CITY OF NORTH ST. PAUL
CITY COUNCIL
REGULAR MEETING AGENDA
JANUARY 2, 2018
6:30 PM

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Councilmember Furlong
Councilmember Petersen
Councilmember Walczak
Councilmember Sonnek
Mayor Kuehn

IV. ADOPT AGENDA

V. PRESENTATIONS

Cub Scout Pack 9515 chartered out of the North St. Paul American Legion.

VI. CONSENT AGENDA

A. December 19, 2017 workshop meeting minutes.
B. December 19, 2017 regular meeting minutes.
C. General accounts payable: $717,832.27.
D. EDA accounts payable: $956.26.
E. HRA accounts payable: $1,140.45.
F. Approval of final Park Rental Policy.
G. Surface Water Utility Policy adoption.

VII. MEETING OPEN TO THE PUBLIC

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

VIII. PUBLIC HEARINGS

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. 2018 City Council meeting calendar.
B. 2018 City Council, commission, committee and staff liaison appointments and designations.
C. 2018 Annual resolutions: Acting Mayor, City Attorney, Legal Newspaper, Investment Committee and Official Depository.

X. REPORTS OF CITY MANAGER & DEPARTMENTS

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

XII. GENERAL BUSINESS

XIII. CLOSED SESSION

There are no closed sessions.

XIV. ADJOURNMENT

The next regularly scheduled City Council meeting is Tuesday, January 16, 2018 at 6:30 p.m.

City of North Saint Paul
December 19, 2017
Proposed City Council Workshop Meeting Minutes

I. CALL TO ORDER

Mayor Kuehn called the meeting to order at 5:01 p.m.

II. ROLL CALL

Present: Council Member Terry Furlong
Council Member Candy Petersen
Council Member Tom Sonnek
Council Member Jan Walczak
Mayor Mike Kuehn

Staff: Interim City Manager Dr. Craig Waldron, Deputy Clerk Mary Mills, Police Chief Tom Lauth, Strategic Operations Director Debra Gustafson, City Attorney Soren Mattick (arrived for closed session only).

III. ADOPT AGENDA

Mayor Kuehn stated that there was an addition to the agenda. There would be a closed session following the Park Policy item.

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

IV. TOPIC(S)

A. Police Security at Park Reserved activities

At the November 21st workshop meeting Council requested staff to have further discussions regarding alcohol and police security at park reservations with the Police Chief and return to a future workshop meeting with a recommendation. Debra Gustafson and Tom Lauth stated that to help avoid problems and encourage the responsible consumption of alcohol the Police Chief is recommending at a minimum the following set of rules and regulations regarding consumption of alcohol at facility reservations:

1) Require all reservations that plan to have alcohol onsite to provide a higher deposit. The current deposit fee at Casey Lake is $300 and would be raised to $600. The Hause fee of $150 would be raised to $300.

2) Require large reservations with 150+ persons in attendance that plan to consume alcohol to hire an off-duty North St. Paul Police Officer or Reserve Officer.

3) It was further recommended that each reservation fitting the criteria would be reviewed by the police department and determine the need for security on a case-by-case basis.

There was also discussion related to the registration of kegs. This will require further review.

It was agreed that the city ordinance relating to alcohol in the parks would be reviewed by the city attorney and updated to remove the sentence that relates to alcohol "in designated areas".

Council was in agreement with the proposal and a final policy will be brought forth to the January 2, 2018 meeting for adoption.

Council Member Walczak requested that additional handi-capped parking stalls be placed at Casey Lake Park. There are currently only two. Craig Waldron will have staff review and research if this is feasible. Perhaps a facility exam of all the parks can be conducted to see what the city needs are for ADA compliance. This will come back to a future workshop.

In an unrelated topic Craig Waldron updated the council on the status of the community center building. The hockey school will be vacating and the volleyball people will remain, as will the library. The City is working on a lease proposal. There is potential there to build programming for the community.

Mayor Kuehn called for a brief recess at 5:45 p.m.
The meeting reconvened at 5:51 p.m.

B. Litigation Update

Mayor Kuehn announced that this portion of the meeting was a closed session: The meeting was closed as permitted by the attorney-client privilege (section 13D.05, subdivision 3(b)) to discuss the threat of litigation against the City by Erik Peterson involving the Police Department.

City Attorney Soren Mattick gave the council an update regarding the threat of litigation and advised the council as to the next steps.

Mayor Kuehn adjourned the closed session at 6:12 p.m.

V. OTHER BUSINESS

There was no other business.

VI. ADJOURNMENT

There being no further business, on motion by Council Member Petersen, seconded by Council Member Furlong, with all present voting aye (5-0), Mayor Kuehn adjourned the workshop meeting at 6:15 p.m.

Michael R. Kuehn, Mayor

Attest:

Dr. Craig Waldron, Interim City Manager

City of North Saint Paul
December 19, 2017
Proposed Regular City Council Meeting Minutes

I. CALL TO ORDER

Mayor Kuehn 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: Councilmember Furlong
Councilmember Petersen
Councilmember Walczak
Councilmember Sonnek
Mayor Kuehn

Staff: Interim City Manager Dr. Craig Waldron, Fire Chief Scott Duddeck, Police Officers Joe Friedrichs and Joe Odegard, Police Chief Tom Lauth, Strategic Operations Director Debra Gustafson, Deputy Clerk Mary Mills, City Engineer Morgan Dawley.

IV. ADOPT AGENDA

Mayor Kuehn requested that item XI. A. Environmental Advisory Commission annual update be moved to the presentation portion of the meeting.

On motion by Councilmember Petersen, seconded by Councilmember Furlong, with all present voting aye (5-0), motion carried to approve the agenda as amended.

V. PRESENTATIONS

Environmental Advisory Commission annual update. Sue Springborn, Simba Blood and Glenn Olson gave an update on the accomplishments of the EAC as well as their goals for 2018. Following the presentation it was announced that Sue Springborn and Simba Blood were resigning their seats on the commission. Sue gave an excellent resident perspective to the commission. Simba has served since the commission's inceptionum in 2002 and brought knowledge and great ideas. They were presented with plaques by Council Member Walczak and Mayor Kuehn. Because there will not be a quorum of members at the EAC meetings the EAC will take a hiatus until three new members have been appointed.

VI. APPROVAL OF CONSENT AGENDA

Council Member Walczak requested that item H. 2018 Car Show Memorandum of Agreement be moved to City Business for further discussion.

On motion by Councilmember Walczak, seconded by Councilmember Furlong, with all present voting aye (5-0), motion carried to approve the consent agenda, Resolution No. 2017-119, as amended, consisting of:

A. December 5, 2017 workshop meeting minutes.
B. December 5, 2017 regular meeting minutes.
C. General accounts payable: $1,074,312.46.
D. EDA accounts payable: $0.
E. HRA accounts payable: $6,716.55.
F. Special Event Permit, Chase Away the Snowman, Saturday, March 10, 2018, 9:00 a.m. to 10:30 a.m. Resolution No. 2017-120.
G. MnDOT Agency Delegated Contracting Process Agreement No. 1029986. Resolution No. 2017-121.
H. ~~2018 North St. Paul History Cruzers car show memorandum of agreement.~~ (Moved to City Business for further discussion).
I. 2017 Mill and Overlay Improvements Project Payment. Resolution No. 2017-123.
J. Fire Department Staffing Study.

VII. MEETING OPEN TO PUBLIC

John Schmahl addressed the council inquiring as to the underground conduit portion of the 2018 Street and Utilities project on Lake Boulevard. At the December 5th council workshop there had been discussion related to above ground poles remaining for certain lines to homes. There are primary and secondary lines to homes. The primary are city related services that go directly to the home underground. The secondary lines are outside services such as tv, phone, etc. that are currently available to the home above ground and have separate charges. The installation of underground conduit for these lines would be the financial responsibility of the resident, and the city cannot impart that expense on the residents.

Jason Degidio addressed the council regarding his food truck vendor permit at the Car Show. He indicated that the car show had advised him that his menu was unacceptable and too similar to that of other vendors. Mayor Kuehn explained that the City does not operate the car show, but only hosts the car show. The City does not regulate the vendors or the rules relating to them. Mayor Kuehn advised Mr. Degidio to work with the Car Show representatives to come to a solution.

VIII. PUBLIC HEARINGS

Revocation of Peddler's License to RG Enterprises.

Mayor Kuehn opened the public hearing at 6:59 p.m.

Police Officer Joe Friedrichs and Fire Chief Scott Duddeck presented the information that led up to the request for this hearing. A peddler's permit was issued to RG Enterprises on September 12, 2017 to sell Kirby vacuum cleaners. Due to numerous complaints from residents a letter of revocation was mailed on September 20, 2017. The revocation was stayed by the City of North St. Paul on September 29 as no new complaints had been received.

There were eight police calls on November 26th on the same company. On November 27, 2017 another letter of revocation was issued due to the numerous police report complaints. On December 1, 2017 Mike Gerber of RG Enterprises advised the Interim City Manager of his request to appeal the permit revocation; however, there were no representatives from RG Enterprises present at the hearing.

Mayor Kuehn closed the public hearing at 7:16.p.m.

On motion by Councilmember Walczak, seconded by Councilmember Petersen, with all present voting aye (5-0), motion carried to adopt <u>Resolution No. 2017-124</u> revoking the Peddler License issued by the City to RG Enterprises.

Interim City Manager Waldron requested that staff and the city attorney review the current peddler's ordinance to see what updates are needed.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. <u>Design Review for 2533 7th Avenue</u>.

The Design Review Commission reviewed and provided feedback to a proposal for the property located at 2533 7th Avenue East, within the MU-1, Downtown Mixed-Use District.

The west addition of the building at 2533 7th Ave. East, was damaged by fire this summer. The owner of the building, which includes an antique store and a clothing boutique, proposed a two-stage repair and rehabilitation to the entire façade as a result of the fire.

Stage one will include removing the siding on the upper story of the west addition that was destroyed by the fire. There are no original bricks behind this portion of the façade, only cement block. The owner proposes to install JamesHardie HardiePlank Lap Siding (color: Rich Espresso) over the cement block to replace the existing steel siding. Also proposed is a band of thick trim and a crown on the top of the building, both painted black, along with three gooseneck black lights just above the new middle trim.

Stage two will include removing the siding and plywood on the front of the rest of the building to expose the original brick. No timeframe has been provided for the staging of the project, but it is anticipated to be complete prior to the start of the car show season.

Craig Toquam, owner of the building, was present and answered questions of the council.

On motion by Councilmember Petersen, seconded by Councilmember Walczak, with all present voting aye (5-0), motion carried to adopt <u>Resolution No. 2017-125</u> approving the project as recommended by the Design Review Commission for 2533 7th Avenue.

B. <u>North Metro Flex School Zone</u>.

City Engineer Morgan Dawley presented a dedicated School Zone signage request by North Metro Flex Academy to be posted by the City. The request was to establish a School Zone on Margaret Street from Centennial Drive to Seppala Boulevard and on Helen Street from Seppala Boulevard to 650 feet North. Council discussion raised questions about the effect on street parking and bike lanes, and as to the actual need for this school zone. It seems unnecessary and it is unclear what problem it would be solving. It was recommended that this item be tabled to allow for a representative of the school to be present to give specifics and answer questions.

On motion by Councilmember Furlong, seconded by Councilmember Walczak, with all present voting aye (5-0), motion carried to table this item until a representative from the school could be present to answer questions and clarify the request.

C. 5th Street Storm Sewer Improvements Project – Award Construction Contract.

City Engineer Morgan Dawley presented a request to award a construction contract to Minger Construction, Inc. for the 5th Street Storm Sewer Improvements Project, in the amount of $158,000, for the Base Bid plus Alternate No. 1.

The existing 73-inch span arch pipe storm system running along 5th Street and into the Urban Ecology Center was identified as deficient by the City Public Works Department, with the bottom of the pipe eroded and showing signs of advanced deterioration. Rehabilitation of the pipe bottom is recommended to prolong the serviceable life of the pipe prior to eventual replacement.

Quotes were solicited for this project in September 2016, and rejected by City Council on September 6, 2016 on the basis that they exceeded the estimate for the improvements.

The Council discussed re-bidding this project on August 15, 2017. Bids were received on December 13, 2017. Four bids were received. The low bidder was Minger Construction, Inc. in the amount of $158,000, which is under the estimate for the improvements. A copy of the letter recommending award and a summary of the bids received is attached.

Based on the recommended contract award amount, the total project cost including indirect expenditures and construction contingencies is anticipated to be completed within the budgeted amount for the project of $175,000. There are no special assessments with this project. If a contract is awarded, construction activities are planned to occur during the winter and summer of 2018 with a specified completion date in November 2018.

On motion by Councilmember Furlong, seconded by Councilmember Sonnek, with all present voting aye (5-0), motion carried to adopt Resolution No. 2017-126 awarding the construction contract to Minger Construction, Inc. for the 5th Street Storm Sewer Improvements Project, in the amount of $158,000, for the Base Bid plus Alternate No. 1.

D. Item moved from the Consent Agenda: 2018 North St. Paul History Cruzers car show Memorandum of Agreement.

Council Member Walczak had questions related to the amount the city charges the History Cruzers for city services, as well as what best efforts to communicate include, and parking lot closures for a full day. Mayor Kuehn stated that the amount the City charges the History Cruzers does not fully cover the City expenses, but there are many benefits to having the car shows in the City and it seems prudent to have the current charges remain. The best efforts that the History Cruzers utilize are door to door leafleting of the affected area. This includes contact information if there are problems or questions as well as a list of special events that may be on the calendar.

There is an annual meeting open to the public to receive complaints and compliments regarding the car shows. It was agreed on an earlier date that the car show could close two public parking lots for the entire day to alleviate having to find owners of vehicles and require them to move those vehicles. In addition, the space is used for displays and events that take place on Friday nights and there is set-up time required.

On motion by Councilmember Furlong, seconded by Councilmember Sonnek, with all present voting aye (5-0), motion carried to adopt Resolution No. 2017-122 approving the 2018 History Cruzers Memorandum of Agreement for the Friday Night Car Shows and parade.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

There were no reports.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Petersen:

- Attended the Ramsey County Watershed Coalition of Water session.
- Noted that the Ramsey Washington Suburban Cable Commission (RWSCC) has entered into informal negotiations with Comcast, with a deadline of October to finalize.
- The City of Maplewood is suing RWSCC related to fees owed them. RWSCC has submitted a letter of dismissal.

XII. GENERAL BUSINESS

Council Member Sonnek and Council Member Walczak wished everyone a Happy Holiday and prosperous New Year.

Council Member Petersen:

- Attended the Holiday Hop. It was a great time.
- Thanked Suzana of Luv's Ice Cream for the event with Jurist Alan Page.
- Wished everyone a Merry Christmas.

Council Member Furlong:

- Stated that the North St. Paul Historical Society Christmas gathering was good. They are in need of new members as their members are aging.
- The City employee recognition event was very nice.
- Wished everyone a happy holiday.

Mayor Kuehn:

- Thanked staff for their work on the employee recognition event.
- Thanked the staff and the council for all of their hard work this past year during the difficult time. Good things are ahead.
- There will be a council retreat on Saturday, February 10 to begin discussions related to the process for hiring a permanent city manager.
- On Thursday, December 21st at 10:00 a.m. there is coffee and cookies meeting with the community mayors, ISD 622, and the real estate communities.
- Wednesday, December 20th is the taping of North St. Paul Notes, and the Mayor and Fire Chief Duddeck will be visiting with Paul Anderson.

XIII. CLOSED SESSION

There was no closed session.

XIV. ADJOURNMENT

There being no further business, on motion by Council Member Walczak, Seconded by Council Member Furlong, with all present voting aye (5-0), Mayor Kuehn adjourned the meeting at 8:08 p.m.

____
Michael R. Kuehn, Mayor

Attest: ________________________________
Jason Ziemer, City Manager

NORTH ST.PAUL
extraordinary.

MEMORANDUM

TO:	Mayor & Council Members
FROM:	Jacquelyn Lutmer - Accounting Technician
DATE:	January 2, 2018
SUBJECT:	Recommendation of approval of GENERAL claims list.

Claim Date					
12/22/2017	Payroll Register DD			$111,615.63	
12/22/2017	Payroll Direct Payables			$101,480.00	
12/22/2017	Fire Payroll Register DD			$8,738.36	
12/22/2017	Fire Payroll Direct Payables			$2,366.71	
12/21/2017	Payroll Direct Payable Checks	129953-129959		$13,466.98	
		Payroll Subtotal		$237,667.68	
12/28/2017	Early Release A/P Checks	129950-129952	$	15,150.60	Approved by Craig Waldron
1/3/2018	A/P Checks	129960-130038	$	380,579.06	
1/3/2018	Draft	160162	$	7,949.67	
1/3/2018	Draft - Voided	160162	$	(7,949.67)	
1/3/2018	Drafts	160167-160170	$	99,585.53	
		AP Subtotal	$	480,164.59	
		Grand Total	$	717,832.27	

Approved this 2nd day of January, 2018

____

____

____

____

____

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

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	74	111,615.63
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	74	111,615.63

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 03613 12/22/17 PAYROLL - 9
VENDOR SET: 01 City of North St Paul
BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
E05000		EFTPS						
	I-T1 201712183078	FEDERAL WITHHOLDING	D	12/22/2017		19,370.29	000000	
	I-T3 201712183078	FICA TAXES	D	12/22/2017		13,839.14	000000	
	I-T4 201712183078	MEDICARE TAXES	D	12/22/2017		5,177.96	000000	38,387.39
H08033		H S A BANK						
	I-444201712183078	HSA ACCOUNT	D	12/22/2017		3,636.25	000000	3,636.25
I09115		VOYA RETIREMENT INSURANCE AND A						
	I-22 201712183078	PAYROLL DEDUCTION	D	12/22/2017		4,107.58	000000	4,107.58
I09137		I C M A DISTRIBUTION CENTER						
	I-2 201712183078	EMP/EMPR DEFERRED COMP	D	12/22/2017		11,017.28	000000	
	I-21 201712183078	EMP/EMPR DEFERRED COMP	D	12/22/2017		923.08	000000	
	I-26 201712183078	LOAN PAYMENTS TO ICMA	D	12/22/2017		392.14	000000	
	I-2IR201712183078	EMP/EMPR DEFERRED COM	D	12/22/2017		1,105.00	000000	13,437.50
M12900		MNEFTS						
	I-T2 201712183078	MN Income Tax WH	D	12/22/2017		7,727.51	000000	7,727.51
M13320		MN STATE RETIREMENT SYSTEM						
	I-12 201712183078	POST DEDUCTIONS	D	12/22/2017		1,025.00	000000	1,025.00
P16470		P E R A						
	I-91 201712183078	6634-00 REG PERA	D	12/22/2017		15,267.29	000000	
	I-92 201712183078	6634-00 PERA PD	D	12/22/2017		17,804.80	000000	
	I-94 201712183078	6634-00 PERA DCP ELECTED	D	12/22/2017		86.68	000000	33,158.77

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	7	0.00	101,480.00	101,480.00
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:	7	0.00	101,480.00	101,480.00

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	34	8,738.36
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:	1	

TOTAL CHECKS:	34	8,738.36

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 03614 12/22/17 FIRE PAYROLL - 9

VENDOR SET: 01 City of North St Paul

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
E05000		EFTPS						
	I-T1 201712193079	FEDERAL WITHHOLDING	D	12/22/2017		514.93	000000	
	I-T3 201712193079	FICA TAXES	D	12/22/2017		1,310.28	000000	
	I-T4 201712193079	MEDICARE TAXES	D	12/22/2017		306.42	000000	2,131.63
M12900		MNEFTS						
	I-T2 201712193079	MN Income Tax WH	D	12/22/2017		235.08	000000	235.08

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	0.00	2,366.71	2,366.71
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	2	0.00	2,366.71	2,366.71

PACKET: 03612 12/22/17 PAYROLL - 8
VENDOR SET: 01 City of North St Paul
BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
D04068		DELTA DENTAL OF MINNESOTA						
	I-201712213087	RETIREE DENTAL INSURANCE	R	12/21/2017		857.70	129953	
	I-40 201712043038	MONTHLY INSURANCE	R	12/21/2017		676.80	129953	
							CHECK DATE < ITEM DATE	
	I-40 201712183078	MONTHLY INSURANCE	R	12/21/2017		676.80	129953	
	I-42 201712043038	MONTHLY INSURANCE	R	12/21/2017		1,644.60	129953	
							CHECK DATE < ITEM DATE	
	I-42 201712183078	MONTHLY INSURANCE	R	12/21/2017		1,644.60	129953	
	I-43 201712043038	MONTHLY INSURANCE	R	12/21/2017		493.62	129953	
							CHECK DATE < ITEM DATE	
	I-43 201712183078	MONTHLY INSURANCE	R	12/21/2017		493.62	129953	6,487.74
L12099		LAW ENFORCEMENT LABOR SERVICES						
	I-10 201712043038	MONTHLY POLICE UNION DUES	R	12/21/2017		294.00	129954	
							CHECK DATE < ITEM DATE	
	I-10 201712183078	MONTHLY POLICE UNION DUES	R	12/21/2017		294.00	129954	
	I-100201712043038	MONTH	R	12/21/2017		34.72	129954	
							CHECK DATE < ITEM DATE	
	I-100201712183078	MONTH	R	12/21/2017		34.72	129954	657.44
L12261		LINCOLN NATIONAL LIFE INSURANCE						
	I-7 201712043038	MONTHLY INSURANCE	R	12/21/2017		1,308.26	129955	1,308.26
L12384		LOCAL UNION #320						
	I-9 201712043038	MONTHLY UNION DUES	R	12/21/2017		833.58	129956	
							CHECK DATE < ITEM DATE	
	I-9 201712183078	MONTHLY UNION DUES	R	12/21/2017		887.97	129956	1,721.55
L12385		LOCAL UNION #160						
	I-11 201712043038	MONTHLY UNION DUES	R	12/21/2017		469.48	129957	
							CHECK DATE < ITEM DATE	
	I-11 201712183078	MONTHLY UNION DUES	R	12/21/2017		469.48	129957	938.96
M13302		MINNESOTA LIFE INSURANCE						
	I-201712213086	MN LIFE RETIREE INSURANCE	R	12/21/2017		532.52	129958	
	I-5 201712043038	MONTHLY INSURANCE	R	12/21/2017		687.04	129958	
							CHECK DATE < ITEM DATE	
	I-50 201712183078	MONTHLY INSURANCE	R	12/21/2017		749.47	129958	1,969.03
M16475		NCPERS MINNESOTA						
	I-15 201712043038	MONTHLY INSURANCE	R	12/21/2017		96.00	129959	
							CHECK DATE < ITEM DATE	
	I-15 201712183078	MONTHLY INSURANCE	R	12/21/2017		96.00	129959	
	I-201712213085	NCPERS MN ADJ FOR DEC	R	12/21/2017		176.00	129959	
	I-201712213088	NCPERS MN RETIREE INSURANCE	R	12/21/2017		16.00	129959	384.00

PACKET: 03612 12/22/17 PAYROLL - 8
VENDOR SET: 01 City of North St Paul
BANK: AP PREMIER BANK

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

** B A N K T O T A L S **	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	7	0.00	13,466.98	13,466.98
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:	7	0.00	13,466.98	13,466.98

NORTH ST.PAUL
extraordinary.

MEMORANDUM

TO: Dr. Craig Waldron - City Manager
FROM: Jacquelyn Lutmer - Accounting Technician
DATE: December 28, 2017
SUBJECT: Early Release Check Approval

12/28/2017	A/P Checks	129950-129951	$	15,200.60
12/28/2017	Voided Check	129950	$	(61.00)
12/28/2017	Reissued Corrected Check	129952		11.00
		AP Subtotal	$	15,150.60
		Grand Total	$	15,150.60

Approved this 28th day of December, 2017

Dr. Craig Waldron - City Manager

PACKET: 03607 EARLY RELEASE 12/14/17

VENDOR SET: 01

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
M13260	MN DEPT OF PUBLIC SAFETY							
	I-201712143074	TAB RENEWAL	R	12/14/2017		61.00CR	129950	61.00
R18022	RAMSEY COUNTY-CEC- ENVIRONMENT HEALTH							
	I-201712143075	CEC HAULER NOVEMBER	R	12/14/2017		15,139.60CR	129951	15,139.60

** TOTALS **	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	2	0.00	15,200.60	15,200.60
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	15,200.60	15,200.60

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 03611 EARLY RELEASE

VENDOR SET: 01

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
M13260	MN DEPT OF PUBLIC SAFETY							
	I-201712143077	TAB RENEWAL	R	12/14/2017		11.00CR	129952	11.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	11.00	11.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	1	0.00	11.00	11.00

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 03621 01/03/2018 A/P CHECK RUN
VENDOR SET: 01
BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
G07100	GERTENS WHOLESALE							
	C-A09144/12	FIELD SUPPLIES RETURN	N	1/03/2018		4,539.00	000000	
	I-1210/12	BALL FIELD SUPPLIES	N	1/03/2018		4,539.00CR	000000	0.00
1	MARIAN MOTTAZ							
	I-201712273090	MARIAN MOTTAZ:	R	1/03/2018		300.00CR	129960	300.00
1	DIANE SLAIKEU							
	I-201712273091	DIANE SLAIKEU:	R	1/03/2018		300.00CR	129961	300.00
1	MARGE KOOPMEINERS							
	I-201712273092	MARGE KOOPMEINERS:	R	1/03/2018		300.00CR	129962	300.00
1	KARI PARENTEAU							
	I-201712273093	KARI PARENTEAU:	R	1/03/2018		300.00CR	129963	300.00
30000	3D SPECIALTIES INC							
	I-200519	OMNI SLEEVE BOLT SOCKET	R	1/03/2018		1,002.58CR	129964	
	I-200520	CHERRYMATE SPACERS WASHERS	R	1/03/2018		194.02CR	129964	1,196.60
A01009	A B M EQUIPMENT & SUPPLY							
	I-0154330-IN	TOGGLE SWITCH	R	1/03/2018		28.50CR	129965	28.50
A01010	ACE HARDWARE							
	I-72797	ROPE	R	1/03/2018		8.09CR	129966	
	I-72896	SURGE OUTLET	R	1/03/2018		28.78CR	129966	
	I-72960	DR SWP SLFAD ECOWHT36"	R	1/03/2018		4.49CR	129966	
	I-72979	fasteners	R	1/03/2018		0.87CR	129966	
	I-72980	fasteners	R	1/03/2018		2.43CR	129966	44.66
A01029	ADVANCED FIRST AID INC							
	I-0917-446	AUTO AED UNITS	R	1/03/2018		965.00CR	129967	965.00
A01034	ADVANCED GRAPHIX INC							
	I-198363	CITY LOGO GRAPHIC DUMPSTER	R	1/03/2018		115.75CR	129968	
	I-198443	R&M VEHICLES 2130, 2131, 2132	R	1/03/2018		1,345.40CR	129968	1,461.15
A01181	AM CONSERVATION GROUP, INC							
	I-0252964-IN	LED BULBS	R	1/03/2018		11,111.06CR	129969	11,111.06
A01310	ASPEN MILLS							
	I-208177	UNIFORM	R	1/03/2018		277.09CR	129970	
	I-208474	UNIFORMS MALLINGER	R	1/03/2018		346.80CR	129970	
	I-208900	UNIFORM STRINGER	R	1/03/2018		188.50CR	129970	
	I-208901	UNIFORM KRIER	R	1/03/2018		162.85CR	129970	975.24

PACKET: 03621 01/03/2018 A/P CHECK RUN

VENDOR SET: 01

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
A1651	IEH AUTO PARTS LLC							
	I-039137227	FILTER	R	1/03/2018		4.72CR	129971	4.72
B02049	BATTERIES PLUS BULBS							
	I-031-840798	BATTERIES	R	1/03/2018		156.95CR	129972	
	I-031-841980	OPERATING SUPPLIES	R	1/03/2018		41.90CR	129972	198.85
B02071	BERWALD ROOFING CO INC							
	I-12798	ROOF AND WALL REPAIRS	R	1/03/2018		1,778.00CR	129973	1,778.00
B02228	BROCK WHITE COMPANY LLC							
	I-12863074-00	STAPLES FENCING EDGER SCREEN	R	1/03/2018		1,891.68CR	129974	1,891.68
B02229	BROWN & BIGELOW INC							
	I-626958	OFFICE SUPPLIES	R	1/03/2018		914.87CR	129975	914.87
B02267	BUBERL BLACK DIRT INC							
	I-20672	90 YARDS OF BLACK DIRT	R	1/03/2018		1,260.00CR	129976	
	I-20681	596 YARDS DUMPED MATERIAL	R	1/03/2018		1,788.00CR	129976	3,048.00
C03031	CARPENTERS SMALL ENGINE							
	I-45714	SPARK PLUG	R	1/03/2018		14.97CR	129977	14.97
C03047	CDW GOVERNMENT INC							
	I-KZT6248	CRADLEPOINT ROUTERS	R	1/03/2018		989.20CR	129978	
	I-LBX6119	CRADLEPOINT ROUTERS	R	1/03/2018		754.62CR	129978	1,743.82
C03091	CES IMAGING							
	I-INV078808	CANNON COPIER SERVICE	R	1/03/2018		273.30CR	129979	273.30
C03139	COMCAST							
	I-201712213084	CABLE SERVICE 12/14-1/13	R	1/03/2018		5.20CR	129980	5.20
C03163	CONTRACT INTERIORS INC							
	I-CG712581	NEW CARPET IN LOCKER ROOM	R	1/03/2018		9,738.88CR	129981	9,738.88
C03192	CRESCENT ELECTRIC SUPPLY CO							
	I-S504445285.001	CONTROL CONTACTOR	R	1/03/2018		76.78CR	129982	76.78
C03211	THE WALDRON CO LLC							
	I-201712273089	CITY MANAGER FEES	R	1/03/2018		5,831.72CR	129983	5,831.72

PACKET: 03621 01/03/2018 A/P CHECK RUN

VENDOR SET: 01

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
C21221	CENTURY LINK							
	I-201712213082	PHONE SERVICE 12/1-12/31	R	1/03/2018		191.28CR	129984	
	I-201712213083	PHONE SERVICE 11/19-12/18	R	1/03/2018		26.17CR	129984	217.45
D04011	DAKOTA COUNTY TECHNICAL COLLEGE							
	I-00151691	EMERGENCY RESPONSE DRIVING	R	1/03/2018		4,000.00CR	129985	4,000.00
E05125	EMERGENCY APPARATUS MTN							
	I-97188	FIRE PUMP SERVICE	R	1/03/2018		1,682.97CR	129986	
	I-97189	NFPA PUMP TEST & REPORT	R	1/03/2018		3,669.30CR	129986	
	I-97190	SAFETY INSPECTION	R	1/03/2018		1,959.03CR	129986	
	I-97321	REPAIRS TO LADDER 530	R	1/03/2018		965.25CR	129986	
	I-97440	REPAIRS ON LADDER 530	R	1/03/2018		17,125.94CR	129986	
	I-97461	REPAIRS FOR ER VEHICLES	R	1/03/2018		3,532.50CR	129986	
	I-97699	LADDERS	R	1/03/2018		1,475.00CR	129986	30,409.99
E05126	EMERGENCY AUTOMOTIVE TECHNOLOGIES INC							
	I-OAK14040	VEHICLE EQUIPMENT	R	1/03/2018		6,790.65CR	129987	
	I-OAK14122	VEHICLE EQUIPMENT	R	1/03/2018		10,106.60CR	129987	
	I-OAK14123	VEHICLE EQUIPMENT	R	1/03/2018		10,106.60CR	129987	
	I-OAK14124	POLICE UNIT #2132	R	1/03/2018		8,759.76CR	129987	35,763.61
F06002	FASTENAL							
	I-MNT1176549	FASTENERS	R	1/03/2018		80.65CR	129988	80.65
F06142	FLEXIBLE PIPE TOOL COMPANY							
	I-21937	FIBERGLASS POLE 6'	R	1/03/2018		319.00CR	129989	319.00
F06158	FORD OF HIBBING							
	I-9992049	FORD EXPLORER	R	1/03/2018		31,463.00CR	129990	
	I-9992050	FORD EXPLORER	R	1/03/2018		31,463.00CR	129990	
	I-9992107	FORD TAURUS	R	1/03/2018		25,350.00CR	129990	88,276.00
G07176	GOPHER STATE ONE CALL							
	I-7110622	LOCATE SERVICES	R	1/03/2018		114.75CR	129991	114.75
G07291	GRAFFIC TRAFFIC							
	I-2915	SCORE GRANT TOTE BAGS	R	1/03/2018		1,953.80CR	129992	1,953.80
G07292	GRAYBAR							
	I-9301462064	ELECTRIC LIGHTING	R	1/03/2018		109.08CR	129993	109.08

PACKET: 03621 01/03/2018 A/P CHECK RUN
VENDOR SET: 01
BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
G07478	G & K SERVICES							
	I-6182815488	UNIFORM SERVICES	R	1/03/2018		172.89CR	129994	
	I-6182826650	UNIFORM SERVICES	R	1/03/2018		63.01CR	129994	
	I-6182826651	UNIFORM SERVICES	R	1/03/2018		153.90CR	129994	
	I-6182826652	UNIFORM SERVICES	R	1/03/2018		6.66CR	129994	
	I-6182837944	UNIFORM SERVICES	R	1/03/2018		191.88CR	129994	
	I-6182837945	UNIFORM SERVICES	R	1/03/2018		6.66CR	129994	595.00
H08002	H & L MESABI INC							
	I-H99579	BLADES	R	1/03/2018		172.17CR	129995	172.17
H08162	HOLIDAY							
	I-201712283100	GAS 1400015463031 INSPECTIONS	R	1/03/2018		28.38CR	129996	
	I-201712283101	GAS 1400015463058 MECHANIC	R	1/03/2018		30.12CR	129996	
	I-201712283102	GAS 1400015462884 OH ELECTRIC	R	1/03/2018		498.17CR	129996	
	I-201712283103	GAS 1400015462957 UG ELECTRIC	R	1/03/2018		514.09CR	129996	
	I-201712283105	GAS 1400015462876 FIRE DEPT	R	1/03/2018		309.80CR	129996	1,380.56
H08165	HOME DEPOT							
	I-1010235	MILAUKEE TOOLS	R	1/03/2018		52.88CR	129997	
	I-2010029	BENZENE TORCH & CYLINDER	R	1/03/2018		38.19CR	129997	
	I-5011079	NUTS & BOLTS	R	1/03/2018		10.51CR	129997	
	I-6010922	PLYWOOD	R	1/03/2018		63.96CR	129997	
	I-6010966	TRAINING FIREARMS RANGE PROPS	R	1/03/2018		25.10CR	129997	190.64
H08181	RESA HIGH VOLTAGE SERVICES							
	I-92099	PROTECTIVE RELAY TESTING	R	1/03/2018		1,520.00CR	129998	1,520.00
H8185	HI-LINE							
	I-10070378	RUBBER GOODS TESTING	R	1/03/2018		534.37CR	129999	534.37
I09045	IMPACT							
	I-129394	OCT STATEMENTS/BILLS/DRAFTS	R	1/03/2018		4,382.70CR	130000	4,382.70
I09178	STUART C IRBY CO							
	I-S010285290.007	METERS	R	1/03/2018		1,180.00CR	130001	
	I-S010285290.009	METERS	R	1/03/2018		1,180.00CR	130001	
	I-S010529543.001	EPR CABLE SSO MIL	R	1/03/2018		17,737.69CR	130001	
	I-S010536495.001	TOOL BAG	R	1/03/2018		108.24CR	130001	
	I-S010536495.002	GAFF GUARD	R	1/03/2018		30.93CR	130001	20,236.86
J10187	J P COOKE COMPANY							
	I-487560	2018-2019 PET LICENSE TAGS	R	1/03/2018		135.67CR	130002	135.67

PACKET: 03621 01/03/2018 A/P CHECK RUN

VENDOR SET: 01

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
L12047	LANDIS GYR TECHNOLOGY INC							
	I-90258867	ROUTERS FOR METER DATA COLL	R	1/03/2018		11,585.78CR	130003	11,585.78
L12388	LOCATORS & SUPPLIES INC							
	I-0262450-IN	MARKING CHALK	R	1/03/2018		57.03CR	130004	57.03
M13037	MADDEN GALANTER HANSEN LLP							
	I-201712273094	LEGAL SERVICES	R	1/03/2018		60.00CR	130005	60.00
M13040	MAILFINANCE							
	I-N6894595	NEOPOST MAIL MACHINE	R	1/03/2018		744.48CR	130006	744.48
M13100	MERIT CHEVROLET							
	I-627118	707 REAR DOOR CLIP	R	1/03/2018		3.37CR	130007	3.37
M13110	MENARDS-OAKDALE							
	I-45085	PAINT & SUPPLIES	R	1/03/2018		79.76CR	130008	
	I-45497	KLEEN DEF	R	1/03/2018		17.76CR	130008	
	I-45806	GAUGE AND PIPE SUPPLIES	R	1/03/2018		36.38CR	130008	
	I-46103	SAW BLADE DRILL BITS KNIVES	R	1/03/2018		128.91CR	130008	262.81
M13188	MN BATTERY LLC							
	I-19038	NAUTILUS DEEP CYCLE	R	1/03/2018		79.95CR	130009	79.95
M13189	MNFIAM BOOK SALES							
	I-2449CM	FIRE INSTRUCTOR 2E BUNDLE	R	1/03/2018		540.00CR	130010	540.00
M13211	OFFICE OF MN IT SERVICES							
	I-W17110612	VOICE SERVICES NOV	R	1/03/2018		55.40CR	130011	55.40
M13240	MN MUNICIPAL UTILITIES ASSOC							
	I-50167	2018 METER SCHOOL	R	1/03/2018		1,395.00CR	130012	1,395.00
M13368	MOTION INDUSTRIES INC							
	I-MN14-602703	HYD HOSE ENDS	R	1/03/2018		74.22CR	130013	74.22
N14010	NARDINI FIRE EQUIPMENT							
	I-IN00061338	FIRE EXTINGUISHER INSPECTION	R	1/03/2018		336.50CR	130014	336.50
N14177	NAC MECHANICAL & ELECTRICAL SERVIES							
	I-144074	REPAIRS	R	1/03/2018		197.00CR	130015	
	I-144133	BOILER REPAIRS	R	1/03/2018		847.00CR	130015	
	I-144136	EXHAUST SYSTEM REPAIRS	R	1/03/2018		447.00CR	130015	
	I-144192	BOILER REPAIRS	R	1/03/2018		572.00CR	130015	
	I-144194	REPAIRS	R	1/03/2018		257.00CR	130015	2,320.00

PACKET: 03621 01/03/2018 A/P CHECK RUN
VENDOR SET: 01
BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
P16336	POMPS TIRE SERVICE INC							
	I-210318755	TIRES	R	1/03/2018		3,024.40CR	130016	
	I-210322626	TIRES	R	1/03/2018		249.52CR	130016	
	I-210325433	TIRES	R	1/03/2018		694.80CR	130016	3,968.72
P16390	PRAXAIR DISTRIBUTION INC							
	I-80508999	CYLINDER RENTAL	R	1/03/2018		23.65CR	130017	23.65
R18010	RAMSEY COUNTY REC&REV-REVENUE							
	I-PRRRV-000750	TRUTH IN TAXATION REIMBURSE	R	1/03/2018		879.55CR	130018	879.55
R18030	RDO EQUIPMENT COMPANY							
	I-P35215	WIPER BLADES	R	1/03/2018		44.24CR	130019	44.24
R18135	ROC INC							
	I-66011	MONTHLY CLEANING	R	1/03/2018		2,701.00CR	130020	
	I-66016	MONTHLY CLEANING	R	1/03/2018		1,095.00CR	130020	
	I-66017	MONTHLY CLEANING	R	1/03/2018		800.00CR	130020	
	I-66018	MONTHLY CLEANING	R	1/03/2018		800.00CR	130020	5,396.00
R18170	CITY OF ROSEVILLE							
	I-0224000	ARRESTERS FOR ELECTRIC	R	1/03/2018		107.83CR	130021	
	I-0224021	IT JOINT POWERS AGREEMENT	R	1/03/2018		17,006.58CR	130021	
	I-0224068	PHONE SERVICE AGREEMENT	R	1/03/2018		1,395.02CR	130021	18,509.43
S18996	SAFE-FAST INC							
	I-INV192657	JACKETS SWEATSHIRTS CAPS	R	1/03/2018		363.65CR	130022	
	I-INV193079	GAS DETECTORS	R	1/03/2018		925.00CR	130022	
	I-INV193080	GAS MONITOR	R	1/03/2018		1,310.00CR	130022	
	I-INV193081	PARKAS SWEATSHIRTS GLOVES	R	1/03/2018		1,534.82CR	130022	4,133.47
S19003	INNOVATIVE OFFICE SOLUTIONS LLC							
	I-IN1863581	OFFICE SUPPLIES	R	1/03/2018		470.75CR	130023	
	I-IN1865178	CALENDAR	R	1/03/2018		10.49CR	130023	
	I-IN1876559	OFFICE SUPPLIES	R	1/03/2018		44.99CR	130023	
	I-IN1877122	BATTERIES	R	1/03/2018		5.31CR	130023	531.54
S19172	SHAMROCK GROUP							
	I-1000521625	SODA REFILLS	R	1/03/2018		217.70CR	130024	217.70
S19188	SHRED-IT USA MINNEAPOLIS							
	I-8123724492	SHREDDING SERVICES	R	1/03/2018		88.83CR	130025	88.83

PACKET: 03621 01/03/2018 A/P CHECK RUN

VENDOR SET: 01

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
S19264	SPECIALTY SOLUTIONS LLC							
	I-I47358	BEET 55 250 GL SHUTTLE	R	1/03/2018		3,550.00CR	130026	3,550.00
S19433	STAPLES ADVANTAGE							
	I-3360891804	WIPES	R	1/03/2018		123.99CR	130027	
	I-3361794624	PAPER	R	1/03/2018		352.50CR	130027	
	I-3362571163	OFFICE SUPPLIES	R	1/03/2018		67.96CR	130027	
	I-3362813587	OFFICE SUPPLIES	R	1/03/2018		219.26CR	130027	763.71
S19440	STONE & STEEL DESIGN LLC							
	I-3592	ENGRAVED STONE	R	1/03/2018		71.00CR	130028	71.00
S23325	STILLWATER MEDICAL GROUP							
	I-201712283104	TESTING	R	1/03/2018		30.00CR	130029	30.00
T20192	T-MOBILE							
	I-201712273095	CELL PHONE SERVICE11/11-12/10	R	1/03/2018		1,161.89CR	130030	
	I-201712273096	TABLET USAGE 11/9-12/8	R	1/03/2018		684.32CR	130030	
	I-201712283106	DATA CARDS SERVICE 11/11-12/10	R	1/03/2018		370.86CR	130030	
	I-201712283107	DATA CARD SERVICE 10/11-11/10	R	1/03/2018		346.96CR	130030	
	I-201712283108	DATA CARD SERVICE 9/21-10/10	R	1/03/2018		216.34CR	130030	2,780.37
T20235	TOWMASTER							
	I-398933	POLARFLEX UNDERCHASSIS	R	1/03/2018		2,412.00CR	130031	
	I-398970	POLARFLEX CURB RUNNER	R	1/03/2018		172.00CR	130031	2,584.00
T20238	T & R SERVICE COMPANY							
	I-78938	PCB ANALYSIS	R	1/03/2018		60.00CR	130032	60.00
U21215	UPS							
	I-0000R93F25507	SHIPPING	R	1/03/2018		16.87CR	130033	16.87
V01101	VERIZON WIRELESS							
	I-9797786905	CELL PHONE/TABLETS 11/11-12/10	R	1/03/2018		525.15CR	130034	525.15
W23500	WSB & ASSOCIATES INC							
	I-10-0-001887-520	STORMWATER UTILITY UPDATE	R	1/03/2018		1,849.00CR	130035	
	I-10-0-001887-673	2017 STREETS	R	1/03/2018		1,451.75CR	130035	
	I-11-0-001887-630	2040 COMPREHENSIVE PLAN	R	1/03/2018		20,220.00CR	130035	
	I-11-0-001887-672	2017 SURFACE WATER	R	1/03/2018		437.00CR	130035	
	I-12-0-001887-650	DOWNTOWN MASTER PLAN	R	1/03/2018		3,315.00CR	130035	
	I-13-0-001887-660	WSB & ASSOCIATES INC	R	1/03/2018		5,173.50CR	130035	
	I-21-0-001887-540	2016/2017 LIFT STATION INPRVNT	R	1/03/2018		1,659.00CR	130035	
	I-28-0-001887-440	CASEY LAKE SHELTER	R	1/03/2018		85.00CR	130035	
	I-3-R-010782-000	WELLHEAD PROTECTION IMPLEMT	R	1/03/2018		1,636.50CR	130035	
	I-32-0-001887-420	2016 ST & UTILTY IMP PROJ	R	1/03/2018		2,848.50CR	130035	
	I-7-0-001887-670	2017 WATER	R	1/03/2018		2,099.50CR	130035	
	I-7-0-001887-671	2017 SANITARY SEWER	R	1/03/2018		352.00CR	130035	
	I-7-R-01007-000	2018 ST & UTLTY IMPRVMT PRJT	R	1/03/2018		42,544.75CR	130035	
	I-8-0-001887-690	2017 SANITARY SEWER PROJECT	R	1/03/2018		510.00CR	130035	
	I-9-0-001887-675	GENERAL SERVICES COMM DEV	R	1/03/2018		85.00CR	130035	
	I-9-0-001887-676	2017 ROW PERMIT	R	1/03/2018		698.00CR	130035	84,964.50

PACKET: 03621 01/03/2018 A/P CHECK RUN

VENDOR SET: 01

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
VOID	VOID CHECK		V	1/03/2018			130036	**VOID**
X14164	XCEL ENERGY							
	I-0354708282	NATURAL GAS PREM#302997881	R	1/03/2018		76.49CR	130037	76.49
Z26030	ZARNOTH BRUSH WORKS INC							
	I-0167223-IN	BROOMS	R	1/03/2018		954.00CR	130038	954.00
N14207	CITY OF NORTH ST PAUL							
	I-201712283109	NOV USAGE UTILITY BILL	D	1/05/2018		11,269.82CR	160167	11,269.82
P16421	PREMIER BANK							
	I-201712143076	CHECK STOCK	D	11/21/2017		446.96CR	160168	446.96
V22055	VANCO E-SERVICES							
	I-00008617270	EXCHANGE GATEWAY	D	12/15/2017		140.75CR	160170	140.75
M13248	MN DEPT OF REVENUE							
	I-201712203081	SALES AND USE TAX NOV	D	12/20/2017		87,728.00CR	160169	87,728.00
E05241	ETS CORPORATION							
	I-201712273099	CREDIT CARD SERVICE	D	12/27/2017		7,949.67CR	160162	7,949.67

** TOTALS **	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	78	0.00	380,579.06	380,579.06
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	5	0.00	107,535.20	107,535.20
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	1	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	85	0.00	488,114.26	488,114.26

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

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

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
001	11/2017	446.96CR
001	12/2017	232.43CR
001	1/2018	108,590.86CR
010	1/2018	23,535.00CR
022	1/2018	45,393.25CR
048	12/2017	8,867.04CR
048	1/2018	14,316.34CR
049	1/2018	6,027.11CR
050	12/2017	62,231.74CR
050	1/2018	61,954.22CR
052	1/2018	2,292.57CR
053	12/2017	24,474.75CR
053	1/2018	1,953.80CR
062	1/2018	85.00CR
063	12/2017	12.46CR
064	1/2018	135.87CR
097	1/2018	124,039.61CR
098	1/2018	2,501.71CR
101	1/2018	1,012.49CR
102	1/2018	11.05CR
ALL		488,114.26CR

BANK	CHECK#	CK DATE/ UNPOST DATE	VENDOR	CHECK AMOUNT/ DISC. AMOUNT	ID	DESCRIPTION	ITEM AMOUNT	G/L ACCOUNT	DISTRIBUTION
AP	160162	12/27/2017	01-E05241	7,949.67		ETS CORPORATION			
		12/27/2017		0.00					
					201712273	CREDIT CARD SERVICE	7,949.67		

NOTE: ITEM DISPOSITION SELECTED WAS TO REMOVE ITEM FROM A/P WHEN THE CHECK IS VOIDED

G/L ACCOUNT	DISTRIBUTION
999-1010	7,949.67
050-4-54-4310-000	7,860.32CR
001-4-19-4310-000	89.35CR
999-1054	7,860.32CR
050-2010	7,860.32
999-1054	89.35CR
001-2010	89.35
999-1054	7,860.32
999-2027	7,860.32CR
050-2010	7,860.32CR
050-1010	7,860.32
999-1054	89.35
999-2027	89.35CR
001-2010	89.35CR
001-1010	89.35

NORTH
ST.PAUL
extraordinary.

MEMORANDUM

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

Claim Date				
1/3/2018	A/P Check Register	130042	$	956.26
			$	956.26

Approved this 2nd day of January, 2018

PACKET: 03623 1/3/18 EDA CHECK RUN

VENDOR SET: 01

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
S19118	JOEL SCHNELL - PHOTOGRAPHER							
	I-20170911-3	VIDEO PRODUCTION	R	1/03/2018		956.26CR	130042	956.26

** TOTALS **	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	956.26	956.26
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	1	0.00	956.26	956.26

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

NORTH
ST.PAUL
extraordinary.

MEMORANDUM

TO: HRA Chairman and Commissioners
FROM: Jacquelyn Lutmer, Accounting Technician
DATE: January 2, 2018
SUBJECT: Recommendation of approval of HRA claims list.

Claim Date			
1/3/2018	A/P Check Register	130039-130041	$ 1,140.45
		Total	$1,140.45

Approved this 2nd day of January, 2018

____

____

____

____

____

PACKET: 03622 1/3/18 HRA CHECK RUN

VENDOR SET: 01

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
L12462	LYMAN LUMBER COMPANY							
	I-967359	LUMBER	R	1/03/2018		885.60CR	130039	885.60
M13109	MENARDS-MAPLEWOOD							
	I-94959	NAILS & DRILL BITS	R	1/03/2018		66.52CR	130040	
	I-95453A	STAPLES, SCREWS, & NAILS	R	1/03/2018		137.19CR	130040	203.71
X14164	XCEL ENERGY							
	I-0354453358	NATURAL GAS PREM#304635492	R	1/03/2018		51.14CR	130041	51.14

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	3	0.00	1,140.45	1,140.45
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:	3	0.00	1,140.45	1,140.45

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

Agenda Information Memorandum
North St. Paul City Council
January 2, 2018

VI. CONSENT AGENDA
APPROVAL OF A REVISED PARK RENTAL POLICY

ACTIONS TO BE CONSIDERED

To approve revisions to the Park Rental Policy.

FACTS

- The City Council discussed park rental policy revisions regarding alcohol and police security at its December 19 workshop meeting.
- Included in your packet is a staff memo that outlines the proposed revisions and rental policy which lists the revisions.

ATTACHMENTS

Staff Report
Draft Park Rental Policy and Rental Application

Approved for agenda enclosure:

____
Dr. Craig Waldron, Interim City Manager

MEMORANDUM

Date: January 2, 2018

To: Mayor Mike Kuehn & City Council
From: Debra Gustafson, Strategic Operations Director and Police Chief Tom Lauth
CC: Interim City Manager Waldron
Re: Revised Park Rental Policy

Mayor Kuehn and Council members,

BACKGROUND

The City's Park Reservation Policy was discussed at the December 19, 2017 Council Workshop regarding alcohol and police security revisions.

FINDINGS

Listed below are the proposed revisions to the policy regarding police security and alcohol.

PROPOSED SPECIFICATION ADDITIONS:

Police Security:
Reservations with 150+ persons in attendance that plan to consume alcohol must reserve the facility at least six weeks in advance of their reservation and will be required to hire an off-duty North St. Paul Police Officer or Reserve Officer at the OT Patrol Officer rate as listed in the fee schedule at a three hour minimum. The City in its discretion may waive the police presence requirement based on review of applicant submittal.

PROPOSED DEPOSIT FEE INCREASES

Casey Shelter
Deposit $300 per reservation with no alcohol present ($300 is the current deposit rate for Casey)
Deposit $600 per reservation with alcohol present

Hause Park Shelter
Deposit $150 per reservation with no alcohol present ($150 is the current deposit rate for Hause)
Deposit $300 per reservation with alcohol present

RECOMMENDED ACTION

To adopt the revised Park Rental Policy.

NORTH ST.PAUL
extraordinary.

PARKS AND RECREATION 2400 Margaret Street, North St. Paul, MN 55109
Phone: 651-747-2411 ~ Fax: 651-747-2435

OPEN-AIR SHELTER/ PARK BUILDING RENTAL APPLICATION

PARK NAME:

DATE:

APPLICANT INFORMATION

Name:____Organization______________________________

Address: ____

City: ____ State: ____________ Zip: ________________________

Phone: ______________________________________ Alternate Phone: __________________________________

Email: ____

RENTAL INFORMATION

Type of Facility Requested (check one): ☐ Park Building ☐ Open-air Shelter

Name of Park: ____ Date Requested:__________________________

Number of People: _______________________ Time Requested: _____________________________________

Event Type/Intended Use of Rental: ____

BUILDING	FEE	DEPOSIT
Casey Lake Park	**Weekend Reservations (Per Day Rental):** **Friday / Saturday / Sunday and Holidays** Resident $200.00– Non-Resident $300.00 **Weekday Reservations (Full Day Rental):** **Monday – Thursday** Resident $125.00 – Non-Resident $175.00 **Weekday Meeting Rentals (Hourly Rate):** (for non-profit group meetings, not special events or parties) Resident $25.00 – Non-Resident $40.00 **Weddings (Per Day Rental)** **Sunday-Saturday** Resident $400.00 and Non-Resident $500.00	No alcohol at the reservation: $300. Alcohol at the reservation: $600.00
Hause Park Rental of the enclosed Hause Park Shelter includes the open aired shelter.	**Weekends and Weekday Reservations** **Full Day Rental** Resident $100.00– Non-Resident $150.00	No alcohol at the reservation: $150.00 Alcohol at the reservation: $300.00
OPEN-AIR SHELTER	**FEE**	**DEPOSIT**
Northwood Park Silver Lake Hause Park Colby Hills	**Weekday and Weekend** **Full Day Rental** Resident $45.00 – Non-Resident $55.00	$50.00

FOR OFFICE USE ONLY

Date Application Received______________ By (*initials*)_______ Receipt #_____________ NPO (Y / N) Key#___________

Public Works: Check In__________ Check Out____________ Deposit Refund Date _______________ By (*initials*) _______

PARKS AND RECREATION2400 Margaret Street, North St. Paul, MN 55109
Phone: 651-747-2411 ~ Fax: 651-747-2435

OPEN-AIR SHELTER/ PARK BUILDING
RENTAL APPLICATION

ACKNOWLEDGEMENTS

Rental Requests: *Any person or group wishing to reserve a North St. Paul park facility must submit a completed rental application with appropriate fee and damage deposit to the City of North St. Paul, 2400 Margaret Street, North St. Paul, MN 55109, specifying the facility to be used and the date(s). Requests for reservations will be accepted on a first-come, first-served basis. The City shall have first priority for use for all governmental activities, including maintenance.*
Rentals will be approved, denied, or revoked at the sole discretion of the City Manager. The City will not deny or revoke rental on the basis of race, color, creed, religion, national origin, disability, sex, sexual orientation, or status with regard to public assistance. The City will not deny or revoke rental on the basis of content or viewpoint, except to the extent allowed by law. The City may deny or revoke rental on any other reasonable basis, including, but not limited to, previous rental by the same group or individual which resulted in damage, disruptive behavior, or violation of law. Approving a rental is not an endorsement by the City of that individual's or group's views.

City residents shall have first priority to rent facilities. Resident registration will start on December 1 at 8 a.m. for the following year; non-resident registration will begin a month later on January 2 at 8:00 a.m. If the first day of registration falls on a day City Offices are closed, registration will start the next business day.

Only one reservation will be accepted each day for each facility. Reservations are only for park hours 7 a.m. – 11 p.m. ***Per City Ordinance alcohol shall not be consumed after 9:00 p.m.***

Deposits: *Damage deposits are due at the time of application and will be cashed upon receipt. Upon the return of the key and inspection of the building the damage deposit will be refunded within 3 weeks. Make checks payable to the City of North St. Paul.*
Keys: *Building keys/building codes must be picked up from City Hall, Monday through Friday, 8 AM- 4:30 PM, and no more than 2 days prior to your scheduled event. Keys must be returned to City Hall or its afterhours drop boxes the next day.*
Facility Tours: Only one facility tour is allowed per reservation.
Tents: *Only 10' X 10' pop-up tents are allowed. Maximum number of tents: 2 per reservation. Reservations may use sand bags to secure the tents, staking tents into the ground is not allowed.*
Inflatables/Moon Bounces: *Unless it is a City sponsored event, inflatables/moon bounces are not allowed.*
Food Trucks and Food Vendors: *Up to two food trucks are allowed per reservation. All food vendors and food trucks must have a current city food license on file. A list of current vendors is available from the Community Development Department. The approved locations to park food trucks are: on the sidewalk in between the Shelter and Booya buildings and in the motorcycle parking space, with the serving window facing the sidewalk. Food trucks must not block access to buildings.*
Enclosed Shelter Reservation Occupancy:
Hause Park 49 people
Casey Lake Shelter 215 people
Special Events: *Sale of alcohol or special events that are open to the public will require a special event permit and corresponding insurance and may require a temporary liquor license if eligible.*
Fee Waiver: *No fees shall be waived for any group except for City-sanctioned or City-sponsored events.*
Decorating Information: *All decorations must be put up and taken down without damaging walls, woodwork, floors, ceilings, or blinds. Nails, tape, tacks, staples, 3M command strips and screws are prohibited. Do not hang decorations from the sprinkler heads. White mounting putty is permissible but must be completely removed after use. With the exception of food warmers (sternos) no open flame devices are allowed, which includes candles, hurricane lamps, lanterns, etc. Dance wax or any other types of dancing compounds are not allowed. The renter must remove decorations immediately following the event.*
Set Up, Clean Up & Damage: *The renter is required to set up and take down all tables, chairs and personal equipment. Renter is responsible for cleaning the kitchen and all areas utilized, including wiping off tables & chairs, sweeping, taking care of spills, spot mopping floors, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-*

up, losses or damages above and beyond your deposit as well as be subject to loss of rental privileges. The City of North St. Paul is not responsible for any equipment or other items left at Park Facilities at any time. Place all trash and recycling receptacles near the main entrance.

Smoking/Tobacco: *Smoking, e-cigarettes and the use of tobacco products is strictly prohibited in North St. Paul Parks and in all park facilities.*

Police Security: *Reservations with 150+ persons in attendance that plan to consume alcohol must reserve the facility at least six weeks in advance of their reservation and will be required to hire an off-duty North St. Paul Police Officer or Reserve Officer at the OT Patrol Officer rate as listed in the fee schedule at a three hour minimum. The City in its discretion may waive the police presence requirement based on review of applicant submittal.*

Refunds and Cancellations: *If the applicant cancels their rental within 13 days from the date of their reservation, they will forfeit their rental fees. Applicants may only reschedule their reservation once within a calendar year. All cancelled reservations are subject to a $25 administrative fee for cancellations. No refunds are made due to weather.*

Animals: *Pets are not allowed in enclosed park shelters; service dogs are welcome.*

Video Surveillance: The premise is under video surveillance. Compliance with rental terms may be enforced through review of video surveillance.

Colby Hills: *Colby Hills Park does not have restrooms onsite; renters will be responsible for providing their own port-a-potty from a licensed vendor.*

Hause: *Open aired shelter is included with the enclosed shelter rental at Hause.*

Casey Lake: *Both the outdoor patio and indoor space will be included in the reservation. If outdoor patio space is not being used by the reservation, the public is not prohibited from utilizing the outdoor space. The Booya covered patio will be left open for residents to use on a first come first serve basis. The shelter restrooms will be available to the public during park hours.*

Signature of Applicant: ____ Date: ______________

I agree with the terms in this agreement.

PARKS AND RECREATION 2400 Margaret Street, North St. Paul, MN 55109
Phone: 651-747-2411 ~ Fax: 651-747-2435

OPEN-AIR SHELTER/ PARK BUILDING RENTAL APPLICATION

We'd love to hear your comments regarding your recent rental of Casey Lake Park Shelter. Please take a moment to complete the questions below:

Casey Lake Shelter Rental	Excellent	Good	Fair	Poor
How was your experience at the facility?				

Suggestions for improvement?

Any other comments or suggestions?

Thank you for your feedback.

Name : ____ Date: _____________

Date of Event: _____________________

NORTH
ST.PAUL
extraordinary.

PARK RENTAL POLICY

[This page intentionally left blank.]

TABLE OF CONTENTS

APPENDIX A

[This page intentionally left blank.]

PURPOSE & DESCRIPTION OF PARK POLICY

The City of North St. Paul currently has two enclosed facilities and four open-air shelters available for rent by the public. Requests are on a first-come, first-served basis.

Park facilities are available to North St. Paul residents and non-residents at minimum cost. This policy provides guidelines for City staff and those who utilize the park facilities.

FACILITIES AVAILABLE FOR RENT

ENCLOSED FACILITIES

Casey Lake Shelter
Hause Park Shelter

OPEN-AIR FACILITIES

Colby Hills
Silver Lake
Northwood
Hause

FACILITY USAGE SPECIFICATIONS

Rental Requests: Any person or group wishing to reserve a North St. Paul park facility must submit a completed rental application with appropriate fee and damage deposit to the City of North St. Paul, 2400 Margaret Street, North St. Paul, MN 55109, specifying the facility to be used and the date(s). Requests for reservations will be accepted on a first-come, first-served basis. The City shall have first priority for use for all governmental activities, including maintenance.

Rentals will be approved, denied, or revoked at the sole discretion of the City Manager. The City will not deny or revoke rental on the basis of race, color, creed, religion, national origin, disability, sex, sexual orientation, or status with regard to public assistance. The City will not deny or revoke rental on the basis of content or viewpoint, except to the extent allowed by law. The City may deny or revoke rental on any other reasonable basis, including, but not limited to, previous rental by the same group or individual which resulted in damage, disruptive behavior, or violation of law. Approving a rental is not an endorsement by the City of that individual's or group's views.

City residents shall have first priority to rent facilities. Resident registration will start on December 1 at 8 a.m. for the following year; non-resident registration will begin a month later on January 2 at 8:00 a.m. If the first day of registration falls on a day City Offices are closed, registration will start the next business day.

Only one reservation will be accepted each day for each facility.

Reservations are only for park hours 7 a.m. – 11 p.m. Per City Ordinance alcohol shall not be consumed after 9:00 p.m.

Deposits: Damage deposits are due at the time of application and will be cashed upon receipt. Upon the return of the key and inspection of the building the damage deposit will be refunded within 3 weeks. Make checks payable to the City of North St. Paul.

Tents: Only 10' X 10' pop-up tents are allowed. Maximum number of tents: 2 per reservation. Reservations may use sand bags to secure the tents, staking tents into the ground is not allowed.

Inflatables/Moon Bounces: Unless it is a City sponsored event, inflatables/moon bounces are not allowed.

Food Trucks and Food Vendors: Up to two food trucks are allowed per reservation. All food vendors and food trucks must have a current city food license on file. A list of current vendors is available from the Community Development Department. The approved locations to park food trucks are: on the sidewalk in between the Shelter and Booya buildings and in the motorcycle parking space, with the serving window facing the sidewalk. Food trucks must not block access to buildings.

Facility Tours: Only one facility tour is allowed per reservation.

Enclosed Shelter Reservation Occupancy:
Hause Park 49 people
Casey Lake Shelter 215 people

Video Surveillance: The premise is under video surveillance. Compliance with rental terms may be enforced through review of video surveillance.

Keys: Building keys/building codes must be picked up from City Hall, Monday through Friday, 8 AM- 4:30 PM, and no more than 2 days prior to your scheduled event. Keys must be returned to City Hall or its afterhours drop boxes the next day.

Special Events: Sale of alcohol or special events that are open to the public will require a special event permit and corresponding insurance and may require a temporary liquor license if eligible.

Fee Waiver: No fees shall be waived for any group except for City-sanctioned or City-sponsored events.

Decorating Information: All decorations must be put up and taken down without damaging walls, woodwork, floors, ceilings, or blinds. **Nails, tape, tacks, staples, 3M command strips and screws are prohibited.** Do not hang decorations from the sprinkler heads. White mounting putty is permissible but must be completely removed after use. With the exception of food warmers (sternos) no open flame devices are allowed, which includes candles, hurricane lamps, lanterns, etc. Dance wax or any other types of dancing compounds are not allowed. The renter must remove decorations immediately following the event.

Set Up, Clean Up & Damage: The renter is required to set up and take down all tables, chairs and personal equipment. Renter is responsible for cleaning the kitchen and all areas utilized, including wiping off tables & chairs, sweeping, taking care of spills, spot mopping floors, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-up, losses or damages above and beyond your deposit as well as be subject to loss of rental privileges. The City of North St. Paul is not responsible for any equipment or other items left at Park Facilities at any time. Place all trash and recycling receptacles near the main entrance.

Smoking/Tobacco: Smoking, e-cigarettes and the use of tobacco products is strictly prohibited in North St. Paul Parks and in all park facilities.

Police Security: Reservations with 150+ persons in attendance that plan to consume alcohol must reserve the facility at least six weeks in advance of their reservation and will be required to hire an off-duty North St. Paul Police Officer or Reserve Officer at the OT Patrol Officer rate as listed in the fee schedule at a three hour minimum. The City in its discretion may waive the police presence requirement based on review of applicant submittal.

Refunds and Cancellations: If the applicant cancels their rental within 13 days from the date of their reservation, they will forfeit their rental fees. All cancelled reservations are subject to a $25 administrative fee for cancellations. No refunds are made due to weather.

Animals: Pets are not allowed in enclosed park shelters; service dogs are welcome.

Colby Hills: Colby Hills Park does not have restrooms onsite; renters will be responsible for providing their own port-a-potty from a licensed vendor.

Casey Lake: Both the outdoor patio and indoor space will be included in the reservation. If outdoor patio space is not being used by the reservation, the public is not prohibited from utilizing the outdoor space. The Booya covered patio will be left open for residents to use on a first come first serve basis. The shelter restrooms will be available to the public during park hours.

RENTAL FEES

CASEY LAKE SHELTER FEES

Weekend Reservations Friday / Saturday / Sunday and Holidays:
$200.00 Residents + $300.00 (no alcohol) / $600 (with alcohol) deposit
$300.00 Non-Residents + $300.00 (no alcohol) / $600 (with alcohol) deposit

Weekday Reservations Monday – Thursday:
$125.00 Residents + $300.00 (no alcohol) / $600 (with alcohol) deposit
$175.00 Non-Residents + $300.00 (no alcohol) / $600 (with alcohol) deposit

Weekday Meeting Rentals: (non-profit group meetings, not special events or parties)
$25.00 per hour / North St. Paul Non-Profit Organizations + $300.00 (no alcohol) / $600 (with alcohol) deposit
$40.00 per hour / Non-resident Non-Profit Organizations + $300.00 (no alcohol) / $600 (with alcohol) deposit

Weddings Sunday – Saturday (new fee category)
$400 Residents + $300.00 (no alcohol) / $600 (with alcohol) deposit
$500 Non-Residents + $300.00 (no alcohol) / $600 (with alcohol) deposit

HAUSE SHELTER FEES

Rental of the enclosed Hause Park Shelter includes the open aired shelter.
Full Day Rental – Resident
$100.00 + $150.00 (no alcohol) / $300 (with alcohol) deposit

Full Day Rental – Non-Resident
$150.00 + $150.00 (no alcohol) / $300 (with alcohol) deposit

OPEN AIRED SHELTER FEES

Full Day Rental – Resident
$45.00 + $50.00 deposit
Full Day Rental – Non-Resident
$55.00 + $50.00 deposit

Fees and rental specifications will be periodically reviewed by the Parks and Recreation Commission and staff to ensure the policy is adequately meeting the needs of the community and City.

NORTH
ST.PAUL
extraordinary.

APPENDIX A
RENTAL APPLICATION

[This page intentionally left blank.]

Agenda Information Memorandum
North St. Paul City Council
January 2, 2018

VI. CONSENT AGENDA
SURFACE WATER UTILITY POLICY ADOPTION

ACTION TO BE CONSIDERED

To modify the North St. Paul Surface Water Utility as follows:

1. Charge all single family, double homes, and townhomes as one billing unit or REF
2. Charge all non-residential properties and apartments according to percentage of impervious surface
3. Phase changes in the Surface Water Utility charge over three years for non-residential properties and apartments
4. Implement the Surface Water Utility rate reduction for voluntary implementation of flood control and water quality practices as described in the Surface Water Utility Report (August, 2017)

FACTS

- It is common practice among twin cities communities to charge single family and townhomes as one billing unit. This will simplify North St. Paul's Surface Water Utility and does not significantly increase or decrease billing for any particular townhome or double home.
- The current utility rate calculations do not reflect the unique runoff generation characteristics of individual properties and are not GIS compatible. The change to percent impervious method remedies this.
- For certain properties, a percent impervious method creates a significant change in the utility bill. To buffer this, these properties will have the revised charge phased over three years.
- The current surface water utility has provided credits to encourage property owners to implement surface water management. The credit system needs to be technically justified and systematic in application.

ATTACHMENTS

Resolution
Surface Utility Policy
Surface Utility Report

Approved for agenda enclosure:

____
Dr. Craig Waldron, Interim City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2018-xxx

RESOLUTION APPROVING MODIFICATIONS TO THE SURFACE WATER UTILITY

WHEREAS, North St. Paul operates a Surface Water Utility; and,

WHEREAS, The North St. Paul City Council has received a Surface Water Utility Report dated August, 2017 that recommends certain changes to the Surface Water Utility.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North St. Paul that City staff are hereby authorized and directed to make the following modifications to the Surface Water Utility:

1. Increase the unit billing rate for 2018 to $9.73 per month.
2. Charge all double homes and townhomes as one billing unit.
3. Charge all non-residential and apartment properties by percent impervious.
4. Implement a rate reduction program as described in the Surface Water Utility Report.

ADOPTED this 2nd day of January, 2018.

Motion by Council Member xxx
Second by Council Member xxx

Voting:

Ayes:	Council Member Furlong
	Council Member Petersen
	Council Member Sonnek
	Council Member Walczak
	Mayor Kuehn
Nays:	None
Absent:	None
Abstain:	None

____
Michael R. Kuehn, Mayor

Attest:

____
Dr. Craig Waldron, Interim City Manager

NORTH ST. PAUL
extraordinary.

Surface Water Utility Report

AUGUST 2017

WSB PROJECT NO. 1887-52

WSB

Table of Contents

Executive Summary

Summary of Need

These factors warrant an update and of North St. Paul's Surface Water Utility:

1. **Timing:** Rates and the methods of determining these should be reviewed every few years.
2. **2017 Flood Control Assessment:** North St. Paul has prepared a Flood Control Assessment to address recurring flooding. Recommendations from the study will lead to a substantial increase in stormwater infrastructure expenditures for many years. A stable funding source is needed.
3. **Updates to Billing Database:** North St. Paul's billing database does not include all the formulas and assumptions to show how the charge is calculated. Neither does it use Ramsey County's GIS database. As part of the effort summarized here, the entire billing database has been expanded to include all the detail necessary to understand the basis of any individual property's charge.

Database Review

There are several areas the database that were reviewed:

Hydrology and Utility Factors: The North St. Paul Stormwater Utility is based on sound hydrologic concepts but the charge is not directly commensurate with a property's generation of runoff and thus its use of the system. The recommended change to a percent impervious method of calculation resolves this issue.

Updates to Billing Database: North St. Paul's database does not integrate with Ramsey County GIS parcel data. A database with GIS functionality would allow the City to manage the surface water utility more effectively.

Determination of Charge by Estimated Cost: A surface water utility should be tied directly to capital improvement plans and the stormwater operation and maintenance budget. Based on the recommendations of the 2017 Flood Control Assessment, the City will need to increase revenue to fund its stormwater capital improvements to alleviate flooding.

Determination of Rate Reductions: The current surface water utility ordinance and supporting materials do not identify a method for evaluating potential stormwater utility rate reductions or credits. Rate reductions occur when existing properties retrofit stormwater management which is a benefit to the entire City. Since credits have the potential to disrupt expected revenue, it is recommended that any credits given be implemented over a five-year period with 20 percent of full credit added each year.

Impact of Changes

The recommended changes will occur over a number of years and are summarized by year:

- 2017 Changes
  - Increase unit charge from $8.27 in 2016 to $8.97 for 2017, an 8.5% increase.
- 2017 Activities
  - Review unbilled properties and apply charges as warranted.
  - Finalize credit system.
  - Desk top review of largest accounts to determine percent impervious.
  - Review current ordinance, revise to support surface water utility changes.
- 2018 Changes
  - Townhomes and double homes become equivalent to single family base case.
  - Charges based on parcel area obtained from Ramsey County GIS.

- Increase unit charge from $8.97 to $9.73, an 8.5% increase.
- Move to percent impervious method.

- 2019 Changes
  - Increase unit charge from $9.73 to $10.56, an 8.5% increase.
- 2019 Activities
  - Revise Stormwater Capital Improvement Plan to reflect current priorities and potential funding sources.

Table EX-1 shows the impact of these changes on some actual properties within North St. Paul.

Table EX-1 – Current and Future Stormwater Utility Charges

Land Use	Area (ac)	Monthly Charge (2017 $) 2016	2017	2018	2019	2026
Single Family Residential	NA	$8.27	$8.97	$9.73	$10.56	$19.87
Townhome	NA	$5.62 to $10.59	$6.10 to $11.49	$9.73	$10.56	$19.87
Church at 40% Impervious	6.85	$177.47	$192.50	$243.32[a]	$264.00	$496.76
Church at 75% Impervious	5.87	$491.82	$533.45	$533.45	$575.01	$1,081
Church at 80% Impervious	3.78	$346.51	$375.84	$376.18[b]	$408.15	$768.97
Commercial @ 90% Impervious	2.14	$229.08	$248.47	$253.30	$274.83	$517.15
Industrial @ 100% Impervious	1.74	$137.61	$149.26	$240.29[c]	$260.72	$490.59
School @ 40% Impervious[d]	7.96	$667.14	$723.61	$723.61	$723.61	$723.61

a. 2018 begin using Ramsey County GIS parcel area. Not known if previous charge was due to mistaken area, unspecified credits or other unknown assumption.
b. Coincidentally, decrease in rate due to using Ramsey County GIS parcel data exactly offset by rate increase.
c. Now charged according to percent impervious and not "industrial" category from Attachment G, leading to an increase in the charge.
d. Now charge according to percent impervious and not "churches/schools" category from Attachment G, leading to no increase for this particular school over the funding cycle.

Summary of Need

North St. Paul City Ordinances Section §56.04 establish a surface water utility to be operated as a public utility as defined in Minnesota Statutes §444.075. North St. Paul maintains a surface water utility to fund its stormwater management program and currently uses the utility revenue for street sweeping, maintenance, construction, and reconstruction of the stormwater system. In the future, the City will spend more money on flood control projects for existing areas as it implements its long-term Flood Control Capital Improvement Plan.

The City charges utility customers according to their contribution of runoff volume, runoff rate, and runoff pollution to the municipal stormwater system. The relationship between impervious surface and volume, rate, and pollution is well established. Impervious surface coverage can be used as a surrogate for these parameters. Historically, North St. Paul has determined its charge based on land use, which was assumed to reflect impervious coverage. With the advent of advanced mapping and land data management software, the City can now calculate impervious coverage directly. The City should shift the basis of its charge from land use categories (within which impervious coverage and runoff can be highly variable) to impervious, which more closely calculates the actual runoff variability of different properties.

These factors warrant an update and of North St. Paul's stormwater utility:

1. **Timing:** Rates and the methods of determining these should be reviewed every few years.
2. **2017 Flood Control Assessment:** North St. Paul has prepared a Flood Control Assessment to address recurring flooding. Recommendations from the study will lead to a substantial increase in stormwater infrastructure expenditures for many years. A stable funding source is needed.
3. **Updates to Billing Database:** North St. Paul's billing database does not include all the formulas and assumptions to show how the charge is calculated. Neither does it use Ramey County's GIS database. As part of the effort summarized here, the entire billing database has been expanded to include all the detail necessary to understand the basis of any individual property's charge.

Current Calculation of Charges

North St. Paul ordinance does not define the basis of the surface water utility charge which, in most municipal stormwater utilities, relies on the concept of the Residential Equivalency Factor (REF). One REF is most commonly defined as the runoff generated by a typical, single-family residential lot. North St. Paul's utility considers this lot to be one-quarter acre in size and have 40 percent impervious coverage.

In practice, North St. Paul uses different terminology:

- Utility factor: dimensionless ratio of runoff from a landuse to the residential base case. Runoff from a two-inch rainfall is used for this ratio.
- Use factor: Utility factor multiplied by four to convert base case quarter-acre lot size to a per acre basis. Equivalent to the more commonly use term REFs/acre.
- Billing factor: Use factor multiplied by the parcel area. Equivalent to the more commonly used term REFs or REFs per parcel.
- Bill amount: Billing factor multiplied by the current unit billing rate, which in 2016 was $8.27 per month. Attachment G from the North St. Paul Storm Water Utility is presented here as **Table 1**.

Table 1 – Attachment G from North St. Paul Stormwater Utility

								REVISED 12/19/2006		
					RUNOFF	TOTAL	UTILITY	MONTHLY COSTS		
PROPERTY ZONING	LOT SIZE (ACRE)	CN	RUNOFF (INCHES)	AREA (ACRES)	VOLUME (AC.in)	% RUNOFF	FACTOR (1)	TOTAL (2) (4)	PER ACRE (3)	PER LOT
SF RES	0.25	75	0.38	793	302.10	48.4%	1	$16,973	$21.40	$5.35
TOWNHOMES		85	0.80	24	19.08	3.1%	2.09	$1,072	$44.67	NA
APARTMENTS		88	0.97	47	45.37	7.3%	2.53	$2,549	$54.23	NA
COMMERCIAL		92	1.24	83	102.67	16.5%	3.25	$5,769	$69.50	NA
INDUSTRIAL		88	0.97	51	49.23	7.9%	2.53	$2,766	$54.23	NA
CHURCHES/SCHOOLS		88	0.97	84	81.08	13.0%	2.53	$4,555	$54.23	NA
PARKS		69	0.22	87	18.87	3.0%	0.57	$1,060	$12.18	NA
OPEN SPACE				80					EXEMPT	
STREETS AND LAKES				660					EXEMPT	
PARKING LOTS		98	1.77	3	5.32	0.9%	4.66	$299	$99.69	NA
UNDEVELOPED				111					EXEMPT	
TOTAL				2023	623.72	100.0%		$35,043		
								$420,510	ANNUAL REVENUE	

(1) UTILITY FACTOR IS RUNOFF (INCHES) DIVIDED BY RUNOFF (INCHES) FOR SINGLE FAMILY RESIDENTIAL
(2) TOTAL QUARTERLY COST FOR SINGLE FAMILY RESIDENTIAL IS A PERCENTAGE OF THE TOTAL QUARTERLY REVENUE EQUAL TO THE PERCENTAGE OF TOTAL RUNOFF
(3) COST PER ACRE IS PER ACRE COST FOR SINGLE FAMILY RESIDENTIAL MULTIPLIED BY UTILITY FACTOR
(4) TOTAL QUARTERLY COSTS FOR PROPERTIES OTHER THAN SINGLE FAMILY RESIDENTIAL EQUAL COST PER ACRE TIMES TOTAL ACRES

Table 2 shows the ratio of charges to the residential base case in the City's current utility.

Table 2 – Stormwater Utility Land Uses and REF

Land Uses	Use Factor	REFs/Ac
Single Family Residential	1.00	4.00
Townhomes	2.09	8.36
Apartments, Industrial, Church, School	2.53	10.12
Commercial	3.25	13.00
Parks	0.57	2.28
Parking lots	4.66	18.64

One acre of townhomes is charge 8.36 times more than a single-family lot. One acre of parking lot is charged 18.64 times more than a single-family lot. One acre of single family residential (assuming quarter-acre lots) is by definition charge four times more than a single-family lot. The City assumes that a single family residential property totals one REF regardless of its size which is standard practice among Twin Cities communities.

Review of Stormwater Utility Calculation Methods

This section evaluates the current calculation methods, whether they are technically sound and represent best available methods.

Hydrology and Utility Factors

The hydrologic method that generates the **Table 2** ratios is the Curve Number (CN) of Attachment G (**Table 1**). CN describes an area's generation of runoff based upon its land use. While generally accepted for area analysis, CN does work as well on a parcel basis due to the wide variability of impervious coverage often found on parcels of the same land use.

The current methods are justified in that they are based on sound hydrologic concepts. However, the methods do not reflect the specific hydrology of the parcel being charged. With the current availability of digital geographic information and aerial photos, actual impervious percentage can be determined easily and accurately. It is recommended that North St. Paul convert its surface water utility to a percent impervious basis.

Updates to Billing Database

The surface water utility database should include all assumptions and all calculations.

The current North St. Paul database provides:

1. Account number
2. Billing name and address
3. Billing Factor and total charge

A complete database should also include the following items:

1. Property identification number (PIN or PID)
2. County land use designation and City zoning
3. Site address and billing address List the Utility Factor based on a designated land use
4. Multiply the Utility Factor by four to obtain the Use Factor
5. Present the parcel area
6. Multiply Use Factor by the parcel area to obtain the Billing Factor
7. Multiply the Billing Factor by the Billing Rate to obtain the total stormwater utility bill
8. Include credits toward the charge in the database

And expanded, GIS-compatible, database would allow the City to manage the stormwater utility more effectively.

Determination of Charge by Estimated Costs

The surface water utility should be directly tied capital improvement plans and the annual stormwater operation and maintenance budget.

The surface water operation and maintenance budget includes the following:

1. Storm system maintenance and repair, including pond dredging and outfall repairs
2. Maintenance staff salaries and equipment
3. Stormwater compliance costs including costs for preparing permit related items, whether by staff or consultants
4. Stormwater education and public outreach

A stormwater capital improvement plan would typically consist of the following:

1. Storm sewer, pond, and flood control improvements at a neighborhood scale
2. Water quality retrofits to existing properties
3. Cost participation with other entities for flood control or water quality improvements
4. Storm sewer infrastructure upgrades and replacements
5. Legal, design, and other services to support the above

As part of its 2017 Flood Control Assessment, North St. Paul developed its Flood Control Capital Improvement Plan to address widespread and frequent flooding within the community. The plan consists of a number of projects that will be partially funded by local money obtained through the surface water utility charges. Since the flood improvements occur throughout the City and the benefits of these improvements accrue for the City as a whole, the local funding need will be spread across the entire utility.

Determination of Rate Reductions

The current surface water utility ordinance and supporting materials do not identify a method for evaluating potential rate reductions. An existing property that retrofits a pond or other stormwater management practice to control its discharge rate and water quality uses the stormwater system to a lesser extent than a parcel of similar size and impervious percentage that does not implement these practices. There should be a rate reduction to reflect this reduced use of the system and to encourage this behavior.

Rate reductions should not be given for stormwater management required by State permits, watershed rules, or City ordinance. Rate reductions should be given for voluntary implementation only.

The following represents a rate reduction framework for consideration by North St. Paul staff and city council:

Residential Rain Garden Credit

Application: Single family residential lots

Criteria: Ability to hold, on site, one inch of runoff from the site's impervious surface

Rate Reduction: 35 percent for holding the full inch, proportional for holding less

Practices: Rain gardens, turf depressions, rain barrels/cisterns

Water Quality Credit

Application: Non-residential properties

Criteria: Ability to retain, on site, one inch of runoff from the site's impervious surface

Rate Reduction: 35 percent for retaining the full inch, proportional for retaining less

Practices: Rain gardens, depressed landscape features, filtration basins, filter swales, permeable pavements

Flood Control Credit

Application: Non-residential properties

Criteria: Current impervious area 50 percent or less, Q_{100} < 1.1 cfs/acre

Current impervious area 50 to 70 percent, Q_{100} < 1.6 cfs/acre

Current impervious area > 70%, Q_{100} < 2.1 cfs/acre

Rate Reduction: 50 percent for achieving criteria above, 25 percentage for up to two times the Q_{100} criteria above.

Practices: Flood control ponds, underground tanks, depressed landscape features including large rain gardens

Only privately owned stormwater practices should be eligible. The maximum rate reduction available to any one property should be capped at 50 percent.

The City has already identified 11 residential stormwater utility accounts that realize a rate reduction due to residential rain gardens. These could be evaluated as to the ability to hold one inch and an appropriate rate reduction calculated.

Development projects that have mandated stormwater management should be encouraged to oversize their systems to achieve the flood control credit. In these cases, the City might share in project capital costs and/or offer the credit on the surface water utility. Since rate reductions have the potential to disrupt expected revenue, it is recommended that any credits given be implemented over a five-year period with 20 percent of the full credit added each year.

Using Percent Impervious for Calculations

As noted above, North St. Paul currently uses a CN method to determine a parcel's hydrology and thus its surface water utility charge. The CN method is appropriate for large areas but does not account for the variability of impervious surface among parcels within the same zoning category. The percent impervious method accounts for this potential variability and thus represents a more exact determination of a property's use of the stormwater system.

Table 3 shows runoff depths for the 1-year rainfall for five typical land uses. The 1-year rainfall of 2.4 inches is chosen as the rainfall event for the surface water utility because it is a widely accepted design event that comes closest to the 2.0 inch rainfall currently used by the stormwater utility (Attachment G). **Table 4** converts the runoff depths to ratios where the residential example becomes the base case. The **Table 4** ratios would replace the utility factors of Attachment G.

Table 3 – Runoff Depths for the 1-year Rainfall

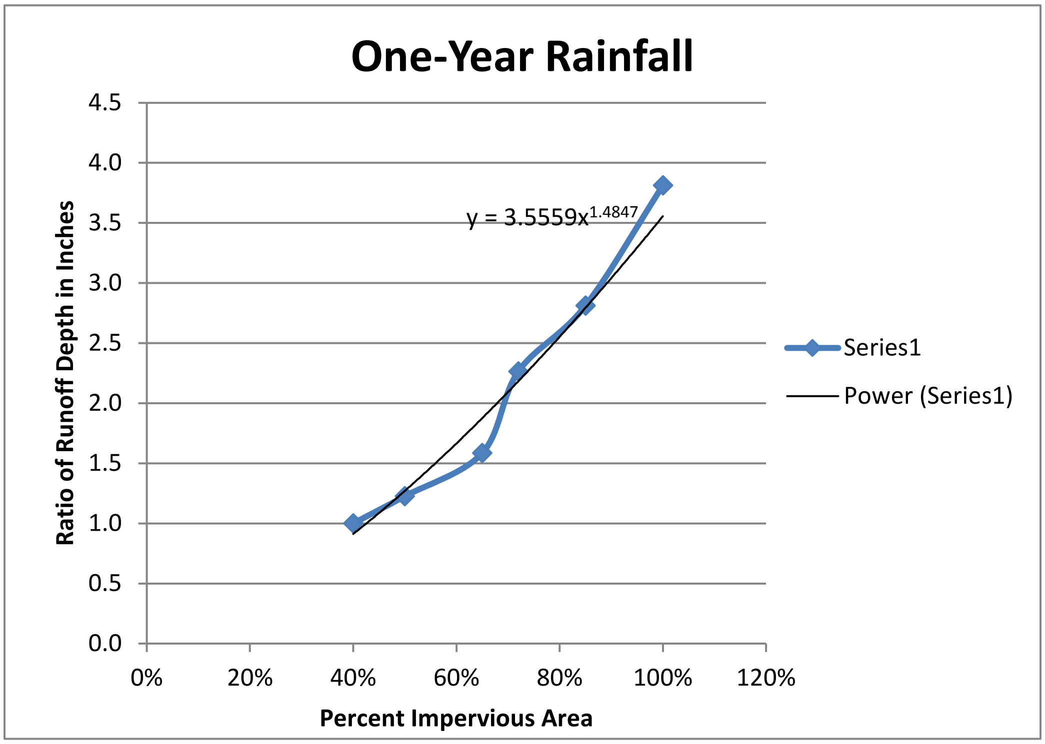
% Impervious	Typical of	1-year	
		Q (cfs)	Volume (in)
40%	NSP single family	0.84	0.53
50%	Churches and Schools	1.06	0.65
65%	Medium Density Residential	1.39	0.84
72%	Commercial and Industrial	1.96	1.20
85%	Commercial and Industrial	2.38	1.49
100%	Urban District Commercial	2.92	2.02

Table 4 – Revised Utility Factors Using Percent Impervious

% Impervious	Typical of	1-year Q	1-year Volume
		Ratio to Basis	
40%	NSP single family	1.0	1.0
50%	Churches and Schools	1.3	1.2
65%	Medium Density Residential	1.7	1.6
72%	Commercial and Industrial	2.3	2.3
85%	Commercial and Industrial	2.8	2.8
100%	Urban District Commercial	3.5	3.8

Chart 1 shows the relationship between percent impervious and the ratio of runoff depth to the single-family base case from **Table 4**.

Chart 1 – 1-year Rainfall Runoff versus Percent Impervious



The equation $y=3.5559x^{1.4847}$ would be used in the billing database to determine Use Factor based on a parcel's impervious percentage.

Other Changes to the Surface Water Utility

In addition to a transition to percent impervious, two other changes to the surface water utility are recommended.

The current utility calculates the rate for townhomes and double homes using a utility factor from Attachment G (**Table 1**). These properties tend to be smaller than single family dwellings on a unit basis but they also tend to be more impervious. In effect, these two factors cancel each other and the current utility shows that charges on townhomes vary from 25 percent less to 25 percent more than single family homes. Recognizing this, many cities charge townhomes as a single base unit equivalent to the single-family base case. This strategy simplifies the utility and does not affect revenue in a significant way and is recommended for North St. Paul going forward.

There are also a number of properties that are currently not billed. These have been identified and sorted within the database. Some the unbilled properties are publicly owned. Among publicly-owned properties, rights-of-way should be exempt but all others should pay a charge. A portion the unbilled properties appear to be undeveloped as they have no assigned addressed. These undeveloped properties and the remaining unbilled properties having an address should be reviewed by City staff and added to the billing database as appropriate.

Future Surface Water Utility Revenue Needs

The methodology and calculations detailed above determine how the surface water utility revenue need is spread among the City's properties. The revenue need is determined by the City's annual operations and maintenance budget, Flood Control Capital Improvement Plan, Streets Capital Improvement Plan, and Special Projects.

Annual operations and maintenance include costs for personnel, supplies, services, minor capital improvements and repairs, pond dredging, and debt service. The annual operations and maintenance expenditure is projected to be $630,000 in 2017 and $672,000 in 2018. Added to this is debt service of $162,000 in 2017 and $198,000 in 2018.

The Flood Control Capital Improvement Plan constitutes a major commitment by the City toward reducing flooding in certain parts of the City. The overall program constitutes a $10.8 million commitment over many years to flood control projects. The City hopes to obtain financial assistance with a number for these projects, but can still expect to expend a significant portion of its own funds on these improvements. Grant programs change and the local match is variable depending on grant program; however, it would be reasonable to assume that North St. Paul must provide 50 percent of the money for its flood control program. Not considering interest, this is at least a $268,000 annual commitment by the City for flood control, assuming a 20-year implementation schedule.

The Streets Capital Improvement Plan includes improvements to the City's storm sewer system. The worst-case scenario expenditure for this 10-year program is on $3.14 million on storm sewer improvements. This cost includes a small amount of potential overlap with the Flood Control CIP. At present, the City plans to fund this commitment through bonding and the general levy, not through utility rates.

Special projects include potential items such as an alum treatment for Silver Lake or other water quality improvements. These projects are not fully developed at this time. The line item for these serves as a placeholder for these projects as they emerge.

The City increased the surface water utility rates by 8.5 percent for 2017. In order to fund the obligations described above, it is recommended that this rate of increase continue until the entire program has adequate funding. **Table 5** presents the needs for each the four components and compares them to recommended stormwater utility funding.

Table 5 – Surface Water Utility Projected Revenue and Expenditures

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Revenue	702,805	762,543	827,360	897,685	973,988	1,056,777	1,146,604	1,244,065	1,349,810	1,464,544
Op. & Maint.[1]	630,000	672,000	688,800	706,020	723,671	741,762	760,306	779,314	798,797	818,767
Debt Service [2]	162,000	182,000	262,000	262,000	262,000	262,000	262,000	262,000	262,000	262,000
Flood Control CIP	0	268,250	268,250	268,250	268,250	268,250	268,250	268,250	268,250	268,250
Streets CIP [3]	0	0	0	0	0	0	0	0	0	0
Special Projects [4]	0	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Total Expenditure	792,000	1,172,250	1,269,050	1,286,270	1,303,921	1,322,012	1,340,556	1,359,564	1,379,047	1,399,017
Surplus (Shortfall)	(89,195)	(409,707)	(441,690)	(388,585)	(329,932)	(265,235)	(193,953)	(115,499)	(29,236)	65,527

1 Assumed annual increase of 2.5% due to deferred maintenance
2 2019 Increase reflects bonding to fund City portion of FCCIP
3 Currently assumed to be funded through the levy
4 Strictly assumed, no specific projects identified

The City currently consists of 6,142 REFs. The annual 8.5% increases lead to a 2026 charge of $19.87 per REF (single family residential home) in 2026. This assumes that 50% of the FCCIP is funded by other sources such as State bonding and grants.

Schedule of Revisions to the North St. Paul Surface Water Utility

The following changes are recommended to the surface water utility:

- 2017 Changes
  - Increase unit charge from $8.27 in 2016 to $8.97 for 2017, an 8.5% increase.
- 2017 Activities: Review unbilled properties and apply charges as warranted.
  - Finalize rate reductions for private stormwater implementation.
  - Desk top review of largest accounts to determine percent impervious.
  - Review current ordinance, revise to support surface water utility changes.
- 2018 Changes
  - Townhomes and double homes become equivalent to single family base case.
  - Charges based on parcel area obtained from Ramsey County GIS.
  - Increase unit charge from $8.97 to $9.73, an 8.5% increase.
  - Move to percent impervious method.
- 2019 Changes
  - Increase unit charge from $9.73 to $10.56, an 8.5% increase.
- 2019 Activities
  - Revise Stormwater Capital Improvement Plan to reflect current priorities and potential funding sources.

Table 6 shows the impact these changes will have on different properties. These are actual properties in North St. Paul.

Table 6 – Current and Future Surface Water Utility Charges

Land Use	Area (ac)	Monthly Charge (2017 $)				
		2016	2017	2018	2019	2026
Single Family Residential	NA	$8.27	$8.97	$9.73	$10.56	$19.87
Townhome	NA	$5.62 to $10.59	$6.10 to $11.49	$9.73	$10.56	$19.87
Church at 40% Impervious	6.85	$177.47	$192.50	$243.32[a]	$264.00	$496.76
Church at 75% Impervious	5.87	$491.82	$533.45	$533.45	$575.01	$1,081
Church at 80% Impervious	3.78	$346.51	$375.84	$376.18[b]	$408.15	$768.97
Commercial @ 90% Impervious	2.14	$229.08	$248.47	$253.30	$274.83	$517.15
Industrial @ 100% Impervious	1.74	$137.61	$149.26	$240.29[c]	$260.72	$490.59
School @ 40% Impervious[d]	7.96	$667.14	$723.61	$723.61	$723.61	$723.61

a. 2018 begin using Ramsey County GIS parcel area. Not known if previous charge was due to mistaken area, unspecified credits or other unknown assumption.
b. Coincidentally, decrease in rate due to using Ramsey County GIS parcel data exactly offset by rate increase.
c. Now charged according to percent impervious and not "industrial" category from Attachment G, leading to an increase in the charge.
d. Now charge according to percent impervious and not "churches/schools" category from Attachment G, leading to no increase for this particular school over the funding cycle.

The following is a sample calculation for how these charges area derived using the Land Use “80% Impervious Church” and the $19.87 for 2026:

> Use Factor = 2.6 (generates 2.6 times more runoff per acre than the base case of 40 percent impervious, derived from **Chart 1**)
>
> REFs/Ac = 2.6 x 4 REFs/Ac = 10.2 REFs/Ac (base case is a quarter-acre lot, converts this to one acre)
>
> REFS = 3.78 Ac x 10.2 REFs/Ac = 38.7 REFs
>
> Charge = 38.7 REFs x $19.87/REF = $768.97

Conclusions and Recommendations

The review of North St. Paul’s surface water utility leads to the following conclusions:

1. Current revenue is not adequate to fully fund the Flood Control Capital Improvement Plan.
2. While based on sound hydrologic methods, the current utility calculations do not consider the unique runoff generation of individual properties and are thus not considered commensurate with each parcel’s use of the system.
3. The current database does not show how the utility charge is derived only its result. This creates discrepancies when the City moves to using the Ramsey County GIS parcel data.
4. The current stormwater utility does not have a credit system to encourage property owners to implement stormwater management.

We have the following recommendations related to these conclusions:

1. The City should increase the surface water utility rate over a number of years to generate utility revenue adequate to fund the Flood Control Capital Improvement plan.
2. The City should charge all single family residential, townhome, and double homes with distinct addresses as one REF.
3. The City should move to a percent impervious method in 2018.
4. The City should use Ramsey County GIS parcel data and a more comprehensive database for billing beginning in 2018.
5. The City Council should consider and implement a credit system for stormwater management in 2018.
6. The Surface Water Utility ordinance should be updated to reflect the changes implemented due to this report.

The City of North St. Paul maintains a surface water utility system that represents a significant public investment. The system helps prevent flooding and helps protect natural waterbodies from pollution. The surface water utility charge funds system maintenance, rehabilitation, and operation.

North St. Paul's surface water utility utilizes a residential equivalency factor (REF) as the base unit of determining the utility charge. One REF generally represents the runoff generated by a single family lot. North St. Paul defines this lot as one-quarter acre with 40% impervious coverage. In North St. Paul, all single family, double and townhomes are charged one REF.

Non-residential properties are charged based on their percent impervious according to the ratio of runoff generated by a one-year rainfall versus the base, one REF, case. The City has determined percent impervious surface for non-residential properties. Landowners who disagree with the determination can submit their own by way of appeal. Any downward revision resulting from a landowner appeal will apply to the charge going forward but will not be retroactive.

The City of North St. Paul offers landowners a surface water utility rate reduction for voluntary implementation of flood control or water quality practices on their property. Eligible practices cannot be requirements of State or local permits.

Agenda Information Memorandum
North St. Paul City Council
January 2, 2018

XI. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS
A. 2018 CITY COUNCIL MEETING CALENDAR

ACTION TO BE CONSIDERED

To approve the 2018 City Council meeting calendar.

FACTS

- According to City Ordinance, the City Council shall convene its regular meetings on the first and third Tuesday of each month. Regular meetings shall begin at 6:30 p.m.
    - Special meetings may be called at any time at the discretion of the Mayor.
- Workshops are also scheduled for each evening of a regular meeting, beginning at 5 p.m. Workshops may also be scheduled on an as needed basis by the City Manager.
- Per previous years the City Council either cancels or reschedules its first regular meeting in February on Caucus years. February 6, 2018 is a Caucus day and council needs to determine if it shall cancel the meeting or reschedule it.
- Per previous years the City Council cancels its first regular meeting in August to enable Council members to attend National Night Out events. That date for 2018 is August 7.
- The first meeting in November falls on an even-year election day and no City business may be conducted on an Election Day. The November 6 meeting is canceled.
- Because the City Council members also serve as the Board of Directors for the City's Housing and Redevelopment Authority it is also proposed the City Council set the HRA's meeting schedule for 2018. Meetings shall take place at the end of regular meetings, or as needed. The first meeting will take place on March 20, 2018 as there are no pending items for January.
- In 2018 there will only be four designated budget workshops. Those are all slated to be conducted at a regular workshop time and date. Additional budget meetings will be scheduled as needed.
- The proposed following schedules for Council workshop and regular meetings, budget workshops and HRA meetings for the 2018 calendar year are stated in the attached resolution.

Proposed Workshop (5:00 p.m.) & Regular Meeting Schedule (6:30 p.m.)			
January 2 & 16	February 20	March 6 & 20	April 3 & 17
May 1 & 15	June 5 & 19	July 3 & 17	August 21
September 4 & 18	October 2 & 16	November 20	December 4 & 18

Proposed Budget Workshop Meeting Schedule (5:00 p.m.)			
June 19	July 17	August 21	November 20

Proposed HRA Meeting Schedule			
March 20	May 15	July 17	September 18
November 20			

ATTACHMENTS

Resolution establishing the City Council and HRA meeting dates for 2018.

____________________ Approved for Agenda: ____________________

Mary Mills, Deputy Clerk Dr. Craig Waldron, Interim City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2018-xxx

RESOLUTION ADOPTING THE 2018
CITY COUNCIL & HRA MEETING SCHEDULE

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

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

WHEREAS, the Council holds regular workshop meetings to discuss the City's General Fund and Enterprise Fund Budgets, and said meetings take place at 5 p.m. during regularly scheduled workshops; and,

WHEREAS, Council members also serve as the Board of Directors for the City's Housing & Redevelopment Authority ("HRA"), and said meetings, unless otherwise noted, shall take place at the conclusion of regular Council meetings on the dates listed below.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, the following 2018 City Council and HRA meeting schedule is hereby established:

Proposed Workshop (5:00 p.m.) & Regular Meeting Schedule (6:30 p.m.)			
January 2 & 16	February 20	March 6 & 20	April 3 & 17
May 1 & 15	June 5 & 19	July 3 & 17	August 21
September 4 & 18	October 2 & 16	November 20	December 4 & 18

Proposed Budget Workshop Meeting Schedule (5:00 p.m.)			
June 19	July 17	August 21	November 20

Proposed HRA Meeting Schedule			
March 20	May 15	July 17	September 18
November 20			

ADOPTED this 2nd day of January, 2018.

Motion by Council Member xxx
Second by Council Member xxx

Voting:	Aye:	Council Member Furlong
		Council Member Petersen
		Council Member Walczak
		Council Member Sonnek
		Mayor Kuehn
	Nay:	None
	Abstain:	None
	Absent:	None

____
Michael R. Kuehn, Mayor

Attest:

____
Dr. Craig Waldron, Interim City Manager

Agenda Information Memorandum
North St. Paul City Council

January 2, 2018

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS
2018 CITY COUNCIL, COMMISSION, COMMITTEE & STAFF LIAISON APPOINTMENTS & DESIGNATIONS

ACTION TO BE CONSIDERED

To adopt annual City Council, Commission, Committee and Staff Liaison appointments.

- The following is a proposed slate of appointments and/or reappointments for citizen commissions with vacancies and/or expiring terms of existing members:
    - Design Review Commission: Paul Anderson and Lou Ann Stevens (reappointments)
    - Parks and Recreation Commission: Sarah Zahradka and Erin Hargrove (reappointments)
    - Planning Commission: Trisha Hamm, Chris Bathurst and Michael Stahlmann (reappointments)
    - Police Civil Service Commission: Robert Engwer, Jr. (reappointment).
- Staff liaison to the Planning Commission and the Design Review Commission shall be Erin Perdu of WSB & Associates.
- Currently there is a vacancy for staff liaison to the Economic Development Authority, and Interim City Manager Waldron will attend as needed.
- Simba Blood and Sue Springborn resigned their commissions on the Environmental Advisory Commission. The EAC will take a hiatus until new members are on board to provide a voting quorum.
- There are vacancies on the following commissions: Economic Development Authority (1); Environmental Advisory Commission (3); Parks & Recreation Commission (2).

ATTACHMENTS

Spreadsheet showing annual appointments and designations for 2018.
Resolution of approval.

Respectfully submitted,

Dr. Craig Waldron
Interim City Manager

CITY OF NORTH ST. PAUL - Proposed 2018 APPOINTMENTS & DESIGNATIONS

CITY COUNCIL	2018	Term
Acting Mayor	Jan Walczak	01/01/2018-12/31/2018
Design Review Commission	Candy Petersen	01/01/2018-12/31/2018
Environmental Advisory Commission	Jan Walczak	01/01/2018-12/31/2018
Parks & Recreation Commission	Terry Furlong	01/01/2018-12/31/2018
Planning Commission	Tom Sonnek	01/01/2018-12/31/2018
Neighborhood Stability Task Force	Mike Kuehn	01/01/2018-12/31/2018

COMMISSION & COMMITTEES	2018	Term
Design Review Commission (5 Members)		
3 Year Staggered Terms	Paul Anderson	01/01/2015-12/31/2017
	Patrick Blees	01/01/2016-12/31/2018
	Joe Stahlmann	01/01/2016-12/31/2018
	Deb Fairbanks	01/01/2017-12/31/2019
	Lou Ann Stevens	01/01/2015-12/31/2017
Staff Representative	WSB	
Economic Development Authority (7 Members)		
4 Year Term - City Council Member	Mike Kuehn	12/31/2018
4 Year Term - City Council Member	Terry Furlong	12/31/2018
6 Year Term	Robert Dew	01/01/2016-12/31/2021
7 Year Term	William Fairbanks	12/31/2019
6 Year Term	Vacant	01/01/2016-12/31/2021
6 Year Term	Tom Schifsky	08/15/2017-12/31/2019
6 Year Term	Rich McNamara	12/31/2020
Executive Director	Paul Ammerman	
Staff Representatives	City Manager	
Environmental Advisory Commission (5 Members)		
3 Year Staggered Terms	Vacant	01/01/2015-12/31/2017
	Felicia Tolbert-Ireland	01/01/2016-12/31/2018
	Glen Olson	01/01/2016-12/31/2018
	Vacant	01/01/2015-12/31/2017
	Vacant	11/15/2015-12/31/2018
Staff Representatives	Debra Gustafson	
	Keith Stachowski	
Housing & Redevelopment Authority		
Commission Chair	Mike Kuehn	01/01/2015-12/31/2018
Commission Member	Terry Furlong	01/01/2015-12/31/2018
Commission Member	Candy Petersen	01/01/2015-12/31/2018
Commission Member	Tom Sonnek	01/01/2017-12/31/2020
Commission Member	Jan Walczak	01/01/2017-12/31/2020
Executive Director	City Manager	
Staff Representative	Paul Ammerman	

COMMISSION & COMMITTEES *(contiued)*	2018	Term
Parks & Recreation Commission (9 Members)		
3 Year Staggered Terms	Larry Amsden	01/01/2016-12/31/2018
	Vacant	01/01/2017-12/23/2019
	Lloyd Grachek	01/01/2017-12/31/2019
	Ingrid Koller	01/01/2016-12/31/2018
	Nancy Thorsen	01/01/2017-12/31/2019
	Sarah Zahradka	01/01/2015-12/31/2017
	Vacant	09/02/2015-12/31/2018
	Heather Haas	06/06/2017-12/31/2019
	Erin Hargrove	06/06/2017-12/31/2018
Staff Representatives	Debra Gustafson	
	Keith Stachowski	
Hockey Booster Representative	TBD	
NSPAA Representative	Jim Naughton	
North High School Representative	TBD	
Planning Commission (7 Members)		
3 Year Staggered Terms	Elaine Barton	01/01/2017-12/31/2019
	Rick Gelbman	05/20/2017-12/31/2019
	Michael Stahlmann	01/01/2015-12/31/2017
	John Wahl	01/01/2017-12/31/2019
	Allan Worm	01/01/2017-12/31/2019
	Chris Bathurst	02/21/2017-12/31/2017
	Trisha Hamm	02/21/2017-12/31/2017
Staff Representatives	WSB	
Police Civil Service Commission (3 Members)		
3 Year Staggered Terms	Robert Engwer, Jr.	01/01/2015-12/31/2017
	Dave McKenzie	01/01/2017-12/31/2019
	Dave Zick	01/01/2016-12/31/2018

ORGANIZATIONS	2018	Term
ISD 916 Technical Advisory Board		
Staff Representatives	City Manager	12/31/2018
	Scott Duddeck	12/31/2018
Metro Cities		
Legislative Contact	Candy Petersen	12/31/2018
Legislative Contact	City Manager	12/31/2018
Minnesota Municipal Power Agency		
City Board Member Representative	Brian Frandle	12/31/2018
Board Member Alternate	City Manager	12/31/2018
North St. Paul Business Association		
Council Representative	Terry Furlong	12/31/2018
Staff Representatives	City Manager	12/31/2018
	Paul Ammerman	12/31/2018
Ramsey County League of Local Governments		
Council Delegate	Candy Petersen	12/31/2018
City Staff Alternate	City Manager	12/31/2018

ORGANIZATIONS	2018	Term
Ramsey/Washington Counties Suburban Cable Communications Commission		
City Director	Candy Petersen	12/31/2018
City Staff Alternate	City Manager	12/31/2018
Ramsey-Washington Metro Watershed District Board		
Staff Representative	Keith Stachowski	12/31/2018
Alternate	Jan Walczak	12/31/2018
Silver Lake Improvement Association		
Council Representative	Jan Walczak	12/31/2018
Citizen Representative	Paul Anderson	12/31/2018
Valley Branch Watershed District Technical Advisory Committee		
Staff Representative	Keith Stachowski	12/31/2018
Council Alternate	Jan Walczak	12/31/2018

STAFF & CONSULTANTS	2018	
Interim City Manager	Dr. Craig Waldron	
City Attorney	Campbell Knutson	Soren Mattick Joel Jamnick
City Auditor	MMKR & Company, P.A.	Aaron Nielsen
City Engineer	WSB & Associates	Morgan Dawley
City Prosecuting Attorney	Erickson, Bell, Beckman & Quinn	Caroline Beckman

FINANCIAL & NEWSPAPER	2018	
Official Depository	Premier Bank	
Other Depository	US Bank	
Investments	Wells Fargo Brokerage RBC Capital Markets 4M Fund	
Self-Insurance Depository (Health)	Western Bank	
Official Newspaper	Ramsey County Review	

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2018-xxx

RESOLUTION APPROVING APPOINTMENTS TO COMMISSIONS AND COMMITTEES FOR 2018

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

WHEREAS, it is recommended that all current members with expiring terms wishing to renew shall be re-appointed to the next term; and,

WHEREAS, it is recommended that the changes to staff and council liaisons be approved as presented; and,

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

ADOPTED this 2nd day of January, 2018.

Motion by Council Member xxx
Second by Council Member xxx

Voting:	Aye:	Council Member Furlong
		Council Member Petersen
		Council Member Walczak
		Council Member Sonnek
		Mayor Kuehn
	Nay:	None
	Abstain:	None
	Absent:	None

Michael R. Kuehn, Mayor

Attest:

Dr. Craig Waldron, Interim City Manager

Agenda Information Memorandum
North St. Paul City Council

January 2, 2018

FROM THE OFFICE
OF THE CITY MANAGER
CITY OF NORTH SAINT PAUL

Subject: 2018 Annual Resolutions

To: The Honorable Mayor and City Council Members

Background: In January of each calendar year the City Council is required to approve resolutions for the following designations:

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

Recommendation: It is recommended the City Council approve the following:

- Investment Committee members shall be Dr. Craig Waldron, Interim City Manager; Jeanne Day, Finance Director; Michael Kuehn, Mayor. The alternate to the Mayor for this committee is Council Member Terry Furlong.
- U.S. Bank for City Funds and Securities, other related investments shall be deposited and remain on deposit with Premier Bank, Wells Fargo Brokerage Services, RBC Capital Markets LLC, and Minnesota Municipal Money Market (4M) Fund.
- As a self-insured business for health purposes, the City is required to establish a separate depository for managing payment of its health funds. The City's health care provider, Preferred One, requires the City to use Western Bank of Mounds View.
- Soren Mattick of Campbell Knutson as City Attorney.
- Ramsey County Review as Legal Newspaper.
- Council Member Jan Walczak as Acting Mayor.

Respectfully submitted,

Dr. Craig Waldron
Interim City Manager

Attachments: Annual resolutions

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2018-xxx

**ANNUAL RESOLUTION APPOINTING
ACTING MAYOR FOR 2018**

WHEREAS, the City Council of the City of North St. Paul annually designates a City Council member as Acting Mayor; and,

WHEREAS, the Acting Mayor shall perform the duties of the Mayor during the Mayor's absence from the City, disability or, if there is a vacancy of the office, until a successor is appointed or elected.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA that City Council Member Jan Walczak is hereby designated as the Acting Mayor during the calendar year of 2018, and is also authorized to sign checks in the absence or unavailability of the Mayor.

ADOPTED this 2nd day of January, 2018.

Motion by Council Member xxx
Second by Council Member xxx

Voting:	Aye:	Council Member Furlong
		Council Member Petersen
		Council Member Walczak
		Council Member Sonnek
		Mayor Kuehn
	Nay:	None
	Abstain:	None
	Absent:	None

____
Michael R. Kuehn, Mayor

Attest:

____
Dr. Craig Waldron, Interim City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2018-xxx

RESOLUTION RETAINING
CAMPBELL KNUTSON LAW FIRM
AS CITY ATTORNEY FOR 2018

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of North St. Paul, that Campbell Knutson Law Firm be and hereby is retained as the City Attorney for the year 2018, with Soren Mattick being the primary contact.

ADOPTED this 2nd day of January, 2018.

Motion by Council Member xxx
Second by Council Member xxx

Voting:	Aye:	Council Member Furlong
		Council Member Petersen
		Council Member Walczak
		Council Member Sonnek
		Mayor Kuehn
	Nay:	None
	Abstain:	None
	Absent:	None

____
Michael R. Kuehn, Mayor

Attest:

____
Dr. Craig Waldron, Interim City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2018-xxx

ANNUAL RESOLUTION APPROVING RAMSEY COUNTY REVIEW AS OFFICIAL NEWSPAPER FOR 2018

WHEREAS, Minnesota Statute §412.831 requires the City Council annually, at its first meeting of the year, to designate a legal newspaper of general circulation in the City as its official newspaper, in which shall be published such ordinances and other matters as are required by law to be so published and such other matters as the council may deem it advisable and in the public interest to have published in this manner.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, the Ramsey County Review, the only legal newspaper published in the City, is hereby declared the official newspaper for the City for calendar year 2018.

ADOPTED this 2nd day of January, 2018.

Motion by Council Member xxx
Second by Council Member xxx

Voting:	Aye:	Council Member Furlong
		Council Member Petersen
		Council Member Walczak
		Council Member Sonnek
		Mayor Kuehn
	Nay:	None
	Abstain:	None
	Absent:	None

____
Michael R. Kuehn, Mayor

Attest:

____
Dr. Craig Waldron, Interim City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2018-xxx

ANNUAL RESOLUTION APPOINTING INVESTMENT COMMITTEE FOR 2018

WHEREAS, Minnesota Statute §118A.04 permits Minnesota cities to invest public funds; and,

WHEREAS, the City Council ("Council") of the City of North St. Paul, Minnesota ("City") sees the benefit of investing public funds to general additional non-tax revenues for City purposes; and,

WHEREAS, the Council created an Investment Committee to assist the City Manager and Finance Director in reviewing and monitoring the City's investment portfolio.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA that the following persons are hereby appointed to the Investment Committee for Fiscal Year 2018:

Michael Kuehn, Mayor
Dr. Craig Waldron, Interim City Manager
Jeanne Day, Finance Director

BE IT FURTHER RESOLVED that the City Council alternate, in the absence of the Mayor, shall be City Council Member Terry Furlong.

ADOPTED this 2nd day of January, 2018.

Motion by Council Member xxx
Second by Council Member xxx

Voting:	Aye:	Council Member Furlong
		Council Member Petersen
		Council Member Walczak
		Council Member Sonnek
		Mayor Kuehn
	Nay:	None
	Abstain:	None
	Absent:	None

____
Michael R. Kuehn, Mayor

Attest:

____
Dr. Craig Waldron, Interim City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2018-xxx

RESOLUTION DESIGNATING OFFICIAL & SUPPLEMENTAL DEPOSITORIES & DEPOSITORIES FOR INVESTMENT PURPOSES

WHEREAS, Minnesota Statute Chapter 118A, specifically §118A.01-118A.08, sets forth the procedures for the deposit of Public Funds and it is necessary for the North St. Paul City Council ("Council") to designate a bank as the official depository for City funds and manage the collateral pledged to such funds; and,

WHEREAS, starting in Fiscal Year 2015 the City became a self-insured employer for health insurance purposes and is required to designate a separate financial institution for the management of those funds.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, Premiere Bank is hereby designated as the official depository for the City of North St. Paul ("City"); Wells Fargo Brokerage Services, RBC Capital Markets LLC, and Minnesota Municipal Money Market (4M) Fund are hereby designated as supplemental depositories for investment purposes.

BE IT FURTHER RESOLVED, that Western Bank is designated as the official depository for the management of the City's self-insurance health program funds.

BE IT FURTHER RESOLVED, that before any deposits are made that exceed the amount that is guaranteed by the Federal Deposit Insurance Corporation (FDIC), or if the depository is not an FDIC member, the depository must supply to the City a corporate surety bond in the amount required by law or, in lieu of the surety bond, pledge collateral in the manner and to the extent required and permitted by Minnesota Statute Chapter 118A; the bond or pledged collateral is subject to the approval of the City Council.

BE IT FURTHER RESOLVED, that checks of the City drawn on any of the official depositories shall be signed by the following officers:

Michael R. Kuehn, Mayor
Dr. Craig Waldron, Interim City Manager
Jeanne M. Day, Finance Director

BE IT FURTHER RESOLVED, that the City Manager is authorized to use a facsimile signature stamp at such time as it becomes necessary for Mayor Michael R. Kuehn, and the Finance Director is authorized to use a facsimile signature stamp at such time as it becomes necessary for Interim City Manager Dr. Craig Waldron.

BE IT FURTHER RESOLVED, that the City Manager and/or Finance Director shall have authority to wire transfer funds from one official depository to another for the purpose of accounts payable and investing City funds.

BE IT FURTHER RESOLVED, City Code §31.27 designates the Finance Director as the official City Treasurer, and thus, has the approved authority for the acceptance and release of all collateral to be held by the City in conjunction with City funds on deposit with authorized institutions.

ADOPTED this 2nd day of January, 2018.

Motion by Council Member xxx
Second by Council Member xxx

Voting:	Aye:	Council Member Furlong
		Council Member Petersen
		Council Member Walczak
		Council Member Sonnek
		Mayor Kuehn
	Nay:	None
	Abstain:	None
	Absent:	None

Michael R. Kuehn, Mayor

Attest:

Dr. Craig Waldron, Interim City Manager