets provided at each City Council meeting.

XIII. CLOSED SESSION

There was no Closed Session.

XIV. ADJOURNMENT

There being no further business, on motion by Council Member Wong, Seconded by Council Member Schweer, with all present voting aye (5-0), Mayor Monge adjourned the meeting at 8:55 p.m.

John Monge, Mayor

Attest: _____
Brian Frandle, City Manager / Clerk



To	Date
Honorable Mayor Monge and City Council	February 21, 2023
Agenda Placement # V.C	
Consent Agenda	
Subject	
General Claims \$1,938,979.39	
Background/Facts	
Recommended Action	
Attachments	

1. 02-21-2023 AP COUNCIL PACKET

Respectfully submitted,
Jacquelyn Lutmer, Finance Coordinator



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Finance Coordinator
DATE: February 21, 2023
SUBJECT: Recommendation of approval of GENERAL claims list.

Claim Date

2/10/2023 Payroll Register	\$130,716.92
2/10/2023 Payroll Direct Payables	\$118,696.86
Payroll Subtotal	<u>\$249,413.78</u>

2/7/2023 Early Release UB Refund Check	143295	\$ 3,594.23
2/7/2023 Early Release Check Run	143296	89,291.31
2/8/2023 Early Release Check Run	143297	41,200.37
2/22/2023 UB Refund Checks	143298-143316	\$ 7,159.58
2/22/2023 AP Check Run	143317-143410	\$ 934,417.99
2/22/2023 AP Drafts	001745-001751	\$ 613,902.13
AP Subtotal		<u>\$ 1,689,565.61</u>

Grand Total \$ 1,938,979.39

Approved this 21st day of February 2023

/s/ John Monge, Mayor by Consent Resolution

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

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 2/10/2023

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	60	130,716.92
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	60	130,716.92

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET:0565402/10/2023 PAYROLL - 9

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

BANK:APPREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
A01055		AFSME COUNCIL 5						
	I-AFS202302078877	UNION DUES	D	2/10/2023		161.48	001737	161.48
E05000		EFTPS						
	I-T1 202302078877	FEDERAL WITHHOLDING	D	2/10/2023		19,251.03	001738	
	I-T3 202302078877	FICA TAXES	D	2/10/2023		16,925.68	001738	
	I-T4 202302078877	MEDICARE TAXES	D	2/10/2023		6,096.44	001738	42,273.15
H08033		H S A BANK						
	I-444202302078877	HSA ACCOUNT	D	2/10/2023		5,380.00	001739	5,380.00
I09137		I C M A DISTRIBUTION CENTER						
	I-2 202302078877	EMP/EMPR DEFERRED COMP	D	2/10/2023		11,788.62	001740	
	I-21 202302078877	EMP/EMPR DEFERRED COMP	D	2/10/2023		3,815.31	001740	
	I-26 202302078877	LOAN PAYMENTS TO ICMA	D	2/10/2023		646.52	001740	
	I-2IR202302078877	EMP/EMPR DEFERRED COM	D	2/10/2023		2,220.00	001740	18,470.45
M12900		MNEFTS						
	I-T2 202302078877	MN Income Tax WH	D	2/10/2023		9,015.07	001741	9,015.07
M13320		MN STATE RETIREMENT SYSTEM						
	I-12 202302078877	POST DEDUCTIONS	D	2/10/2023		1,025.00	001742	
	I-2MN202302078877	POST DEDUCTIONS	D	2/10/2023		75.00	001742	1,100.00
M18011		MN CHILD SUPPORT PAYMENT CENTER						
	I-3 202302078877	BI-MONTHLY CHILD SUPPORT	D	2/10/2023		759.52	001743	759.52
P16470		P E R A						
	I-91 202302078877	6634-00 REG PERA	D	2/10/2023		17,988.77	001744	
	I-92 202302078877	6634-00 PERA PD	D	2/10/2023		23,548.42	001744	41,537.19

* * 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	118,696.86	118,696.86
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	118,696.86	118,696.86

PACKET: 05651 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		MCHUGH, CONNOR & EMILIE						
	I-000202302078870	MCHUGH, CONNOR & EMILIE	R	2/07/2023		3,594.23	143295	3,594.23

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	3,594.23	3,594.23
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	3,594.23	3,594.23

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
N14199	NSP TIF, LLC							
	I-202302068869	TIF 4-7 2022 PAYMENT	R	2/07/2023		89,291.31CR	143296	89,291.31

* * T O T A L S * *		NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:		1	0.00	89,291.31	89,291.31
HANDWRITTEN CHECKS:		0	0.00	0.00	0.00
PRE-WRITE CHECKS:		0	0.00	0.00	0.00
DRAFTS:		0	0.00	0.00	0.00
VOID CHECKS:		0	0.00	0.00	0.00
NON CHECKS:		0	0.00	0.00	0.00
CORRECTIONS:		0	0.00	0.00	0.00
REGISTER TOTALS:		1	0.00	89,291.31	89,291.31

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
F06508	FRIENDLY CHEVROLET							
	I-202302088890	FRIENDLY CHEVROLET	R	2/08/2023		41,200.37CR	143297	41,200.37

* * T O T A L S * *		NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:		1	0.00	41,200.37	41,200.37
HANDWRITTEN CHECKS:		0	0.00	0.00	0.00
PRE-WRITE CHECKS:		0	0.00	0.00	0.00
DRAFTS:		0	0.00	0.00	0.00
VOID CHECKS:		0	0.00	0.00	0.00
NON CHECKS:		0	0.00	0.00	0.00
CORRECTIONS:		0	0.00	0.00	0.00
REGISTER TOTALS:		1	0.00	41,200.37	41,200.37

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 05662 US - Refund
VENDOR SET: 01 City of North St Paul **** CHECK LISTING ****
BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	I-000202302108898	SORG, PAUL SORG, PAUL	R	2/22/2023		16.78	143298	16.78
1	I-000202302108899	CTW GROUP INC CTW GROUP INC	R	2/22/2023		49.21	143299	49.21
1	I-000202302108900	THAO, LINA THAO, LINA	R	2/22/2023		368.17	143300	368.17
1	I-000202302108901	AMENT, PETER AMENT, PETER	R	2/22/2023		940.17	143301	940.17
1	I-000202302108902	ARES HOLDINGS LLC ARES HOLDINGS LLC	R	2/22/2023		199.89	143302	199.89
1	I-000202302108903	BURROWS, ROBERT BURROWS, ROBERT	R	2/22/2023		100.87	143303	100.87
1	I-000202302108904	CURRAN, NOAH CURRAN, NOAH	R	2/22/2023		42.42	143304	42.42
1	I-000202302108905	MUCKLE, HEATHER/DARYCK MUCKLE, HEATHER/DARYCK	R	2/22/2023		189.76	143305	189.76
1	I-000202302108906	BRADLEY, GREGORY BRADLEY, GREGORY	R	2/22/2023		578.48	143306	578.48
1	I-000202302108907	FINCEL, CATHERINE FINCEL, CATHERINE	R	2/22/2023		48.25	143307	48.25
1	I-000202302108908	LUTMER, JACKIE LUTMER, JACKIE	R	2/22/2023		75.07	143308	75.07
1	I-000202302108909	HARGROVE, MIGUEL HARGROVE, MIGUEL	R	2/22/2023		11.49	143309	11.49
1	I-000202302108910	COLEMAN, DONNA COLEMAN, DONNA	R	2/22/2023		49.57	143310	49.57
1	I-000202302108911	OLSON, REBEKAH OLSON, REBEKAH	R	2/22/2023		35.33	143311	35.33
1	I-000202302108912	MERRICK INC MERRICK INC	R	2/22/2023		466.18	143312	466.18

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 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		CAGE, MARCUS						
	I-000202302108913	CAGE, MARCUS	R	2/22/2023		300.60	143313	300.60
1		THE NIC NAC STORE						
	I-000202302108914	THE NIC NAC STORE	R	2/22/2023		2,497.98	143314	2,497.98
1		STABNER ELECTRIC LLC						
	I-000202302108915	STABNER ELECTRIC LLC	R	2/22/2023		150.30	143315	150.30
1		FINANCIAL ACCOUNTING (EAP)						
	I-000202302108916	FINANCIAL ACCOUNTING (EAP)	R	2/22/2023		1,039.06	143316	1,039.06

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	19	0.00	7,159.58	7,159.58
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:	19	0.00	7,159.58	7,159.58

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BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	GINA LOR I-202302098892	GINA LOR:	R	2/22/2023		150.00CR	143317	150.00
1	ASHLEY LEE I-202302158917	ASHLEY LEE:	R	2/22/2023		50.00CR	143318	50.00
1	ASHLEY LEE I-202302158918	ASHLEY LEE:	R	2/22/2023		300.00CR	143319	300.00
1	KEENAN RAVERTY I-202302158919	KEENAN RAVERTY:	R	2/22/2023		150.00CR	143320	150.00
1	KRISTINA YANG I-202302158920	KRISTINA YANG:	R	2/22/2023		50.00CR	143321	50.00
1	KRISTINA YANG I-202302158921	KRISTINA YANG:	R	2/22/2023		300.00CR	143322	300.00
A01090	ALADTEC INC I-INV00246217	ANNUAL SUB 3/15/23-3/14/24	R	2/22/2023		2,435.00CR	143323	2,435.00
A01119	ALLIED MEDICAL TRAINING I-2964	EMR COURSE	R	2/22/2023		895.00CR	143324	895.00
A01184	AMAZON CAPITAL SERVICES I-1316-1RG7-LTQT I-13NX-X4C4-M1KY I-1DLR-HQ9V-NGDT I-1LJJ-RQXK-MGPK	TOOLS SUPPLIES SUPPLIES SUPPLIES	R R R R	2/22/2023 2/22/2023 2/22/2023 2/22/2023		428.66CR 579.59CR 58.95CR 80.95CR	143325 143325 143325 143325	 1,148.15
A01196	AMERICAN LEGAL PUBLISHING CORP I-23169 I-23220	JAN 2023 S-14 EDITING JAN 2023 S-14 FOLIO/INTERNET	R R	2/22/2023 2/22/2023		176.00CR 15.60CR	143326 143326	 191.60
A01650	AWARDS BY HAMMOND INC I-10733	AWARD & LASERING	R	2/22/2023		488.50CR	143327	488.50
B02023	BAKER TILLY MUNICIPAL ADVISORS I-BTMA18171	2022 CONTINUNG DISCLOSURE SERV	R	2/22/2023		3,300.00CR	143328	3,300.00
B02053	BLUE CROSS BLUE SHIELD OF MN I-230201094289	JAN 2023 VISION INSURANCE	R	2/22/2023		131.83CR	143329	131.83

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BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
B02156	BORDER STATES ELECTRIC							
	I-925689742	SPRING LOADED DEAD END SHOES	R	2/22/2023		1,088.81CR	143330	1,088.81
C02115	CITY OF EDEN PRAIRIE							
	I-4369	ANNUAL FENCING FEE	R	2/22/2023		5,461.00CR	143331	5,461.00
C03002	CAMPBELL KNUTSON PA							
	I-2076-0000G-177	JAN 2023 LEGAL SERVICES	R	2/22/2023		4,975.36CR	143332	
	I-2076-0054G-31	JAN 2023 LEGAL SERVICES	R	2/22/2023		1,709.00CR	143332	
	I-2076-0060G-105	JAN 2023 LEGAL SERVICES	R	2/22/2023		68.00CR	143332	
	I-2076-0061G-52	JAN 2023 LEGAL SERVICES	R	2/22/2023		502.00CR	143332	
	I-2076-0065G-45	JAN 2023 LEGAL SERVICES	R	2/22/2023		136.00CR	143332	
	I-2076-0066G-56	JAN 2023 LEGAL SERVICES	R	2/22/2023		2,992.50CR	143332	
	I-2076-0067G-53	JAN 2023 LEGAL SERVICES	R	2/22/2023		136.00CR	143332	
	I-2076-0068G-27	JAN 2023 LEGAL SERVICES	R	2/22/2023		18.00CR	143332	
	I-2076-0079G-20	JAN 2023 LEGAL SERVICES	R	2/22/2023		216.00CR	143332	
	I-2076-0092G-14	JAN 2023 LEGAL SERVICES	R	2/22/2023		233.00CR	143332	
	I-2076-0096G-7	JAN 2023 LEGAL SERVICES	R	2/22/2023		80.00CR	143332	11,065.86
C03066	CINTAS							
	I-4144718267	UNIFORMS	R	2/22/2023		46.96CR	143333	
	I-4144718371	UNIFORMS	R	2/22/2023		81.11CR	143333	
	I-4144718406	UNIFORMS	R	2/22/2023		133.87CR	143333	
	I-4145396488	UNIFORMS	R	2/22/2023		8.86CR	143333	
	I-4145396663	UNIFORMS	R	2/22/2023		81.11CR	143333	
	I-4145396664	UNIFORMS	R	2/22/2023		111.62CR	143333	463.53
C03092	CENTRALSQUARE TECHNOLOGIES LLC							
	I-366703	ANNUAL MAINTENANCE FEE	R	2/22/2023		19,165.37CR	143334	19,165.37
C03097	LIFE INSURANCE CO OF NO AMERICA							
	I-202302078871	FEB 2023 CRITICAL ILLNESS	R	2/22/2023		72.78CR	143335	
	I-202302078872	FEB 2023 HOSPITAL INSURANCE	R	2/22/2023		139.77CR	143335	
	I-202302078873	FEB 2023 ACCIDENT INSURANCE	R	2/22/2023		103.45CR	143335	316.00
C03139	COMCAST							
	I-202302078874	FD CABLE SERV 2/7-3/6/23	R	2/22/2023		23.10CR	143336	
	I-202302158924	DIGITAL ADT SERV CH 2/14-3/13	R	2/22/2023		6.45CR	143336	29.55
C03198	CRYSTEEL TRUCK EQUIPMENT							
	I-FP189797	601 STROBE LIGHT BOX	R	2/22/2023		101.60CR	143337	
	I-FP189833	601 SMART LOCK PLOW CYLINDER	R	2/22/2023		534.88CR	143337	
	I-FP189878	601 BREATHER CAP HYDRAULIC	R	2/22/2023		37.34CR	143337	673.82

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
C03282	CUSTOM TRUCK ONE SOURCE							
	I-2022002041393	507 SWITCH PUSH BUTTON	R	2/22/2023		10.40CR	143338	
	I-2023002092461	712 SERPINTINE BELT	R	2/22/2023		120.24CR	143338	
	I-2023002094553	601 BOSS PLOW FLUID	R	2/22/2023		52.05CR	143338	
	I-2023002096192	FIBERGLASS BUCKET PAINT MIX	R	2/22/2023		154.61CR	143338	
	I-2023002097604	712 CUSTOME PAINT FOR BOOMS	R	2/22/2023		760.32CR	143338	
	I-2023002097769	411 BOLTS FOR THE BOOM	R	2/22/2023		18.96CR	143338	1,116.58
C21221	CENTURY LINK							
	I-202302158922	PHONE SERVICE 2/1-2/28/23	R	2/22/2023		239.36CR	143339	239.36
E05112	ELK RIVER WINLECTRIC CO							
	I-370410 01	MULTI TOOL MILWAUKEE	R	2/22/2023		314.00CR	143340	314.00
E05126	EMERGENCY AUTOMOTIVE TECHNOLOGIES INC							
	I-JP011923-42	VEHICLE EQUIPMENT	R	2/22/2023		293.13CR	143341	
	I-SVC80134	VEHICLES SUPPLIES	R	2/22/2023		485.00CR	143341	
	I-SVC80137	VEHICLE SUPPLIES	R	2/22/2023		132.25CR	143341	910.38
E10050	ERICKSON BELL BECKMAN & QUINN PA							
	I-1312302	JAN 2023 LEGAL SERVICES	R	2/22/2023		7,556.81CR	143342	7,556.81
G07176	GOPHER STATE ONE CALL							
	I-3010641	LOCATES	R	2/22/2023		32.40CR	143343	32.40
G07280	GRAINGER INC							
	I-9578497092	502 MISC BOLTS	R	2/22/2023		31.69CR	143344	31.69
G07284	GRAFFIC TRAFFIC							
	I-5622	MAGNETS	R	2/22/2023		1,450.00CR	143345	1,450.00
G07448	GUARDIAN SUPPLY							
	I-14504	UNIFORMS	R	2/22/2023		339.80CR	143346	339.80
H07501	HEALTHPARTNERS							
	I-10243	NEW EMPLOYEE SCREENING	R	2/22/2023		312.00CR	143347	312.00
H08165	HOME DEPOT							
	I-2010800	SUPPLIES	R	2/22/2023		37.50CR	143348	
	I-2013474	SUPPLIES	R	2/22/2023		74.86CR	143348	
	I-3021967	SUPPLIES	R	2/22/2023		280.35CR	143348	
	I-3022031	PARK BUILDING HEATER MATERIALS	R	2/22/2023		27.34CR	143348	
	I-3061987	PORTABLE BATTERIES	R	2/22/2023		338.00CR	143348	
	I-3092036	PARK BUILDING HEATER MATERIALS	R	2/22/2023		15.44CR	143348	
	I-3516836	WIRE FOR PARK HEATERS	R	2/22/2023		121.44CR	143348	
	I-5010315	SUPPLIES	R	2/22/2023		510.18CR	143348	
	I-6611702	TORCH KITS FOR FIRE & SQUADS	R	2/22/2023		249.02CR	143348	
	I-7014037	SUPPLIES	R	2/22/2023		11.96CR	143348	
	I-7022153	SUPPLIES	R	2/22/2023		57.54CR	143348	1,723.63

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
H08185	HUMERATECH							
	I-220872	CITY HALL PUMP REPAIRS	R	2/22/2023		2,263.92CR	143349	
	I-220911	NEW HEATER WELL HOUSE #4	R	2/22/2023		1,547.06CR	143349	
	I-230122	Q2 2022 MAINT AGREEMENT	R	2/22/2023		987.81CR	143349	
	I-230123	Q3 2022 MAINT AGREEMENT	R	2/22/2023		987.81CR	143349	
	I-230124	4TH QTR MAINTENANCE AGREEMENT	R	2/22/2023		987.81CR	143349	
	I-230132	2023 SERVICE AGREEMENT	R	2/22/2023		2,964.71CR	143349	
	I-230141	Q1 2023 MAINT AGREEMENT	R	2/22/2023		993.41CR	143349	
	I-230142	Q1 2023 MAINT AGREEMENT CC	R	2/22/2023		987.81CR	143349	
	I-230143	Q1 2023 MAIN AGREEMENT PW	R	2/22/2023		950.61CR	143349	12,670.95
I09178	STUART C IRBY CO							
	I-S013390421.001	24" STICK INSULATOR	R	2/22/2023		558.75CR	143350	
	I-S013390421.002	MISC OVERHEAD MATERIALS	R	2/22/2023		880.50CR	143350	
	I-S013390421.003	36" STICK INSULATOR	R	2/22/2023		650.00CR	143350	
	I-S013390421.004	PREFORM GUY DEADEND	R	2/22/2023		168.50CR	143350	2,257.75
K09100	KATH FUEL OIL SERVICE CO							
	I-764694	098 BULK DRUM OF HYDRAULIC OIL	R	2/22/2023		662.14CR	143351	662.14
K11220	KIMBALL-MIDWEST							
	I-100360837	098 CHEMICIALS & DRILL BITS	R	2/22/2023		255.50CR	143352	
	I-100362039	098 SHOP CHEMICALS	R	2/22/2023		24.35CR	143352	279.85
L12099	LAW ENFORCEMENT LABOR SERVICES							
	I-202302158925	FEB 2023 UNION DUES	R	2/22/2023		1,080.00CR	143353	1,080.00
L12194	LEAGUE OF MINN CITIES							
	I-374988	TRAINING	R	2/22/2023		1,710.00CR	143354	1,710.00
L12273	LITTLE FALLS MACHINE INC							
	I-366067	503 SUBLET REBUILD REAR WING	R	2/22/2023		3,951.77CR	143355	3,951.77
L12384	LOCAL UNION #320							
	I-202302078885	FEB 2023 UNION DUES	R	2/22/2023		1,675.00CR	143356	1,675.00
M13028	METRO PRODUCTS INC							
	I-171609	502 BOLTS & NUTS FOR WING	R	2/22/2023		21.95CR	143357	
	I-171643	098 HYDRAULIC FITTINGS	R	2/22/2023		384.52CR	143357	406.47
M13035	MACQUEEN EQUIPMENT CO							
	I-P47229	510 CUTTING EDGE FOR BLOWER	R	2/22/2023		339.24CR	143358	339.24

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
M13056	CITY OF MAPLEWOOD							
	I-202302158923	FEB 2023 UB/JAN 2023 USE	R	2/22/2023		35,280.09CR	143359	35,280.09
M13110	MENARDS-OAKDALE							
	I-59014	MAIL BOX REPAIR PARTS	R	2/22/2023		48.36CR	143360	
	I-59497	SUPPLIES	R	2/22/2023		7.42CR	143360	
	I-59632	SUPPLIES	R	2/22/2023		1,075.06CR	143360	1,130.84
M13124	METROPOLITAN COUNCIL							
	I-0001151495	MARCH 2023 SEWER FEES	R	2/22/2023		87,413.73CR	143361	
	I-202302158929	JAN 2023 SAC WAC FEES	R	2/22/2023		4,920.30CR	143361	92,334.03
M13192	MN BENEFIT ASSOC							
	I-2023-0191778	FEB 2023	R	2/22/2023		71.17CR	143362	71.17
M13196	MN CHIEFS OF POLICE ASSOC							
	I-13897	MEMBERSHIP RENEWAL	R	2/22/2023		434.00CR	143363	434.00
M13226	MN AWWA							
	I-200006930	2023 WATER SCHOOL RITCHIE	R	2/22/2023		300.00CR	143364	
	I-200006931	2023 WATER SCHOOL BOND	R	2/22/2023		300.00CR	143364	600.00
M13291	MN PEIP							
	I-1262047	MAR 2023 INSURANCE	R	2/22/2023		54,289.25CR	143365	54,289.25
M13296	METRO-INET							
	I-1036	IT SUPPORT	R	2/22/2023		22,781.00CR	143366	
	I-1085	FEB 2023 IT SUPPORT SERVICES	R	2/22/2023		22,781.00CR	143366	45,562.00
M13303	MCFOA							
	I-202302158928	2023 MEMBERSHIP RENEWAL	R	2/22/2023		55.00CR	143367	55.00
M13375	MTI DISTRIBUTING COMPANY							
	C-1336372-00	CREDIT SWAP OUT	R	2/22/2023		16,500.00	143368	
	I-1336370-00	GROUNDMASTER 4000 & KITS	R	2/22/2023		80,009.28CR	143368	63,509.28
M13383	M&M ROGNESS EQUIPMENT CO							
	I-19018	502 FITTINGS	R	2/22/2023		38.77CR	143369	38.77
M14074	MNSPECT LLC							
	I-0095779-IN	JAN 2023 PERMITS	R	2/22/2023		21,834.67CR	143370	21,834.67

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
M19503	MIDWEST HYDRAULIC							
	I-4967	502 RAM REPAIR FOR FLOW	R	2/22/2023		939.40CR	143371	939.40
N07096	NAPA AUTO PARTS							
	I-3617-199933	626 TACH FOR SETTING IDLE	R	2/22/2023		50.98CR	143372	
	I-3617-201271	712 BONDO FILLER	R	2/22/2023		30.06CR	143372	81.04
N14094	NICOLE LACOSTE PHOTOGRAPHY							
	I-215	HEADSHOTS	R	2/22/2023		350.00CR	143373	350.00
N14146	COMPASS MINERALS							
	I-1125890	SALT FOR ROADS	R	2/22/2023		16,643.53CR	143374	16,643.53
N14168	NORTHERN TOOL & EQUIPMENT							
	I-INV0000007382	SILVER LAKE RESTROOM HEATER	R	2/22/2023		146.23CR	143375	146.23
N14183	NINENORTH							
	I-2021-158	MEETINGS	R	2/22/2023		1,948.30CR	143376	
	I-2021-190	MICROPHONE ISSUES	R	2/22/2023		140.50CR	143376	
	I-2021-208	WEB MEETINGS	R	2/22/2023		2,479.00CR	143376	
	I-2023-014	JAN 2023 AV SERVICES	R	2/22/2023		2,783.18CR	143376	7,350.98
N14201	NO ST PAUL BUSINESS ASSOC							
	I-1964	2023 MEMBERSHIP DUES	R	2/22/2023		450.00CR	143377	450.00
O15058	OVERHEAD DOOR COMPANY							
	I-129777	REPAIR FIRE DOOR	R	2/22/2023		3,782.00CR	143378	3,782.00
P16261	PINE CREEK SERVICES							
	I-25773	FEB 2023 WINDOW CLEANING	R	2/22/2023		275.00CR	143379	275.00
P16285	PLUNKETT'S PEST CONTROL							
	I-7908585	FEB 2023 PEST CONTROL CC	R	2/22/2023		37.83CR	143380	
	I-7908586	FEB 2023 PEST CONTROL PW	R	2/22/2023		41.72CR	143380	
	I-7908587	FEB 2023 PEST CONTROL CH	R	2/22/2023		36.95CR	143380	116.50
P16330	WALSER POLAR CHEVROLET							
	I-290781	WALSER POLAR CHEVROLET	R	2/22/2023		378.33CR	143381	378.33
P16435	PREMIUM WATERS							
	I-319244981	WATER SERVICE	R	2/22/2023		6.00CR	143382	
	I-319254342	WATER SERVICE	R	2/22/2023		31.50CR	143382	37.50

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R18010	RAMSEY COUNTY							
	I-EMCOM-010607	JAN 2023 FLEET SUPPORT FEE	R	2/22/2023		620.88CR	143383	
	I-EMCOM-010625	JAN 2023 CAD SERVICES	R	2/22/2023		1,327.08CR	143383	
	I-EMCOM-010656	JAN 2023 911 DISPATCH SERVICES	R	2/22/2023		8,165.08CR	143383	
	I-RESFA-006122	JAN 2023 PW TIPPING	R	2/22/2023		302.48CR	143383	
	I-RESFA-006131	JAN 2023 RESIDENTIAL TIPPING	R	2/22/2023		24,561.38CR	143383	34,976.90
R18022	RAMSEY COUNTY-CEC- ENVIRONMENT HEALTH							
	I-202302108896	JAN 2023 CEC HAULER	R	2/22/2023		12,523.07CR	143384	12,523.07
R18135	ROC INC							
	I-89426	FEB 2023 JANITORIAL SERV CH	R	2/22/2023		2,971.10CR	143385	
	I-89431	FEB 2023 JANITORIAL SERV PW	R	2/22/2023		1,204.50CR	143385	
	I-89432	FEB 2023 JANITORIAL SERV LIB	R	2/22/2023		880.00CR	143385	5,055.60
R18170	CITY OF ROSEVILLE							
	I-0231528	NETMOTION LICENSE	R	2/22/2023		356.00CR	143386	
	I-0231529	NETMOTION LICENSE	R	2/22/2023		356.00CR	143386	712.00
S19130	SKB ENVIRONMENTAL							
	I-RI 86962	BURN DEBRIS DISPOSAL CHARGE	R	2/22/2023		140.10CR	143387	140.10
S19279	SOUTHVIEW DESIGN, INC							
	I-Payvoucher#1	7TH AVE LANDSCAPING	R	2/22/2023		51,814.41CR	143388	51,814.41
S19409	STAR TRIBUNE							
	I-I00447355-01222023	NOTICE	R	2/22/2023		71.10CR	143389	
	I-I00448201-01252023	ORDINANCE	R	2/22/2023		218.04CR	143389	
	I-I00448697-01292023	7TH AVE UTILITY & STREET	R	2/22/2023		189.60CR	143389	478.74
S19433	STAPLES ADVANTAGE							
	I-3530002427	CLEANING SUPPLIES	R	2/22/2023		21.47CR	143390	21.47
S19485	SUN LIFE FINANCIAL							
	I-202302078887	FEB 2023 LIE COVERAGE	R	2/22/2023		1,552.84CR	143391	
	I-202302078888	FEB 2023 LTD COVERAGE	R	2/22/2023		1,860.32CR	143391	3,413.16
T08169	THE HARTFORD							
	I-202302078889	FEB 2023 STD COVERAGE	R	2/22/2023		362.84CR	143392	362.84
T14250	TAPCO							
	I-745099	BLINKER SIGN W/RADAR	R	2/22/2023		8,676.80CR	143393	8,676.80

2/15/2023 4:25 PM

A / P CHECK REGISTER

PAGE: 8

PACKET: 05665 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
T19150	T A SCHIFSKY & SONS INC							
	I-68707	YARD PURCHASES	R	2/22/2023		270.11CR	143394	270.11
T20076	TOSHIBA FINANCIAL SERVICES							
	I-5023606341	FEB 2023 COPIER LEASE	R	2/22/2023		97.21CR	143395	
	I-5023788752	FEB 2023 COPIER LEASE	R	2/22/2023		223.15CR	143395	
	I-5023788754	COPIER OVERAGES	R	2/22/2023		95.42CR	143395	415.78
T20117	TAYLOR PRINT IMPRESSIONS							
	I-7125787	BUSINESS CARDS	R	2/22/2023		75.55CR	143396	75.55
T20161	THOMPSON REUTERS - WEST							
	I-847794713	JAN 2023 SOFTWARE SUBSCRIPTION	R	2/22/2023		216.65CR	143397	216.65
T20191	TIMESAVER OFF SITE SECRETARIAL INC.							
	I-M27955	JAN 2023 SECRETARIAL SERVICE	R	2/22/2023		711.50CR	143398	711.50
T20215	TOKLE INSPECTIONS INC							
	I-202302088891	JAN 2023 ELECTRIC INSPECTIONS	R	2/22/2023		1,732.00CR	143399	1,732.00
T20235	TOWMASTER							
	I-456390	503 SUBLET FOR DAMAGE	R	2/22/2023		7,279.00CR	143400	7,279.00
T20247	TOTAL CONTROL SYSTEMS INC							
	I-10572	SCADA UPGRADE	R	2/22/2023		23,531.00CR	143401	23,531.00
T20285	TRI STATE BOBCAT INC							
	I-A15451	606 SPARE BOOM	R	2/22/2023		2,906.03CR	143402	
	I-A15452	606 BOOM FOR TOOL CAT	R	2/22/2023		2,935.58CR	143402	
	I-A15782	606 PINS & FREIGHT FOR BOOM	R	2/22/2023		258.24CR	143402	
	I-A15783	626 CARB GASKETS	R	2/22/2023		31.27CR	143402	
	I-A16016	515 LEFT INNER TIRE ROD	R	2/22/2023		210.56CR	143402	
	I-V01945	606 SUBLET REPAIR FOR BOBCAT	R	2/22/2023		2,303.79CR	143402	8,645.47
V22178	VISU-SEWER CLEAN & SEAL INC							
	I-PAYVOUCHER#2	2022 SANITARY SEWER LINING	R	2/22/2023		253,392.73CR	143403	253,392.73
W23312	WOLD ARCHITECTS & ENGINEERS							
	I-84283	COMM CENTER PLANNING	R	2/22/2023		3,012.50CR	143404	3,012.50
W23500	WSB & ASSOCIATES INC							
	I-R-012723-000-27	NOV 2022 ANCHOR BLOCK SOUTH	R	2/22/2023		145.00CR	143405	
	I-R-013417-000-29	NOV 2022 MS4 SERVICES	R	2/22/2023		2,719.50CR	143405	
	I-R-014359-000-11	NOV 2022 OLD CITY HALL APTS	R	2/22/2023		515.00CR	143405	
	I-R-018968-000-14	NOV 2022 7TH AVE IMPROVEMENTS	R	2/22/2023		2,225.00CR	143405	
	I-R-018973-000-13	NOV 2022 ANCHOR #CP 22-05	R	2/22/2023		339.25CR	143405	
	I-R-019086-000-14	NOV 2022 ARIAL #CP 22-03	R	2/22/2023		1,814.50CR	143405	
	I-R-019233-000-10	NOV 2022 GEN SERV WATER	R	2/22/2023		250.00CR	143405	
	I-R-019234-000-10	NOV 2022 GEN SERV SAN SEWER	R	2/22/2023		177.50CR	143405	
	I-R-019235-000-11	NOV 2022 GEN SERV SURFACE WATE	R	2/22/2023		250.00CR	143405	
	I-R-019236-000-11	NOV 2022 GEN SERV STREETS	R	2/22/2023		1,303.00CR	143405	
	I-R-020096-000-9	NOV 2022 MCKNIGHT CP#22-04	R	2/22/2023		34,623.25CR	143405	

2/15/2023 4:25 PM

A / P CHECK REGISTER

PAGE: 9

PACKET: 05665 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
	I-R-020292-000-6	NOV 2022 RESILIENCY GRANT	R	2/22/2023		856.50CR	143405	
	I-R-020321-000-8	NOV 2022 SUIP CONSTRUCTION	R	2/22/2023		15,751.00CR	143405	
	I-R-020942-000-5	NOV 2022 CASEY LK PARKING LOT	R	2/22/2023		3,866.00CR	143405	
	I-R-020955-000-5	NOV 2022 CRACK SEALING	R	2/22/2023		847.50CR	143405	
	I-R-021020-000-5	NOV 2022 LILLIE BLDG PUD	R	2/22/2023		1,148.50CR	143405	
	I-R-021134-000-3	NOV 2022 PAVEMENT MGMT	R	2/22/2023		547.50CR	143405	67,379.00
VOID	VOID CHECK		V	2/22/2023			143406	**VOID**
X14164	XCEL ENERGY							
	I-0495035980	NAT GAS 2025 1ST ST 12/15-1/19	R	2/22/2023		292.79CR	143407	
	I-0495066973	NAT GAS CASEY LK 12/18-1/22	R	2/22/2023		401.67CR	143407	
	I-0495142426	NAT GAS CITY HALL 12/15-1/19	R	2/22/2023		6,129.46CR	143407	
	I-0495162596	NAT GAS WELL #2 12/18-1/22/23	R	2/22/2023		95.88CR	143407	
	I-0495162786	NAT GAS WELL #4 12/18-1/22/23	R	2/22/2023		140.05CR	143407	
	I-0495164235	NAT GAS HAUSE 12/15-1/19/23	R	2/22/2023		206.50CR	143407	
	I-0495164406	NAT GAS WELL#3 12/18-1/22/23	R	2/22/2023		131.89CR	143407	
	I-0495164534	NAT GAS WELL #5 12/18-1/22/23	R	2/22/2023		80.59CR	143407	
	I-0495165226	NAT GAS WELL #1 12/18-1/22/23	R	2/22/2023		86.55CR	143407	
	I-0495166309	NAT GAS MCKNIGHT 12/15-1/19/23	R	2/22/2023		29.27CR	143407	7,594.65
Z26030	ZARNOTH BRUSH WORKS INC							
	I-0192447-IN	682 NEW STYLE BOOM	R	2/22/2023		1,448.00CR	143408	1,448.00
Z26047	ZAYO GROUP LLC							
	I-2023020011274	FEB 2023 FIBER SERVICE	R	2/22/2023		6,064.85CR	143409	6,064.85
Z26060	ZIEGLER INC							
	C-CM000120983	528 CREDIT	R	2/22/2023		168.75	143410	
	I-IN000833301	528 RENTAL SKID STEER PARTS	R	2/22/2023		36.00CR	143410	
	I-IN000838798	528 RENTAL GLASS PARTS	R	2/22/2023		820.04CR	143410	
	I-IN000847040	528 RENTAL PARTS	R	2/22/2023		918.74CR	143410	
	I-SI000281045	528 SERVICE CALL FOR DOOR	R	2/22/2023		264.63CR	143410	1,870.66

PACKET: 05665 Regular Payments

VENDOR SET: 01

BANK : AP PREMIER BANK

*** DRAFT/OTHER LISTING ***

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
M13248	MN DEPT OF REVENUE							
	I-202302158927	JAN 2023 SALES TAX & USE	D	1/31/2023		61,752.00CR	001749	61,752.00
E05241	ELAVON							
	I-202302108897	JAN 2023 CC SERVICE FEES	D	2/02/2023		13,126.27CR	001745	13,126.27
G07113	GLOBALPAYMENTS							
	I-202302098893	JAN 2023 PARK RENTAL FEE	D	2/03/2023		1,579.08CR	001747	1,579.08
P16421	PREMIER BANK							
	I-202302098894	JAN 2023 CC DEC 2023 PURCHASES	D	2/04/2023		6,854.18CR	001751	
	I-202302098895	JAN 2023 CC 1/1/2023-1/9/2023	D	2/04/2023		1,124.76CR	001751	7,978.94
F06476	FP MAILING SOLUTIONS							
	I-202302158926	FEB 2023 POSTAGE	D	2/14/2023		500.00CR	001746	500.00
V22055	VANCO E-SERVICES							
	I-00013212133	JAN 2023 GATEWAY SERVICE	D	2/15/2023		122.04CR	001752	122.04
K11454	KWIK TRIP INC							
	I-202302078875	JAN 2023 MOTOR FUEL	D	2/17/2023		26.31CR	001748	
	I-202302078876	JAN 2023 MOTOR FUEL	D	2/17/2023		2,741.20CR	001748	
	I-202302078878	JAN 2023 MOTOR FUEL	D	2/17/2023		515.50CR	001748	
	I-202302078879	JAN 2023 MOTOR FUEL	D	2/17/2023		311.86CR	001748	
	I-202302078880	JAN 2023 MOTOR FUEL	D	2/17/2023		598.73CR	001748	
	I-202302078881	JAN 2023 MOTOR FUEL	D	2/17/2023		665.86CR	001748	
	I-202302078882	JAN 2023 MOTOR FUEL	D	2/17/2023		1,383.95CR	001748	
	I-202302078883	JAN 2023 MOTOR FUEL	D	2/17/2023		6,590.00CR	001748	
	I-202302078884	JAN 2023 MOTOR FUEL	D	2/17/2023		1,083.46CR	001748	13,916.87
M13300	M M P A - C/O AVANT ENERGY							
	I-3815	M M P A - C/O AVANT ENERGY	D	2/17/2023		514,926.93CR	001750	514,926.93

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	93	0.00	934,417.99	934,417.99
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	8	0.00	613,902.13	613,902.13
VOID CHECKS:	1	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	1,548,320.12	1,548,320.12
TOTAL ERRORS:	0	TOTAL WARNINGS:	0	



To	Date
Honorable Mayor Monge and City Council	February 21, 2023
Agenda Placement # V.D	
Consent Agenda	
Subject	
HRA Claims \$9,054.30	
Background/Facts	
Recommended Action	
Attachments	

1. 02-21-2023 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: February 21, 2023
SUBJECT: Recommendation of approval of HRA claims list.

Claim Date

2/22/2023 A/P Check Register	143411-143416	\$	9,054.30
	Total		<u>\$9,054.30</u>

Approved this 21st day of February 2023

/s/ John Monge, Mayor by Consent Resolution

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

2/16/2023 9:43 AM

A / P CHECK REGISTER

PAGE: 1

PACKET: 05666 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-861742	LUBMER SUPPLIES	R	2/22/2023		51.63CR	143411	
	I-861743	LUMBER SUPPLIES	R	2/22/2023		81.19CR	143411	132.82
M13169	MIKES LP GAS SERVICE CTR							
	I-134673	PROPANE TANK FOR STUDENT BUILD	R	2/22/2023		67.99CR	143412	67.99
O15032	ON-SITE SANITATION							
	I-0001477241	STUDENT BUILD RESTROOM	R	2/22/2023		69.00CR	143413	69.00
P16265	PLAZA TV & APPL INC #3							
	I-389424	APPLIANCES FOR STUDENT BUILD	R	2/22/2023		6,564.00CR	143414	6,564.00
R18203	R & S UNDERWOOD HEATING & AIR COND							
	I-202302158930	HVAC FOR STUDENT BUILD	R	2/22/2023		2,000.00CR	143415	2,000.00
X14164	XCEL ENERGY							
	I-0495141735	NAT GAS 2393 MARGRT 12/15-1/19	R	2/22/2023		220.49CR	143416	220.49

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	6	0.00	9,054.30	9,054.30
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:	6	0.00	9,054.30	9,054.30

TOTAL ERRORS: 0

TOTAL WARNINGS: 0



To	Date
Honorable Mayor Monge and City Council	February 21, 2023
Agenda Placement # V.E	
Consent Agenda	
Subject	
EDA Claims \$12,051.00	
Background/Facts	
Recommended Action	
Attachments	

1. 02-21-2023 EDA AP COUNCIL PACKET

Respectfully submitted,
Jacquelyn Lutmer, Finance Coordinator



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Finance Coordinator
DATE: February 21, 2023
SUBJECT: Recommendation of approval of EDA claims list.

Claim Date

2/22/2023	A/P Check Register	143417-143418	\$ 12,051.00
			<u>\$ 12,051.00</u>

Approved this 21st day of February 2023

/s/ John Monge, Mayor by Consent Resolution

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



PACKET: 05667 EDA

VENDOR SET: 01

BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
C03002	CAMPBELL KNUTSON PA							
	I-2076-0062G-23	JAN 2023 LEAGAL SERVICES	R	2/22/2023		51.00CR	143417	51.00
M13021	MAXFIELD RESEARCH & CONSULTING							
	I-20290	RESEARCH & CONSULTING SERV	R	2/22/2023		12,000.00CR	143418	12,000.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	2	0.00	12,051.00	12,051.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	2	0.00	12,051.00	12,051.00

TOTAL ERRORS: 0

TOTAL WARNINGS: 0



To	Date
Honorable Mayor Monge and City Council	February 21, 2023

Agenda Placement # V.F

Consent Agenda

Subject

2023 Pay Equity Report

Background/Facts

- Minnesota's Local Government Pay Equity Act (MS 471.991-471.999 and MN Rules, Chapter 3920) requires local government jurisdictions to submit a pay equity report to the State of Minnesota every three (3) years.
- Pay equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. This goes beyond the familiar idea of equal pay for equal work where men and women with the same jobs must be paid equally.
- Attached is the report generated through the state's system. Jurisdictions are considered to be in compliance if the underpayment ratio is 80% or higher.
- The City's underpayment ratio is 80.77%. The 2023 Pay Equity Report indicates that the City is in compliance and the final step before submission is approval by the governing body. This report was due January 31, 2023 and the City requested an extension from the Minnesota Department of Management and Budget (MMB), which was approved pending approval by the City Council at the February 21, 2023 meeting.

Recommended Action

It is recommended that the City Council approve the Pay Equity Implementation Form and Compliance Report, and authorize staff to submit to the State of Minnesota.

Attachments

1. Pay Equity Implementation Report
2. Compliance Report

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

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: North St. Paul
2400 Margaret Street

Jurisdiction Type: City

North St. Paul, MN 55109

Contact: Jennie Kloos

Phone: (651) 747-2422

E-Mail: jennie.kloos@northstpaul.org

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: Consultant

Description:

DDA JET

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:
There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:
city hall

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

council

(governing body)

Mayor

(chief elected official)

John Monge

(title)

Part C: Total Payroll

\$55837336.00

is the annual payroll for the calendar year just ended December 31.

- ☒ [X] Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 2/16/2023

Compliance Report

Jurisdiction: North St. Paul
2400 Margaret Street

Report Year: 2023
Case: 1 - 2023 Data (Submitted)

North St. Paul, MN 55109

Contact: Jennie Kloos

Phone: (651) 747-2422

E-Mail: jennie.kloos@northstpaul.org

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

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

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	13	9	2	24
# Employees	28	11	15	54
Avg. Max Monthly Pay per employee	8374.14	6078.64		7799.87

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 80.76923 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	6	3
b. # Below Predicted Pay	7	6
c. TOTAL	13	9
d. % Below Predicted Pay (b divided by c = d)	53.85	66.67

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

B. T-test Results

Degrees of Freedom (DF) = 37	Value of T = 0.112
------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = 29

b. Avg. diff. in pay from predicted pay for female jobs = 21

III. SALARY RANGE TEST = 93.59 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 5.62

B. Avg. # of years to max salary for female jobs = 6.00

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

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

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



To	Date
----	------

Honorable Mayor Monge and City Council

February 21, 2023

Agenda Placement # V.G

Consent Agenda

Subject

Resolution accepting donations - January 2023

Background/Facts

Minnesota Statutes; Section 465.03: Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.

Recommended Action

Approve Resolution No. 2023-xxx Accepting Donations - January 2023.

Attachments

1. Res 2023-xxx Accepting Donations January 2023

Respectfully submitted,

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2023-xxx

RESOLUTION APPROVING ACCEPTANCE OF A DONATION JANUARY 2023

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 (January 1, 2023 - January 31, 2023):

<u>Name of Donor</u>	<u>Amount</u>	<u>Department</u>
OW Williams	\$10.00	Park Fund
Peter & Ingrid Koller	\$10.00	Park Fund
Furlongs Liquor	\$5.00	Park Fund
North St. Paul, Maplewood, Oakdale Rotary Park	\$500.00	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 21st day of February 2023.

Motion by Council Member
Second by Council Member

Voting: Aye:
Nay:
Absent:
Abstain:

John Monge, Mayor

Attest: _____
Brian Frandle, City Manager/ Clerk



To	Date
Honorable Mayor Monge and City Council	February 21, 2023
Agenda Placement # V.H	
Consent Agenda	
Subject	
Building Permit Report - January 2023	
Background/Facts	
Informational.	
Recommended Action	
No action needed.	
Attachments	
1. Building Permit Report for January 2023	
Respectfully submitted, Jill Officer, Community Services Rep	

Permit Number	Project Type	Work Description	Permit Value	Permit Fee	Permit Issued	Applicant Name	Contractor's Name	Full Address	Property Type
January 2023 Monthly Permit Report									
BP-22-1868	Roofing	Tear Off and Re roof withg one skylight	\$21,800.00	\$836.00	1/13/2023	AZTEC EXTERIORS	Aztec Exteriors LLC	2195 7TH ST N, NORTH SAIL Residential	
BP-22-1908	Other	Channel letters on raceway sign installation	\$12,133.00	\$446.19	1/27/2023	Carrie Helgerson	Image360 Woodbury	2086 11th Ave. E., North St Commercial	
BP-22-1915	Deck	Re-Deck (Wood Decking and Handrail)	\$8,000.00	\$316.30	1/20/2023	Dennis Pitzl	Stumpy's Deck Restoration, Inc	2734 GERALD AVE, NORTH Residential	
BP-22-1916	Roofing	Flat Commercial re-roof tear off to deck install R-30 insulation.	\$63,916.00	\$1,459.69	1/4/2023	Andrea Colleran	Pinnacle Construction Inc., DBA Pinnac	2564 7TH AVE E, NORTH SA Commercial	
BP-22-1917	Other	Wood burning stove	\$6,000.00	\$262.17	1/18/2023	Craig Hinz	Metro Fireplace and Patio	2504 18TH AVE E, NORTH S Residential	
BP-22-1919	New Construction	New SFD attached	\$300,000.00	\$8,786.84	1/12/2023	Owen Norcutt	Owen Norcutt	2094 Kari Lane, North St. P: Residential	
BP-22-1920	New Construction	New SFD attached	\$300,000.00	\$8,786.84	1/12/2023	Owen Norcutt	Owen Norcutt	2090 Kari Lane, North St. P: Residential	
BP-22-1927	Solar	Installation of a flush-mounted rooftop solar PV system on the residence.	\$8,000.00	\$100.00	1/30/2023	Colin Buechel	All Energy Solar	2686 5TH AVE E, NORTH SA Residential	
BP-22-1927	Solar	Installation of a flush-mounted rooftop solar PV system on the residence.	\$8,000.00	\$894.64	1/30/2023	Colin Buechel	All Energy Solar	2686 5TH AVE E, NORTH SA Residential	
BP-22-1929	Remodel	Remodel after smoke damage. Tear down drywall, insulation and	\$93,604.89	\$1,877.96	1/16/2023	Scott Willet	Willet Remodeling and Construction IN	2567 7TH AVE E, NORTH SA Commercial	
BP-22-1934	Other	5 carbon fiber straps to stabilize bowing foundation wall	\$4,250.00	\$239.73	1/6/2023	Stephanie Hanson	SafeBasements of Minnesota, Inc.	2076 FLANDERS RD, NORTH Residential	
BP-23-1	Roofing	re-roof	\$8,750.00	\$217.63	1/3/2023	mark olson	olson Exteriors	2035 FLANDERS RD, NORTH Residential	
BP-23-10	Siding	Replacing siding on the house and attached garage	\$67,057.00	\$937.33	1/11/2023	Minnesota Rusco	MN Rusco	2587 BELMONT LN E, NORTH Residential	
BP-23-11	Roofing	tear off and reroof.	\$10,185.00	\$250.54	1/16/2023	Adam strauss	Ameripro	2560 3RD AVE E, NORTH SA Residential	
BP-23-13	Siding	Re-Side	\$9,000.00	\$222.75	1/17/2023	Luz Buzzell	Summit Construction Group	2471 15TH AVE E, NORTH S Residential	
BP-23-14	Roofing	Reroof	\$7,500.00	\$200.90	1/17/2023	Katrina Wiering	Classic Construction & Consulting	2104 BELMONT LN E, NORTH Residential	
BP-23-15	Window Replacement	Replace 1 window and 2 patio doors within existing openings.	\$18,000.00	\$367.15	1/30/2023	Aaron Lewicki	Renewal By Andersen	2005 ELDRIDGE CT, NORTH Residential	
BP-23-17	Siding	Remove/replace existing siding with ABC Seamless steel siding (30 squares)	\$35,715.00	\$616.86	1/24/2023	John Nichols	DuBois ABC Seamless	2787 DIVISION ST N, NORTH Residential	
BP-23-18	Remodel	REPLACING TUB WITH SHOWER. EXPOSING PART OF EXTERIOR WALL	\$4,287.00	\$239.74	1/27/2023	LUPE OR BELLA N/A	MAD CITY WINDOWS & BATHS	2724 GERALD AVE, NORTH Residential	
BP-23-19	Siding	WILL RIENSULATE TO CODE.	\$6,000.00	\$167.95	1/25/2023	Luz Buzzell	SUMMIT CONSTRUCTION GROUP	1964 MARGARET ST N, NORTH Residential	
BP-23-2	Remodel	Bathroom remodel. Converting existing shower to a barrier free roll in shower. Eliminate existing jetted tub. Converting 2 existing sinks to one roll under sink.	\$24,000.00	\$754.34	1/17/2023	Mark Cook	Affinity Services LLC	2707 9TH AVE E, NORTH SA Residential	
BP-23-22	Siding	Re Side	\$11,486.00	\$262.29	1/31/2023	GAYLE WALLACE	Krech Exteriors	2215 RYAN CT, NORTH SAIN Residential	
BP-23-3	Window Replacement	remove and replace 4 windows. like for like, no structural changes	\$9,000.00	\$217.75	1/4/2023	SCOTT DOUGHMAN	Window Nation	2260 SKILLMAN AVE E, NORTH Residential	
BP-23-4	Roofing	tear off re-roof	\$18,000.00	\$367.15	1/4/2023	Marti Black	Bear Roofing & Exteriors	2662 15TH AVE E, NORTH S Residential	
BP-23-5	Window Replacement	Remove and replace windows and patio door- 10 windows, 1 patio door. No structural changes	\$12,000.00	\$267.55	1/6/2023	Lucus Therrien	Cuzzin Construction LLC	2172 17TH AVE E, NORTH S Residential	
BP-23-7	Siding	tear off and replace siding	\$9,734.94	\$239.22	1/9/2023	Built Strong Exteriors	Built Strong Exteriors	2724 4TH AVE E, NORTH SA Residential	
BP-23-8	Other	Roof Mounted PV Solar	\$43,800.00	\$1,146.03	1/11/2023	Jake Schuster	Wolf River Electric	2677 17TH AVE E, NORTH S Residential	
BP-23-8	Other	Roof Mounted PV Solar	\$43,800.00	\$100.00	1/11/2023	Jake Schuster	Wolf River Electric	2677 17TH AVE E, NORTH S Residential	
BP-23-9	Siding	Replacing siding on the house.	\$13,962.55	\$305.73	1/11/2023	Emily Benitez	All Around Property Preservation	2668 4TH AVE E, NORTH SA Residential	



To	Date
Honorable Mayor Monge and City Council	February 21, 2023

Agenda Placement # V.I

Consent Agenda

Subject

Ordinance amending the 2023 Municipal Fee Schedule

Background/Facts

The City Council approved the 2023 fee and rate schedule for the various permits, licenses and services provided by the City of North St. Paul. Fees and charges for services for license, permits, applications and utilities shall be located in City Hall, and may be amended from time to time. On February 7, 2023, the City Council approved Ordinance 814 creating Section 94.22 of the Municipal Code which establishes a sidewalk encroachment permit and application process for said permit. Staff recommends an annual application permit fee of \$50 which is comparable to the fee charged for similar service in other Minnesota communities. This fee is appropriate to cover staff time and materials for processing.

Recommended Action

Approve Ordinance ## amending the 2023 Municipal Fee Schedule.

Attachments

1. Ord XXX_ 2023 fee schedule amendment

Respectfully submitted,
Brandy Howe, Community Development Director

CITY OF NORTH ST. PAUL ORDINANCE NO. ____

**AN ORDINANCE AMENDING THE
2023 MUNICIPAL FEE SCHEDULE**

SECTION I. Establishment. The City Council approved the 2023 fee and rate schedule for the various permits, licenses and services provided by the City of North St. Paul. Fees and charges for services for license, permits, applications and utilities shall be in City Hall, and may be amended from time to time.

SECTION II. Amendment. On February 7, 2023, the City Council approved Ordinance No. 814 creating Section 94.22 of the Municipal Code which establishes a sidewalk encroachment permit and application process for said permit. The fee schedule is hereby amended to create a fee for a sidewalk encroachment permit application.

SECTION III. Effect. The schedule shall become effective upon the approval of the City Council. The City Clerk is hereby directed to publish this ordinance as required by law.

ADOPTED this 21st day of February, 2023.

Motion by Council Member
Second by Council Member

Voting: Aye: Nay:
 Abstain:
 Absent:

John Munge, Mayor

Attest:

Brian Frandle, City Manager/Clerk

Publish Star Tribune: February ____, 2023



To	Date
Honorable Mayor Monge and City Council	February 21, 2023

Agenda Placement # V.J

Consent Agenda

Subject

Resolution 2023-xxx accepting Tom Schifsky to the EDA board

Background/Facts

At the January 3, 2023 city council meeting, Tom Schifsky was appointed to a temporary Economic Development Authority (EDA) term from January 1, 2023 - February 28, 2023. Mr Schifsky has since decided to fulfill the full term with a termination date of December 31, 2025.

Recommended Action

Approve Resolution No. 2023-xxx Approving re-appointment to the Economic Development Authority.

Attachments

1. Res 2023-xxx EDA appointment of Tom Schifsky

Respectfully submitted,

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2023-xxx

**RESOLUTION APPROVING RE-APPOINTMENT TO THE
ECONOMIC DEVELOPMENT AUTHORITY**

WHEREAS, Economic Development Authority (EDA) member Tom Schifsky's term expired on December 31, 2022; and,

WHEREAS, at the January 3, 2023 city council meeting, Mr. Schifsky was appointed a temporary term from January 1, 2023- February 28, 2023; and,

WHEREAS, Mr Schifsky has decided to fulfill the full term and the new term expiration will be December 31, 2025.

Economic Development Authority (EDA)		
3 year term	Tom Schifsky	01/01/2023-12/31/2025

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

ADOPTED this 21st day of February 2023.

Motion by Council Member
Second by Council Member

Voting: Aye:
 Nay:
 Abstain:
 Absent:

John Monge, Mayor

Attest:

Brian Frandle, City Manager/ Clerk



To	Date
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Honorable Mayor Monge and City Council	February 21, 2023
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Agenda Placement # VII.A

City Business Action Items & Recommendations

Subject

Resolution approving a site plan at 2231 11th Avenue E.

Background/Facts

Refer to enclosed staff report. The Planning Commission reviewed this request at a special meeting on February 9, 2023 and recommended approval of the site plan with the conditions as listed in the enclosed resolution.

Recommended Action

Approve Resolution No. 2023-xxx approving the site plan at 2231 11th Avenue E with conditions as noted

Attachments

1. PC Review 02-09-23
2. Res 2023-xxx Approving a site plan at 2231 11th Avenue E.

Respectfully submitted,
Brandy Howe, Planner

City of North St. Paul

Planning Commission Report



From: Brandy Howe, Community Development Director
Meeting Date: February 9, 2023
Agenda Item: Site Plan Review at 2231 11th Avenue E.

GENERAL INFORMATION

Applicant(s)/Owner(s): Architectural Consortium, LLC (Applicant)
NSP PP Properties, LLC (Owner)
Subject Property: 2231 11th Avenue East (Polar Plaza)
Application Complete: January 19, 2023
60-Day: March 20, 2023

PROJECT OVERVIEW

The applicant, Architectural Consortium, LLC, on behalf of NSP PP Properties, LLC is seeking site plan approval for a fast food restaurant and drive-through lane at 2231 11th Avenue E (Polar Plaza). The subject site is an existing multitenant structure known as Polar Plaza. The proposal is to remodel the easternmost tenant space of the subject building and add a drive-thru service window for a new coffee/donut shop (Dunkin' Donuts). The site plan also reconfigures the traffic circulation to accommodate the proposed drive-thru service window. According to the applicant's narrative statement, the typical hours of operation of a Dunkin' Donuts is usually 5 am to 7 pm.



ZONING REVIEW

Land Use

The subject site is zoned MU-3: Corridor Mixed Use, which is intended to for mixed-use centers. The existing multitenant building is approximately 24,000 square feet. Dunkin' Donuts is the proposed land use planned to occupy the easternmost tenant space, which is approximately 2,100 square feet of the overall building. Restaurants and drive-in businesses are permitted land uses in the MU-3 zoning district. The ordinance does include supplemental land use regulations for drive-in business serving food or beverages. Such business shall provide, in addition to vehicular service areas, indoor food and beverage service seating area. An indoor seating area as well as an outdoor seating will be available for customers.

Setbacks

The existing structure with the proposed new drive-thru addition meets the setback requirements of the MU-3 zoning district.

Building setbacks	MU-3 Requirements	Existing/Proposed Conditions
Front setback	25 feet	170 feet
Side setback	0 feet	84 feet
Rear setback	0 feet	42 feet

Parking

The overall site currently has 189 parking stalls. With the proposed site reconfiguration, the overall number of parking stalls will decrease to 162. The site plan also include 2 ADA-compliant spaces, 1-2 electric vehicle charging stations, 3 curbside pick-up stalls, and 3 bike parking spaces.

The required parking amount for a fast food restaurant is 15 stalls per 1,000 square feet of gross floor area. Based on this requirement, the proposed Dunkin' Donuts will need a minimum of 31 stalls to meet this requirement. Despite the reduction in the overall parking, the number of available spaces meet the parking requirements per ordinance.

	Tenant area (GFA)	Parking Standard	Total Stalls Required
Dunkin' Donuts	2,078 SF	15 per 1,000 GFA	31
Existing Retail	32,389 SF	4 per 1,000 GFA	130
Total Required	34,467 SF		162
Note: GFA = gross floor area			

Site Design

As indicated, the applicant proposes minor building modifications and traffic circulation improvements to an already developed site. The east end of the parking lot is being redesigned to accommodate the proposed drive-through. Vehicles may enter from McKnight or 11th Avenue and access the drive-through from the southeastern side of the parking lot. A crosswalk connects the existing sidewalk on McKnight Road to the building entrance. An outdoor patio/dining area is provided on the south side next to the drive-thru lane and handicap parking stalls. An existing exterior dumpster at the north side is set to remain and serve the Dunkin Donuts. No new loading docks are proposed.

Landscaping

Two existing trees will be removed as a result of the reconfiguration of the parking/site circulation. The proposed landscaping plan includes 13 new over story trees, 6 conifers, and adequate shrubs, grasses, and perennials. The proposed landscaping plan exceeds minimum standards in the ordinance.

Plantings are propose to be located in parking lot islands and along McKnight Road. Some of the proposed landscaping will be located within sanitary sewer easements. Staff recommends an encroachment agreement as a condition of approval to define ownership, maintenance, and liability for landscaping within the easement.

No new landscaping is proposed on the south or north ends of the site. Adequate landscaping presently exists on the south end along 11th Avenue. Note that the land immediately adjacent to the north is undeveloped and has adequate existing tree cover such that glare from headlights should not be an issue and thus no additional screening is proposed.

Noise

Specific details for the drive-through speaker have not yet been provided. A recommended condition of approval is that the applicant submit evidence that the all speakers and other equipment on the site will not exceed sound level requirements per Section 154.010(A)7 of the zoning code.

Lighting and Signs

The lighting plan depicts three Radean Post Top 25 foot tall lamps in the parking lot area and five D-Series LED lamps along the site perimeter. The plan as depicted does not meet the maximum code requirement of 0.4 foot-candles at the property line. A revised plan to meet this requirement is recommended as a condition of approval.

At this time 3 illuminated doubled sided directional signs are planned within the parking area to help direct patrons. Drive-thru specific elements will include a clearance bar, optional review board, order canopy with integral speaker plus separate digital menu board. The existing pylon sign will be retained and updated with new face panels and paint. The existing monument sign adjacent to McKnight Road is nonconforming and will be removed. A new monument is planned at the southeast corner of the site. Sign permits will be required for all new permanent signs.

Stormwater

The City Engineer reviewed the plans and determined that the existing impervious surface will be reduced overall with the proposed improvements and less than one acre is to be disturbed by construction. City stormwater requirements appear to be met with these thresholds; however, all Ramsey Washington Metro Watershed District rules are to be followed, including any permitting requirements.

Architectural Design

The applicant provided renderings of the proposed modifications of the building exterior. Note that architectural design review is not required for building alterations measuring less than 1,000 square feet. This project does not meet the threshold for design review.

CRITERIA FOR APPROVAL

Per 154.04(H) of the zoning ordinance, the City may grant site plan approval if the proposal is compliant with the following (staff review in italics):

1. The proposal is consistent with the general purposes and intent of the Comprehensive Plan;

The future land use map designates this site as "Corridor Mixed Use" which is intended for the development or redevelopment of mixed-use centers. Staff finds criteria to be met.

2. The proposal will not adversely affect the health, safety, or general welfare of the city;

Staff finds criteria to be met.

3. The proposal is compatible with present and future land uses in the surrounding area and reasonably related to the overall needs of the city;

The proposed use is compatible with adjacent uses within the strip center where it is located as well as the residential and commercial uses in the vicinity. Staff finds criteria to be met.

4. The proposal or appearance of the proposal is compatible with adjacent properties;

Staff finds criteria to be met.

5. The proposal can be adequately supported by public urban services including the water supply, transportation system and capacity, police and fire protection, utilities, and sanitary waste disposal and stormwater disposal systems;

The site is already served by city services. Staff finds criteria to be met.

6. The proposal will not create an excessive burden on existing parks, schools, and other public facilities which serve or are proposed to serve the area;

No new residential is created to burden parks or schools. Staff finds criteria to be met.

7. The proposal will be sufficiently compatible or separated by distance or screening from adjacent residentially zoned land;

Adequate screening already exists on the north side of the property. Staff finds criteria to be met.

8. The proposal is in harmony with the general purposes and intent of this chapter and the zoning district in which the applicant intends to locate the proposal; and

Staff finds criteria to be met based on zoning review, above.

9. If applicable, the proposal is consistent with officially adopted city plans and overlays.

Not applicable.

STAFF FINDINGS AND RECOMMENDATION

Staff finds the proposal to meet the criteria for approval listed above recommends approval of the enclosed site plan for Dunkin Donuts at 2231 11th Avenue E., subject to the conditions in the draft resolution.

ATTACHMENTS

1. Civil plans prepared by Westwood dated January 17, 2017
2. Architectural renderings prepared by Architectural Consortium, LLC dated December 14, 2022
3. Draft Resolution

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2023-xxx

**RESOLUTION APPROVING A SITE PLAN
2231 11TH AVENUE E. (POLAR PLAZA)**

WHEREAS, Architectural Consortium, LLC, on behalf of NSP PP Properties, LLC, had made an application for site plan review under the provisions of 154.004(H) of the City Code, for land located at 2231 11th Avenue E, legally described as:

The South 378 feet of Lot 11, Castle Wood, Ramsey County, Minnesota, which lies East of the West 159.88 feet of said Lot.
Torrens Certificate No. 623975

WHEREAS, the matter has been referred to the Planning Commission who have given their advice and recommendation to the City Council; and

WHEREAS, the Planning Commission recommends approval to the City Council subject to the conditions outlined herein; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North St. Paul that the site plan for Dunkin' Donuts at 2231 11th Avenue E. is hereby approved in accordance with the following:

1.0 Plans

- 1.01 Site, utility, landscaping, lighting, grading plans prepared by Westwood dated January 17, 2023 and as revised per direction of Community Development Director.
- 1.02 Architectural renderings prepared by Architectural Consortium, LLC dated December 14, 2022.

2.0 Escrow Payments and Financial Guarantee

- 2.01 An escrow was posted to the City to cover engineering, legal, and administrative costs incurred by the City. If this account becomes deficient it shall be the developer's responsibility to deposit additional funds.

3.0 Required Documents

- 3.01 All utility construction, drainage, grading, and development plans must be approved by the City Engineer prior to building permit issuance.

4.0 General Conditions

- 4.01 Applicant shall submit evidence that sound levels of the drive-through equipment will not exceed sound level requirements per Section 154.010(A)13 of the Municipal Code.
- 4.02 Applicant shall submit a revised photometric plan in compliance with Section 154.010(A)7 of the Municipal Code shall be provided for review and approval by the Community Development Director.
- 4.03 Existing and proposed encroachments within the existing 30-foot wide sanitary sewer easement are noted. The existing pylon sign is shown to remain within the easement. Other minor encroachments are proposed including asphalt paving, concrete curb and gutter, and landscaping. Subject to the review of the City Attorney, an encroachment agreement is recommended as a condition of approval to define private ownership, maintenance, repair, and liability for private items existing or proposed within the sanitary sewer easement and how these items are to be addressed should the city need to repair or replace by excavation the existing city sanitary sewer encompassed by the existing 30-foot easement.
- 4.04 No change in access to McKnight Road is proposed with the application; however, given that McKnight Road is a county highway and the northeast access from the site encroaches onto property to the north not in common ownership, the applicant shall provide:
 - 4.04.1 Letter of approval from Ramsey County with any comments or conditions received from Ramsey County to be incorporated into the proposal and final plans prior to city building permit issuance.
 - 4.04.2 Documentation of proof of access for the northeast access from the site onto McKnight Road.
- 4.05 The City Engineer shall review and approve the proposed traffic circulation of the site prior to building permit issuance.
- 4.06 The applicant shall provide information to the city at the time of building permit issuance showing conformance with the MN Plumbing Code and local ordinance with respect to the installation of a grease trap/interceptor, to the satisfaction of the Building Official and Public Works. The grease trap/interceptor shall be kept in good operation and maintenance such that it conforms with MN Plumbing Code and Ord. V. 56.36 and subject to inspections by the city and repair and/or maintenance per Ord. V. 56.37 to avoid interfering with and to ensure the proper function of the public sanitary sewer system including gravity sewer pipes, pressure force main pipes, and sanitary sewer lift stations.

ADOPTED this 21st day of February, 2023.

Motion by
Second by

Voting; Aye:
Nays:
Absent:
Abstain:

John Monge, Mayor

Attest: _____
Brian Frandle, City Manager/Clerk



To	Date
Honorable Mayor Monge and City Council	February 21, 2023

Agenda Placement # VII.B

City Business Action Items & Recommendations

Subject

North St. Paul support for a state legislative solution to the Minnesota Law Enforcement staffing crisis.

Background/Facts

“The Police Executive Research Forum recently noted that police departments, both small and large, are experiencing severe difficulties in hiring, as resignations and retirements are rising” (PERF, 2022). Chuck Wexler, the director for PERF, called the shrinking profession of law enforcement “a national crisis” (Peterson, 2019). In fact, 14 Minnesota law enforcement agencies have closed since 2017 (Kolls, 2022), and more agencies are on the brink of folding due to the inability to hire peace officers. According to the Associated Law enforcement is in the midst of a 25-year low for new officers entering the field (AP, 2022). Failing to achieve proper staffing levels negatively impacts budgets, officer morale, training, physical and mental health, officer and community safety, community and police relationships, and retention.

According to a 2022 study of 13,085 U.S. employees (Wigert, 2022) which asked what was most important to them when deciding whether to accept a new job offered by a new employer, they responded:

1. A significant increase in income or benefits (64% said "very important")
2. Greater work-life balance and better personal wellbeing (61%)

In another 2022 study (Charaba, 2022) on what benefits attract and retain employees the most, compiled in an Employee Benefits Survey Report, 87% of the employees surveyed value health insurance benefits.

In a survey of 194 police departments of all sizes throughout the US, the Police Executive Research Forum (PERF, 2021) discovered the following:

Hiring

- For the April 2019-March 2020 period, responding agencies on average hired 8.67 officers per 100 current officers.
- During the same period a year later, agencies hired only 8.21 new officers per 100 current officers.

- 5% decrease in the hiring rate.

Resignations

- For the 2019-20 period, responding agencies reported 4.15 resignations per 100 officers.
- During the same period a year later, 4.91 officers resigned per 100 officers.
- 18% increase in the resignation rate.

Retirements

- For the 2019-20 period, agencies reported 2.85 retirements per 100 officers.
- During the same period a year later, 4.14 officers retired per 100 officers.
- 45% increase in the retirement rate.

The amounts equate to an 8.21 per 100 officer hiring rate, and a 9.05 per 100 retire / resign rate.

The Police Executive Research Forum (PERF, 2021) provided qualitative data from Police Administrators throughout the country:

- “My department is getting younger as my experienced personnel retire/resign and are replaced with new officers. We are struggling to keep up with salaries for neighboring larger departments who are recruiting my experienced officers.”
- “We have seen an approximate 40% reduction in applicant packets this last fiscal year. In addition, we are seeing fewer ‘above average’ candidates. The current rhetoric and negativity surrounding law enforcement is having a negative impact on the number and quality of applicants we recruit.”
- “Applications have decreased dramatically, making hiring extremely difficult. And our officers have fatigue from working long shifts and covering backfill slots to supplement staffing.”
- “We’ve had a more than 50% reduction in the number of applicants for the recruit academy, from an average of 450 per year, to only 205 in 2020. And we’ve seen a 100% reduction in qualified lateral recruits, with zero hired in 2020, compared to an average of 3 to 4 annually since 2008.”
- “We have seen the most dramatic increase in retirements / resignations in my six years as chief. Officers who became eligible to retire have done it at the first opportunity. We had a lieutenant resign with 16 years who was not eligible for retirement.”
- “In 2020 and 2021, most of our officers who left did not leave for another department. They left the profession.”
- “It has been difficult to hire back to our full complement for the past five years. With over 25% of our department retiring since 2016, the candidate pool has gotten smaller and smaller. With another large wave of retirements due in the next three years, it could be an insurmountable task for an agency our size.”
- “We are fortunate to work in a community that still supports its police department. However, the negative climate surrounding law enforcement has

definitely affected morale. Officers are researching other careers in preparation to retire once they complete their 20 years of service and are eligible for retirement. This is different from a few years ago, when officers were planning to stay 30 to 40 years with the department.”

- “We have found that traditional incentives do not resonate with the applicants applying to be an officer.”

North St. Paul Police Department Impact:

The North St. Paul Police Department has hired 9 officers since November of 2021. Additionally, 7 Police Officers have resigned or have been terminated since December of 2021 in North St. Paul. The resignation reasons have included:

- The profession is too stressful and dangerous, no longer interested in law enforcement career.
- Mental trauma and PTSD from working in law enforcement
- The profession is not worth the stress arising from a lack of societal support for law enforcement
- Accepted position in the private sector which pays more, has better benefits, and is significantly less stressful.
- Lateral to a larger department with more opportunities in assignments and schedules, better benefits.

Vacancies continue to be a hinderance to effective officer safety, officer morale, and proper use of vacation and leave hours. Additional overtime costs are rising in order to fill vacant shifts to maintain minimum staffing and safety, which forces a responsive only model of policing.

Recent recruitment and retention strategies have included:

- Minneapolis Police Department - \$7,000 hiring bonus after FTO and probationary period
- Edina Police Department - Longevity pay after 4, 7, 10 and 13 years of service
- Hopkins Police Department - \$5,000 for lateral transfers
- East Grand Forks Police Department - Hiring Bonus of \$5,000.00 & \$2,500.00 in moving expenses
- Centennial Lakes Police Department - \$5,000 hiring bonus for officers 3 + years of experience.
- Elk River Police Department - Tuition reimbursement \$3,000 per year
- Brooklyn Park Police Department - \$5,000 for lateral transfers; 48 hours of front-loaded vacation time
- Golden Valley Police Department - Elevated PTO accrual and front-loaded PTO; \$3,000 after FTO; \$2,000 after probation; \$5,000 incentive upon completion of three years of service

- St. Cloud Police Department - Single insurance is 100% employer paid; family insurance is 90% of employer paid (employee monthly premium of 10% = \$201.96/month for 2022).
- Meeker County Sheriff's Office - \$1,000 Hiring bonus, vacation bank upon hire; Student Loan Assistant Program
- U of M Police Department - \$5,000 hiring bonus; 75% coverage for tuition.
- Prairie Island Police Department - \$5000 hiring bonus - \$2000 after FTO; \$3000 after probation; Lateral: \$6000
- Bessemer (Alabama) Police Department - Hiring 14 recently retired BPD officers to work as part-time officers; Part-time officers not paid benefits
- San Francisco (California) Police Department - Hiring retired officers for patrol
- Norfolk (Virginia) Police Department - Short 250 police officers, hiring retired officers to respond to emergency calls for service; Implementing online citizen reporting application
- Pierce County (Washington) Sheriff's Office - Short 50 deputies, \$10,000 retention bonus for each deputy; Offers a \$15,000 lateral transfer bonus for current officers and deputies

Why a new, permanent solution is vital to public safety

Failing to achieve proper staffing negatively impacts budgets, officer morale, training, health, officer and community safety, community and police relationships, and retention.

The current strategies being employed are not working and lateral officer moves ultimately leave one community short continuously. The problem is the diminishing interest in the profession for current officers and the lack of interest in the profession in the next generations. We need to retain our officers and the trust they have developed within their communities. We need to become a destination state for attracting talented, diverse, new officers. Minnesota state education requirements for peace officers needs to be met with an appropriate job benefit that matches the time, effort, commitment, and financial burden of obtaining a degree. People are not moving to Minnesota to become officers, they are likely leaving to pursue this profession, if interested.

We need to retain our current officers and the trust they have developed within their communities. We need to attract the next generation, especially non-traditional and minority populations to this profession. We need a comprehensive, equitable, approach to recruitment and retention, that ensures all agencies are retaining and attracting quality officers to serve their communities – not just the most affluent. We need to rebrand the profession as one that is supported. We need to decrease the professional stigma against receiving health care – physical and mental.

Law Enforcement cannot compete with private sector perks and realities of little stress, safety, flexible schedules, and remote work. Smaller departments cannot compete with the financial incentives being offered by the larger departments. Small to mid-size departments will fold and relationships between police and the community will suffer, and crime will increase. Trusted officers, with a history of professional service to their

communities and building relationships are leaving the profession. Officers are being lured by financial incentives, instead of a commitment to service and professional values of the agency that aligns with their own moral compass. Agencies are being pitted against each other as they all fight for the same depleted, nearly obsolete, applicant pool.

The daily demands and responsibilities of police officers are harder and more stressful than ever. The demands and stressors compound when there are fewer people to fulfill the demands. The ones that are here work harder and harder to try to meet them. Eventually that will lead to burnout, compassion fatigue, unhappiness, health issues, and resignations. In a paper on the deterrence of crime in the 21st century, Nagin (2013) asserted that “the certainty of being caught is a vastly more powerful deterrent than the punishment” (Nagin, 2013) and “police deter crime by increasing the perception that criminals will be caught and punished” (Nagin, 2013). If there are fewer law enforcement officers present to respond to growing crime, there is even less hope they will be able to successfully deter crime in our communities.

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The Associated Press. (2022, July 19). *NPR*. City of Morris disbanding police department. Retrieved from <https://www.mprnews.org/story/2022/07/19/city-of-morris-disbanding-police-department>

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Recommended Action

RECOMMENDATION:

Respectfully requesting the support of the North St. Paul City Council on a future bill that would provide Minnesota Legislature funding for healthcare costs for all active Minnesota Peace Officers. Support for this legislation will provide a permanent equitable solution to the recruitment and retention crisis facing all Minnesota Law Enforcement agencies, while also dramatically improving agency efforts towards diversity, morale, and wellness.

State funded medical and dental care for single and family insurance plans – for all licensed peace officers in Minnesota for the duration of their careers. The following areas would be significantly impacted for the benefit of all agencies and communities:

Recruitment

- Minnesota becomes a desirable career destination for local, regional, and national candidates.

Retention

- Officers will stay in the profession if they can obtain health care benefits unrivaled by private sectors

Wellness

- Officers will be motivated to seek mental health services, prevent and recover from PTSD, if obtaining care does not have a financial burden.

Diversity

- A new strategy to attract diverse populations and non-traditional applicants to Minnesota peace officer careers.

Equity

- Current rising healthcare costs have a greater impact on smaller agencies, making them less desirable to retain and attract officers.

- Medical and dental care for all officers will provide equity to all agencies, communities, and budgets, by making all agencies as attractive as the next in the benefits that matters most – healthcare.

Morale

- Elected official support would drastically improve the depleted morale among officers in every agency by sending the message that our elected leaders support officers and public safety, and that will improve recruitment and retention immediately.

Attachments

1. LE Hiring Retention Solution CC Packet 2.21.23

Respectfully submitted,
Phil Baebenroth, Police Chief



A SOLUTION TO THE MINNESOTA LAW ENFORCEMENT STAFFING
CRISIS

Law Enforcement Staffing Crisis

- The Police Executive Research Forum recently noted that departments both small and large are experiencing severe difficulties in hiring, as resignations and retirements are rising” (PERF, 2022). Chuck Wexler, the director for PERF, called the shrinking profession of law enforcement “a national crisis” (Peterson, 2019).
- 14 Minnesota law enforcement agencies closed since 2017 (Kolls, 2022).
- Law enforcement is in the midst of a 25-year low for new officers entering the field (AP, 2022)
- Failing to achieve proper staffing levels negatively impacts budgets, officer morale, training, physical and mental health, officer and community safety, community and police relationships, trust and retention.

Kolls, J. (2022, October 26). KSTP. Small Minnesota cities struggle to fill law enforcement vacancies. Retrieved from <https://kstp.com/kstp-news/top-news/small-minnesota-cities-struggle-to-fill-law-enforcement-vacancies/>

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The Research

According to a 2022 study of 13,085 U.S. employees which asked what was most important to them when deciding whether to accept a new job offered by a new employer:

1. A significant increase in income or benefits (64% said "very important")
2. Greater work-life balance and better personal wellbeing (61%)*

In another 2022 study on what benefits attract and retain employees the most, compiled in an Employee Benefits Survey Report, 87% of the employees surveyed value health insurance benefits.**

**Charaba, C. (2022, October 18). *Peoplekeep*. Which benefits attract and retain good employees? Retrieved from <https://www.peoplekeep.com/blog/which-benefits-have-the-best-effect-on-employee-retention-and-recruiting>

*Wigert, B. (2022, February 21). *Gallup workplace*. The top 6 things employees want in their next job. Retrieved from <https://www.gallup.com/workplace/389807/top-things-employees-next-job.aspx>

The Research

In a survey of 194 police departments of all sizes throughout the US, the Police Executive Research Forum (2021) discovered the following:

Hiring

- For the April 2019-March 2020 period, responding agencies on average hired 8.67 officers per 100 current officers.
- During the same period a year later, agencies hired only 8.21 new officers per 100 current officers.
- 5% decrease in the hiring rate.

The Research

Resignations

- For the 2019-20 period, responding agencies reported 4.15 resignations per 100 officers.
- During the same period a year later, 4.91 officers resigned per 100 officers.
- 18% increase in the resignation rate.

Retirements

- For the 2019-20 period, agencies reported 2.85 retirements per 100 officers.
- During the same period a year later, 4.14 officers retired per 100 officers.
- 45% increase in the retirement rate.

8.21 per 100 hiring rate

9.05 per 100 retiring / resigning rate

The Research

The Police Executive Research Forum provided qualitative data from Police Administrators throughout the country:

- “My department is getting younger as my experienced personnel retire/resign and are replaced with new officers. We are struggling to keep up with salaries for neighboring larger departments who are recruiting my experienced officers.”
- “We have seen an approximate 40% reduction in applicant packets this last fiscal year. In addition, we are seeing fewer ‘above average’ candidates. The current rhetoric and negativity surrounding law enforcement is having a negative impact on the number and quality of applicants we recruit.”

The Research

- “Applications have decreased dramatically, making hiring extremely difficult. And our officers have fatigue from working long shifts and covering backfill slots to supplement staffing.”
- “We’ve had a more than 50% reduction in the number of applicants for the recruit academy, from an average of 450 per year, to only 205 in 2020. And we’ve seen a 100% reduction in qualified lateral recruits, with zero hired in 2020, compared to an average of 3 to 4 annually since 2008.”

The Research

- “We have seen the most dramatic increase in retirements / resignations in my six years as chief. Officers who became eligible to retire have done it at the first opportunity. We had a lieutenant resign with 16 years who was not eligible for retirement.”
- “In 2020 and 2021, most of our officers who left did not leave for another department. They left the profession.”

The Research

- “It has been difficult to hire back to our full complement for the past five years. With over 25% of our department retiring since 2016, the candidate pool has gotten smaller and smaller. With another large wave of retirements due in the next three years, it could be an insurmountable task for an agency our size.”
- “We are fortunate to work in a community that still supports its police department. However, the negative climate surrounding law enforcement has definitely affected morale. Officers are researching other careers in preparation to retire once they complete their 20 years of service and are eligible for retirement. This is different from a few years ago, when officers were planning to stay 30 to 40 years with the department.”
- “We have found that traditional incentives do not resonate with the applicants applying to be an officer.”

NSPPD Impact

- 9 Police Officers hired since November of 2021
- 7 Police Officers have resigned or have been terminated since December of 2021
- Resignation reasons:
 - The profession is too stressful and dangerous, no longer interested in law enforcement career.
 - Mental trauma and PTSD from working in law enforcement
 - The profession is not worth the stress arising from a lack of societal support for law enforcement
 - Accepted position in the private sector which pays more, has better benefits, and is significantly less stressful.
 - Lateral to a larger department with more opportunities in assignments and schedules, better benefits.
 - Two of the nine I hired were included in the resignations – who left the profession entirely.
- Increased overtime spending to fill vacant shifts to maintain minimum staffing and safety, forcing a responsive model of policing

Current Recruitment & Retention Solutions

- **Minneapolis Police Department** - \$7,000 hiring bonus after FTO and probationary period
- **Edina Police Department** - Longevity pay after 4, 7, 10 and 13 years of service
- **Hopkins Police Department** - \$5,000 for lateral transfers
- **East Grand Forks Police Department** - Hiring Bonus of \$5,000.00 & \$2,500.00 in moving expenses
- **Centennial Lakes Police Department** - \$5,000 hiring bonus for officers 3 + years of experience.
- **Elk River Police Department** - Tuition reimbursement \$3,000 per year
- **Roseville Police Department** - \$5,000 for entry officers and \$10,000 for lateral transfers

Current Recruitment & Retention Solutions

- **Brooklyn Park Police Department** - \$5,000 for lateral transfers; 48 hours of front-loaded vacation time
- **Golden Valley Police Department** - Elevated PTO accrual and front-loaded PTO; \$3,000 after FTO; \$2,000 after probation; \$5,000 incentive upon completion of three years of service
- **St. Cloud Police Department** - Single insurance is 100% employer paid; family insurance is 90% of employer paid (employee monthly premium of 10% = \$201.96/month for 2022).
- **Meeker County Sheriff's Office** - \$1,000 Hiring bonus, vacation bank upon hire; Student Loan Assistant Program
- **U of M Police Department** - \$5,000 hiring bonus; 75% coverage for tuition.
- **Prairie Island Police Department** - \$5000 hiring bonus - \$2000 after FTO; \$3000 after probation; Lateral: \$6000

Current Recruitment & Retention Solutions

Bessemer (Alabama) Police Department

- Hiring 14 recently retired BPD officers to work as part-time officers
- Part-time officers not paid benefits

San Francisco Police Department

- Hiring retired officers for beat patrol

Los Angeles Police Department

- Housing for Hires program - \$24,000 housing subsidy for 24 months

Norfolk (Virginia) Police Department

- Short 250 police officers, hiring retired officers to respond to emergency calls for service
- Implementing online citizen reporting application

Pierce County (Washington) Sheriff's Office

- \$10,000 retention bonus for each deputy
- \$15,000 lateral transfer bonus for current officers and deputies

Why a new, permanent solution is vital

- The current strategies are not working.
- Failing to achieve proper staffing negatively impacts budgets, officer morale, wellness, training, health, officer and community safety, community and police relationships, and retention.
- Stress, burnout, compassion fatigue, mental and physical deterioration of officers – increased response times, decreased trust and effectiveness.
- Lateral moves ultimately leave one agency and community short continuously – there is no gain.
- The problem is the diminishing interest in the profession for current officers and the lack of interest in the profession in the new generations.
- We need to become a destination state for attracting talented, diverse, new officers.
- Our education requirement needs to be met with an appropriate job benefit that matches the time, effort, commitment, and financial burden of obtaining a degree.
- People are not moving to Minnesota to become officers, they are likely leaving to pursue this profession, if interested.

Why a new, permanent solution is vital

- We need to retain our current officers and the trust they have developed within their communities.
- We need to attract new generations, especially non-traditional and minority populations to this profession.
- We need a comprehensive, equitable, approach to recruitment and retention, that ensures all agencies are retaining and attracting quality officers to serve their communities – not just the most affluent.
- We need to rebrand the profession as one that is supported.
- We need to decrease the professional stigma against receiving health care – physical and mental – focus on wellness and healing from the impacts of the profession.

Why a new, permanent solution is vital

- Law Enforcement cannot compete with private sector perks or the realities of jobs with little stress, safety, flexible schedules, and remote work.
- Smaller departments cannot compete with the financial incentives being offered by the larger departments.
- Small to mid-size departments will fold and relationships between police and the community will suffer, and crime will increase.
- Trusted officers, with a history of professional service to their communities and building relationships are leaving the profession.
- Officers are being lured by financial incentives, instead of a commitment to service and professional values of the agency that aligns with their own moral compass.
- Agencies are being pitted against each other as they all fight for the same depleted, nearly obsolete, applicant pool – and each other's own officers.

Why a new, permanent solution is vital

- The daily demands and responsibilities of police officers are harder and more stressful than ever. The demands and stressors compound when there are fewer people to fulfill the demands. The officers that are here work harder and harder to try to meet them. Eventually that will lead to burnout, compassion fatigue, unhappiness, health issues, and resignations.
- “The certainty of being caught is a vastly more powerful deterrent than the punishment” (Nagin, 2013) and “police deter crime by increasing the perception that criminals will be caught and punished” (Nagin, 2013).
- If there are fewer law enforcement officers present to respond to growing crime, there is even less hope they will be able to successfully deter crime in our communities.

* Nagin, D. (2013), “Deterrence in the Twenty-First Century,” in Crime and Justice: A Review of Research, vol. 42: Crime and Justice in America: 1975-2025, ed. Michael Tonry, Chicago: University of Chicago Press.

A Long-Term Solution

State funded medical and dental care for single and family insurance premiums – for all licensed peace officers in Minnesota for the duration of their careers.

- Recruitment

- Minnesota becomes a desirable career destination for local, regional, and national candidates.

- Retention

- Officers will stay in the profession if they can obtain health care benefits unrivaled by private sectors

- Wellness

- Officers will be motivated to seek mental health services, prevent and recover from PTSD, and be healthier, happier people.

A Long-Term Solution

- Diversity
 - A new strategy to attract diverse populations, women, and non-traditional applicants to Minnesota peace officer careers.
- Equity
 - Current rising healthcare costs have a greater impact on smaller agencies, making them less desirable to retain and attract officers.
 - Medical and dental premium coverage for all officers will provide equity to all agencies, communities, and budgets, by making all agencies as attractive as the next in the benefit that matters most – healthcare.
- Morale
 - Elected official support would drastically improve the depleted morale among officers in every agency by sending the message that our elected leaders support officers and public safety, and that will improve recruitment and retention immediately.

Support

Respectfully requesting the support of the North St. Paul City Council on a future bill that would provide Minnesota Legislature funding for healthcare premiums for all active Minnesota Peace Officers. Support for this legislation will provide a permanent equitable solution to the recruitment and retention crisis facing all Minnesota Law Enforcement agencies, while also dramatically improving agency efforts towards diversity, morale, and wellness.

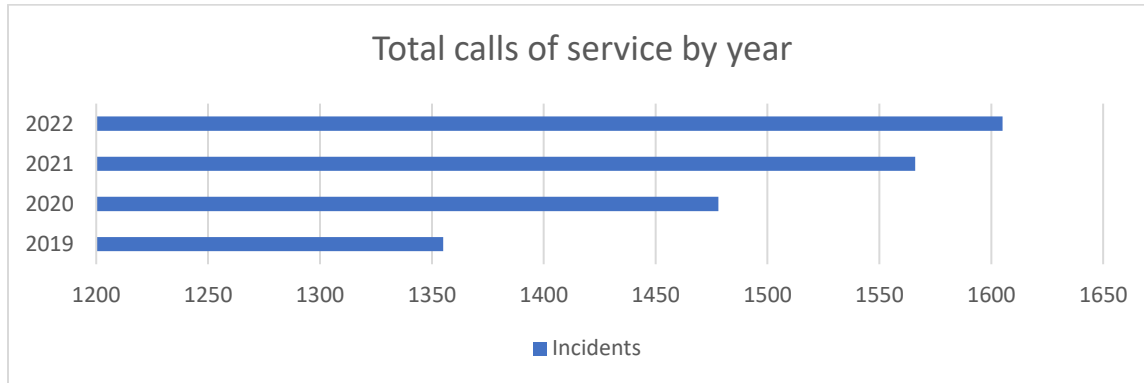
Current support

- Ramsey County Chiefs of Police Association
 - Maplewood, White Bear Lake, Roseville, Mounds View, New Brighton, St. Anthony, St. Paul, Ramsey County
- Hennepin County Sheriff's Office

2022 NSFPD Incident Response Report



- **2022: 1605** Total calls for service (Fire & EMS)



➤ 18.5% - 250 call for service increase since 2019

➤ **1230 – EMS Incidents (76.6%)**

- 2021: 1256 incidents
- 2020: 1201 incidents

➤ **375 – Station All Calls (23.4%)**

- 2021: 310 incidents
- 2020: 277 incidents

Notable Station All Call Incidents

➤ **56 - Fire incidents**

- 28 - structure fires
- 8 - dumpster/rubbish fires
- 13 - cooking fires
- 5 - vehicle fires
- 1 - grass fires
- 1 – boiler/burner

➤ **Other**

- 66 - Alarm Sounding / No Fire
- 49 - Dispatched & Cancelled En-route
- 31 - Motor Vehicle Accidents
- 25 - Gas leaks (natural or propane)
- 25 - Medical Assist (additional staff needed / Example- Cardiac Arrest)
- 19 - Unauthorized burning



- 13 - Carbon Monoxide
- 10 - Smoke / Odor Removal
- 10 - Power line down
- 4 - Assist PD

➤ **Auto Aid / Mutual Aid**

- Given: 31 incidents (29 Fire, 1 MVA, 1 EMS)
- Received: 10 incidents (3 Fire, 7 EMS)

➤ **Staffing update (end of 2022)**

- 33 Members – includes staff hired in 2022
 - 3 Hired – 2 with EMS experience and all 3 needed FF I/II & Haz-Mat training
- 4 Members hired in 2021 completed Firefighter I/II, Haz-Mat, & EMR/EMT
- Retirements/Resignations:
 - Matt Watt on 12/31/22 – 13 years of service – Moved outside of response area
 - Chris Bathurst on 12/05/2022 – 7 years of service – Unable to continue to commit time, also is a current member of the Vadnais Heights FD
 - Mike Richter on 6/24/2022 – 7 years of service - Moved outside of response area.

➤ **Response time**

- Fire Department average response time for: EMS call, excluding vehicle accident with injury - Average Alarm to Arrival: 0:04:53
- Average response time for Chief Officers to Station All Calls - Average Alarm to Arrival: 0:05:03
- Average response time for first Engine Company in NSP - Average Alarm to Arrival: 0:06:10

Call incident/time breakdown	
Time	Total incidents
8:00am to 5:00pm	790
5:00pm to 10:00pm	406
10:00pm to 8:00am	409
Total	1605

➤ **Estimated Fire Damage Loss**

- Total Property Loss: \$828,812.00
- Total Content Loss: \$493,521.00
- Total Loss: \$1,322,333.00



Training highlights - over 4063.5 hours of training conducted by personnel in 2022

Fire

- Live burn training exercises at the East Metro Public Safety Training Facility – 20 at 4 hours each
- In house engineering drills - driving, pumping, relay pumping – 3 hours once a month
- Officer meeting/training – 3 hours once a month
- Vehicle extrication training exercises at the EMPSTF – 2 at 3 hours each
- Fire Instructor Class – 40-hour class attended by 3 officers
- NFPA 1403 Live Fire Instructor class – 16-hour class attended by 1 officer
- Fire Apparatus Operator course instructed by Century College – 48-hour class attend by 2 FF
- Blue Card Incident Management online training – 50-hour class
- Emergency Medical Responder – 40-hour class
- Emergency Medical Technician – 120-hour class
- MN State Fire Chief Conference (Chief Officers) – 3-day training

EMS

- Quarterly (4) Continuing Medical Education training programs Instructed by Regions EMS. Total of 12 hours per firefighter annually



2022 Code Compliance and Inspections



Code Compliance staff

- 2 - Part Time Code Compliance/Firefighter positions (Jan.1, 2022 – Aug.1, 2022)
 - Down to 1 position Aug. 1, 2022 - current
 - Positions are scheduled for 24 hour per week

Code Compliance

- 113 Total Code Compliance cases (many of these below are combined with others making up 1 case)
 - 36 - Tall grass/weeds
 - 16 – Snow/Ice removal
 - 13 – Trash /Debris in yard
 - 11 - Vehicle parking on grass
 - 11 - Property Maintenance (exterior home)
 - 7 – Dead/diseased trees
 - 6 – Depositing debris in the street
 - 6 - Illegal dumping
 - 5 – Rec fire concerns (No fire dept. response)
 - 2 – Resident property inspections/conversations
 - 101- Closed
 - 12 - In process
- Switched from SharePoint to OpenGov

Severe Properties Concerns

- 5 properties that require legal intervention

Chickens and Bees

- 3 Chicken Keeping Licenses approved and inspected in 2022
 - 13 current Chicken Keeping Licenses
 - 1 current Beekeeping License
 - 3 current Kennel Licenses



Zoning Inspections – 102 (Driveway, Fence, Sign, Shed, Retaining Walls, and Patios)

- 55 - Completed
- 39- Active
- 8 – Stopped

Fire Inspection staff

- 1 - Full Time Fire Inspector/Firefighter position
 - 2nd FT Fire Inspector/Firefighter position added back for 2023 – started 1/24/2023

Fire Inspections

- Rental Inspection completed
 - 95 - Single Family
 - 26 - Duplex
 - 36 - Multi-Family (4 plex to complexes with multiple buildings)
- 52 – Backflow Preventer Inspections
- 14 - Fire Alarm and Sprinkler Alarm permits
- 10 - School inspections
- 8 - Commercial fire safety inspections (requested by property owner)
- 2 – Underground fuel tank removal inspections
- 2 - Group Home Initial Fire Inspections (requested by state)
 - Began tracking in OpenGov – 19 active Adult Group Homes
- 1- Fireworks inspection
- No Safe Havens conducted due to Covid – planning to begin end of March early April once inventory of smoke & carbon monoxide received from Red Cross.

2022 Rental License totals	
License Type	Amount
Single Family/Duplex	\$10,725.00
Multi-Family	\$8,845.00
Backflow Preventer	\$2,180.00
Total	\$21,750

2023 Fire Inspections Goals and Priorities

- Improved management of Rental Licensing – (property review, communication, completion of license, scheduling inspections, payment, and up to date)
- Fire Certificate of Compliance Inspections (Commercial properties)
- Update Pre-Plan information in Image Trend for fire department response
- Re-start SafeHaven Program
- Fire Inspector II Training for both inspectors
- Management of difficult properties that require constant monitoring and upkeep

