

**CITY OF NORTH ST. PAUL
CITY COUNCIL
REGULAR MEETING AGENDA
APRIL 3, 2018
6:30 PM**

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE & INVOCATION

III. ROLL CALL

Council Member Furlong
Council Member Petersen
Council Member Walczak
Council Member Sonnek
Mayor Kuehn

IV. ADOPT AGENDA

V. PRESENTATIONS

Arbor Day Proclamation

VI. CONSENT AGENDA

- A. March 20, 2018 workshop meeting minutes.
- B. March 20, 2018 regular meeting minutes.
- C. General accounts payable: \$471,665.75.
- D. EDA accounts payable: \$0.
- E. HRA accounts payable: \$4,856.67.
- F. Set Special Workshop for April 10, 2018 to conduct a review of the Comprehensive Plan.
- G. Gambling application from North Metro Flex Academy for event on May 11th.
- H. Special Event Permit for Richardson Elementary Spring Carnival on May 4th.

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

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

**There is a special Council Workshop scheduled for Tuesday, April 10, 2018 at 5:00 p.m.
(No council meeting that day).**

The next regularly scheduled City Council meeting is Tuesday, April 17, 2018 at 6:30 p.m.

Agenda Information Memorandum
North St. Paul City Council
May 2, 2017

V. PRESENTATIONS
PROCLAMATION FOR ARBOR DAY

ACTIONS TO BE CONSIDERED

To present the City of North St. Paul with a proclamation related to Arbor Day.

FACTS

- North St. Paul is a Tree City USA community.
- As part of the Tree City USA Award, issued by the National Arbor Day Foundation, the City must apply for this award annually and document work to maintain the designation.
- There are four standards the city must meet: must have a tree board or department; have a community tree ordinance; have a community forestry program; and an Arbor Day Observation and Proclamation.
- On Saturday, April 21st the City of North Saint Paul has organized a Community Tree Giveaway for residents in observance of Arbor Day.

ATTACHMENTS

Proclamation

ARBOR DAY PROCLAMATION CITY OF NORTH ST. PAUL

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and,

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and,

WHEREAS, Arbor Day is now observed throughout the nation and the world; and,

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and,

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and,

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and,

WHEREAS, to promote the importance of trees to our community for those reasons the North St. Paul Environmental Advisory Commission ("Commission"), with the support of the City Council, have sponsored a free tree giveaway ("Program") since the 1970's; and,

WHEREAS, the Commission has given away thousands of trees since the beginning of that Program and over 500 trees since the City was declared a "Tree City USA" city in April of 2014; and,

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal for our community.

NOW THEREFORE ON BEHALF OF THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA I, Michael Kuehn, Mayor of the City of North St. Paul, in grateful recognition of the efforts of our Environmental Advisory Commission, City staff and all citizens who plant and care for trees, do hereby proclaim Sunday, April 22, 2018 as Arbor Day in the City of North St. Paul.

BE IT FURTHER RESOLVED, all citizens are urged to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and,

BE IT FURTHER RESOLVED, all citizens are urged to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

Dated this 3rd day of April, 2018.

Michael R. Kuehn, Mayor

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2018-xxx

RESOLUTION APPROVING THE APRIL 3, 2018 CONSENT AGENDA

WHEREAS, these items are considered to be routine and were enacted by one motion; and

- A. March 20, 2018 workshop meeting minutes.
- B. March 20, 2018 regular meeting minutes.
- C. General accounts payable: \$471,665.75.
- D. EDA accounts payable: \$0.
- E. HRA accounts payable: \$4,856.67.
- F. Set Special Workshop for April 10, 2018 to conduct a review of the Comprehensive Plan.
- G. Gambling application from North Metro Flex Academy for event on May 11th.
- H. Special Event Permit for Richardson Elementary Spring Carnival on May 4th.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North St. Paul, the items presented on the Consent Agenda are hereby approved as presented.

ADOPTED this 3rd day of April, 2018.

Motion by Council Member xxx

Second by Council Member xxx

Voting:

Ayes: Council Members Furlong, Petersen, Walczak, Sonnek, Mayor Kuehn

Nays: None

Absent: None

Abstain: None

Michael R. Kuehn, Mayor

Attest:

Mary Mills, Deputy Clerk

City of North Saint Paul
March 20, 2018
Proposed City Council Workshop Meeting Minutes

I. CALL TO ORDER

Mayor Kuehn called the meeting to order at 6:01 p.m.

II. ROLL CALL

Council Member Petersen participated in the meeting remotely from Orange Beach City Hall, 4099 Orange Beach Blvd., Orange Beach, Alabama 36561. She was located in a public conference room next to the council chambers. The conditions per State Statute 13D.02 have been met.

Present: Council Member Candy Petersen – via Skype
Council Member Tom Sonnek
Council Member Jan Walczak
Mayor Mike Kuehn
Absent: Council Member Furlong
Staff: City Manager Dr. Craig Waldron, Deputy Clerk Mary Mills, Fire Chief Scott Duddeck, Community Development Director Paul Ammerman, City Attorney Soren Mattick.

III. ADOPT AGENDA

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

IV. TOPIC(S)

A. Water Permit Appropriation Demand for Hearing

City Attorney Soren Mattick reviewed the amended Water Appropriation Permit issued by the Department of Natural Resources (DNR) to the City of North St. Paul as a result of the Ramsey County District Court Order pertaining to water levels on White Bear Lake. It was recommended that the City appeal the DNR's Permit and request a demand for hearing. Council was in agreement to move this request to the regular City Council meeting for action as a Consent Agenda item.

V. OTHER BUSINESS

There was no other business.

VI. ADJOURNMENT

There being no further business, on motion by Council Member Sonnek, seconded by Council Member Petersen, with all present voting aye, Council Member Furlong absent (4-0), Mayor Kuehn adjourned the workshop meeting at 6:28 p.m.

Michael R. Kuehn, Mayor

Attest:

Mary Mills, Deputy Clerk

City of North Saint Paul
March 20, 2018
Proposed Regular City Council Meeting Minutes

I. CALL TO ORDER

Mayor Kuehn called the meeting to order at 6:34 p.m.

II. THE PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

III. ROLL CALL

Council Member Petersen participated in the meeting remotely from Orange Beach City Hall, 4099 Orange Beach Blvd., Orange Beach, Alabama 36561. She was located in a public conference room next to the council chambers. The conditions per State Statute 13D.02 have been met.

Present: Council Member Petersen – via Skype
Council Member Walczak
Council Member Sonnek
Mayor Kuehn
Absent: Council Member Furlong
Staff: City Manager Dr. Craig Waldron, Community Development Director Paul Ammerman, Fire Chief Scott Duddeck, City Engineer Morgan Dawley, Deputy Clerk Mary Mills.

IV. ADOPT AGENDA

Mayor Kuehn noted that an item is being added to the Consent Agenda: The amended Water Appropriation Permit issued by the Department of Natural Resources (DNR) to the City of North St. Paul as a result of the Ramsey County District Court Order pertaining to water levels on White Bear Lake. It was recommended that the City appeal the DNR's Permit and request a demand for hearing.

On motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye, Council Member Furlong absent (4-0), motion carried to approve the agenda as amended.

V. PRESENTATIONS

Mr. Robert Nepper made a presentation to the Council regarding the *Creative Freedom Act*. He urged support of this initiative. He is introducing to the Legislature a bill for an act relating to creative freedom; adopting the Creative Freedom Act; regulating employee invention agreements for veterans; amending Minnesota Statutes 2016, section 181.78 by adding a subdivision related to employee invention rights for Veterans. Mayor Kuehn stated this will be deferred to the City Manager, City Attorney and staff for review and consideration of any further action.

VI. APPROVAL OF CONSENT AGENDA

On motion by Council Member Sonnek, seconded by Council Member Petersen, with all present voting aye, Council Member Furlong absent (4-0), motion carried to approve the consent agenda, Resolution No. 2018-030 consisting of:

- A. February 20, 2018 regular meeting minutes.
- B. March 6, 2018 workshop meeting minutes.
- C. March 6, 2018 regular meeting minutes.
- D. General accounts payable: \$1,391,390.60.
- E. EDA accounts payable: \$250.00.
- F. HRA accounts payable: \$21,959.16.
- G. Dr. Craig Waldron City Manager employment agreement.
- H. Appointment to Parks and Recreation Commission. Resolution No. 2018-031.
- I. Application for a Charitable Gambling permit to conduct lawful gambling in the form of Raffles by the North High School All-Night Senior Party Parent Booster Club on April 28, 2018. Resolution No. 2018-032.
- J. Application for a Charitable Gambling permit to conduct lawful gambling in the form of Raffles by The Sons of the American Legion, Post #39 on April 21, 2018 at the American Legion. Resolution No. 2018-033.
- K. Application for a local lawful Charitable gambling permit from Cowern Elementary Parent Teach Group for a fundraising event on Friday, May 4, 2018. Resolution No. 2018-034.
- L. Renewal of Polar Charities Lease Agreement. Resolution No. 2018-035.
- M. Approval of contract with the YMCA for lifeguards at Silver Lake Beach for 2018.
- N. Ramsey County Sheriff's SWAT Amended and Restated Joint Powers Agreement. Resolution No. 2018-036.
- O. Renewal and continuation of funding for services provided by Youth Service Bureau. Resolution No. 2018-037.
- P. Sale of Hmong House and application for an On-Sale Liquor License Application, 2112 11th Avenue. Resolution No. 2018-038.
- Q. Declare Surplus Property Declare 2003, F-250 Ford Pick-Up Surplus. Resolution No. 2018-039.
- R. Purchase of new Cisco phones for city.
- S. Recommendation to appeal the DNR's amendments to Water Appropriation Permit and send letter of demand for hearing.

VII. MEETING OPEN TO PUBLIC

Bob Zick noted he attended a public hearing in Maplewood related to the Comcast Franchise Agreement. At that meeting there were comments related to Silver Lake and the North St. Paul 2018 street and utility improvement project.

At the request of Mayor Kuehn, Morgan Dawley addressed the street project comments. The references have been to what is being conceived as a joint project opportunity. Nothing has been officially approved or authorized at this point. The opportunity is for storm water management, specifically storm water quality improvements tributary to Silver Lake. There have been discussions relative to proposed improvements around the Silver Lake area, on the streets and utilities in that vicinity. As part of that project there are permitting requirements for quality

improvements that go along with that project, as with any project in North St. Paul. In joint discussions with Valley Branch Watershed District and also with the City of Maplewood an alternative location was identified within the City of Maplewood on City of Maplewood owned land, just over the border from North St. Paul, that provides an opportunity for more water quality improvements than what North St. Paul would have been able to do on their own. It is a much more open system and if it were to actually come to fruition it would be maintained by the Watershed District as well. The opportunity has gone through the Maplewood City Council, with close contact with the Maplewood Engineer. Now the City of North St. Paul needs to have an official project approved, and a joint agreement executed by both cities and the Watershed District. The Watershed Board is scheduled to hear a draft version of an agreement on Thursday, March 22nd. Nothing has formally been defined, but all entities are going through the appropriate process. Council did have previous discussion related to the precedence of the water quality associated with the project being partly in another city. The benefit here is that there is a higher level of water quality improvement than the City of North St. Paul could do on their own. There is more area, more footprint, larger drainage area contributing to that portion of Silver Lake, and it benefits all of Silver Lake. There are some grant dollars that the Watershed can contribute, and Maplewood's portion would be to donate that land.

Dave Nelson commented on the noise level of bands and motor cycles during the Friday night History Cruze Car shows. Nelson noted that one bar always plays music beyond the closing time for the Car Shows. Mayor Kuehn noted staff will talk to the two businesses.

John Schmahl noted that he had talked with city staff and got the notification items cleared up; Schmahl received a notice in the mail from Hamline University regarding Minnesota Community Assembly in Maplewood; Schmahl commented on the public notification of the process for the hiring of the current city manager compared to the previous manager's hiring process.

Kevin Berglund Berglund reiterated his desire to have council meeting workshops recorded on cable.

VIII. PUBLIC HEARINGS

There were no scheduled hearings.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Authorization of the purchase and installation of a new Federal Signal Siren for Severe Weather Warnings.

Fire Chief Scott Duddeck presented this request. Ramsey County Emergency Management and the Ramsey County Dispatch Center are implementing a County Wide Siren Controller update. The current outdoor warning sirens in Ramsey County are activated using a system that is now well over 30 years old and is very unreliable. All communities in Ramsey County will benefit from this siren control update. It opens the door to a more targeted alerting system where sirens are sounded only if they are located within the severe weather warning polygon defined in the National Weather Service alert. This would significantly reduce the number of sirens that are sounded under "blue sky and sunshine" because the threat is on the other end of the county. Because of the unique tone of the Federal Signal Siren, which is intended for severe weather warnings, it cannot be used for the daily Noon Siren. The New Siren would be added next to our

existing Siren on the roof of City Hall. This will allow for the continuation of the Noon Siren and the specific severe weather warning siren. The cost of the new Federal Signal Siren which includes basic installation is \$18,503.90 Additional miscellaneous costs of approximately \$4,000.00 for electrical work, build / welding of rooftop mounting pole and a crane to set the new siren in place.

On motion by Council Member Walczak, seconded by Council Member Petersen, with all present voting aye, Council Member Furlong absent (4-0), motion carried to authorize the purchase and installation of a new Federal Signal Siren for Severe Weather Warnings.

B. Commerce Park – Suite Living Project Additional Soil Correction Work Required.

Community Development Director Paul Ammerman presented a request to consider payment for additional soil correction work within the Commerce Park property that is required to allow Suite Living Senior Care of NSP to construct a 32-unit assisted living facility.

The City Council, at their December 5, 2017 meeting, approved the sale of the city-owned Commerce Park property to Bruggeman Builders LLC and Hampton Companies, LLC (Buyers). Buyers have now created a new entity to purchase and own the property- LGSC North St. Paul LLC. The Buyers desire to purchase the city property in order to construct a 22,500 sq. ft. 32-unit assisted living and memory care facility. The buyers have offered to acquire the city parcels for \$150,000. The buyers were not seeking any additional city assistance or financial incentives. However, the offer was contingent on a positive due diligence of the property (e.g. title review, environmental issues, etc.). During the buyers due diligence of the property it was discovered that the existing soil conditions are not conducive to structurally supporting the proposed building. The soil issues are primarily caused by non-compacted “soft” soils and a high ground water table. The original soil work on the property was to remove soil contaminants, caused by the past land use, and did not address any structural soil stability conditions. The original bid to address those structural soil conditions for the entire site was \$422,000. The buyers engineering firm has determined that the facility can be built by correcting the soil issues just around the building and parking areas for an approximate cost of \$140,000 (i.e. soil work, use of GeoPiers etc.).

Staff supports, and recommends, the following strategy to address the property’s existing soil conditions: The City would fund the identified soil related corrective work up to \$140,000. The buyers/Suite Living would fund any cost over the \$140,000, up to \$20,000, or \$160,000. Any expenses over the \$160,000 would be equally shared between the City and Buyer (50%/50%).

On motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye, Council Member Furlong absent (4-0), motion carried to approve payment not to exceed \$140,000 for additional soil correction work within the Commerce Park property that is required to allow Suite Living Senior Care of NSP to construct a 32-unit assisted living facility.

**** Additional item added to Consent Agenda.** City Manager Waldron reviewed the White Bear Lake court decision. There are a number of ways to approach it. One is to watch what occurs with the District Court appeal. Two is that there has been some legislation put in place. The third is to appeal the Department of Natural Resources (DNR) appropriations permit. Both the City Attorney and City Engineer agreed that it would be practical to appeal the permit. Soren Mattick

stated that the DNR does provide the city with an appropriation permit and typically that document has very little review or scrutiny. The City has always complied with it. The document directs the city of how much water it gets to use for residential and commercial use. The DNR, in response to the White Bear Litigation is to add some other conditions to the permit that have not previously been seen. Although the City of North St. Paul is not a party to the White Bear lawsuit, there were conditions in the judge's order that directly impact the City. First and foremost is the court required the DNR to impose a residential watering ban, which was then placed in the appropriation permit. The ban is in place until the lake reaches a certain level that it isn't at right now. There are other conditions regarding studies to be conducted, conversion to surface water, reducing usage, etc. There is a basis to appeal the DNR's requirements as it relates to the permit, and the Council is encouraged to do so to preserve the City's rights. Legislation could possibly cure some of the issues, but that process is out of the City's hands. The authorization to appeal was approved in the Consent Agenda. White Bear Lake and White Bear Lake Township and possibly the DNR did ask the district court to reconsider the order to consider the unintended consequences resulting from the order. The judge has it under reconsideration.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

This item was presented following the Reports of the Council, Commissions and Committees.

Fire Department 2017 Annual Review.

Fire Chief Scott Duddeck presented his annual report of the Fire Department. Topics included: Staffing, FEMA Grant Awards, Staff study, Calls for Service, Alarm analysis, Code compliance, Rental licensing, Fire Certificate of Compliance Inspections for commercial properties, Safe Haven and Fire Prevention programs.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

A. Conditional Use Permit and Site Plan Review for Suite Living Senior Housing Development.

Olivia Dorow Hovland of WSB stated that Suite Living of North St. Paul has requested a Conditional Use Permit, Right-of-Way Vacation, Preliminary and Final Plat, and Site Plan Approval to allow for the development of a 32-unit senior housing facility with a variety of services on a site currently owned by the City in the Commerce Park redevelopment area.

On motion by Council Member Walczak, seconded by Council Member Sonnek, with all present voting aye, Council Member Furlong absent (4-0), motion carried to adopt Resolution No. 2018-040 approving a conditional use permit for assisted living and memory care located on 12th and 13th Avenues east according to the plan reviewed by the Planning Commission and City Council.

On motion by Council Member Sonnek, seconded by Council Member Petersen, with all present voting aye, Council Member Furlong absent (4-0), motion carried to adopt Resolution No. 2018-041 approving the preliminary and final plat for the proposed Suite Living facility according to the plans reviewed by the Planning Commission and City Council.

On motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye, Council Member Furlong absent (4-0), motion carried to adopt Resolution No. 2018-042 approving the vacation of right-of-way for the proposed Suite Living facility according to the plans reviewed by the Planning Commission and City Council.

On motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye, Council Member Furlong absent (4-0), motion carried to adopt Resolution No. 2018-043 approving the Suite Living facility site plan to construct an assisted living/memory care facility at the vacant property on parcels located on 12th and 13th Avenues East, according to the plans reviewed by the Planning Commission and City Council with conditions as listed in the resolution.

B. Variances and Site Plan Review for Window World Redevelopment.

Olivia Dorow Hovland of WSB stated Terry and Mary DeRosier, Window World, are requesting several variances and Site Plan Approval to allow for the redevelopment of the existing former EZ Riding RV repair facility, 2295 McKnight Road, to house Window World Twin Cities operations. The new 14,368 sf. building will include office (6,683 sf.), fabrication/storage and warehouse (7,685 sf.) facilities.

All the conditions set forth by the Planning Commission were reviewed. Council Member Sonnek stated that every square inch of the property was reviewed for adding green space. Council Member Sonnek stated that this is a solid plan, the improvements recommended exceed what is currently on the property. The plans presented four years ago were for a remodel. This is now a complete new building. This will increase commerce in North St. Paul, and this plan is a compromise with the owner. Due to the certain characteristics of this parcel, it is nearly impossible to reach the minimum required for trees and permeable surface, yet the property owner will still be adding from what is currently in existence. There was discussion related to the drainage into the Urban Ecology Center from the property. Council Member Walczak requested that a rain garden be installed on the western portion to assist with drainage issues and erosion control. City Engineer Morgan Dawley noted that erosion control is part of the condition for approval. The architect was present and confirmed that due diligence was done, everything was considered.

City Manager Waldron suggested the following condition be added to the original motion: That the applicant and the city work on a plan to facilitate a rain garden or other water mitigation method on the western part of the site on the city property subject to City Engineer approval.

On motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye, Council Member Furlong absent (4-0), motion carried to adopt Resolution No. 2018-044 approving variances from Sections 154.010(B), 154.010(F) and 154.010(J) of the North St. Paul City Code as recommended by the Planning Commission with conditions, and adding the condition that the applicant and the city work on a plan to facilitate a rain garden or other water mitigation method on the western part of the site on the city property subject to City Engineer approval.

On motion by Council Member Sonnek, seconded by Council Member Petersen, with all present voting aye, Council Member Furlong absent (4-0), motion carried to adopt Resolution No. 2018-045 approving the Window World Site Plan for 2295 McKnight Road to construct a

light industrial, warehouse and showroom facility as recommended by the Planning Commission with stated conditions.

****Council Member Petersen signed out of Skype at 8:30 p.m.**

Mayor Kuehn stated that the Economic Development Authority made the recommendation regarding the Suite Senior Living project. The looked at some other development issues. There is great interest in North St. Paul.

XII. GENERAL BUSINESS

Council Member Walczak wished everyone a happy Spring.

Mayor Kuehn and City Manager Waldron met with Suzanne of Luv Ice Cream. She is interested in putting a mural on the side of the business building. There was discussion on ways to fund this and getting help with volunteers and Hamline Students.

Scott Duddeck commented that the student built house on 1st Street had a break-in of the construction pod and the home as well. Many of the construction tools were stolen. If anyone has any information please let him know.

XIII. CLOSED SESSION

There was no closed session.

XIV. ADJOURNMENT

There being no further business, on motion by Council Member Sonnek, Seconded by Council Member Walczak, with all present voting aye, Council Member Furlong absent (4-0), Mayor Kuehn adjourned the meeting at 9:03 p.m.

Michael R. Kuehn, Mayor

Attest: _____
Mary Mills, Deputy Clerk



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Accounting Technician
DATE: April 3, 2018
SUBJECT: Recommendation of approval of GENERAL claims list.

Claim Date

3/30/2018 Payroll Register DD		\$117,258.65
3/30/2018 Payroll Direct Payables		\$93,622.52
3/27/2018 Payroll Direct Payable Checks	130538-130544	\$12,633.27
3/22/2018 Final Payout Krier & Trost Payroll Register		\$520.81
3/22/2018 Final Payout Krier & Trost Payroll Direct Payables		\$53.39
3/21/2018 Reissue Voided UB Refund Check	130537	\$ 1,552.55
	Payroll Subtotal	<u>\$225,641.19</u>

3/31/2018 Park Rental Refunds	130581-130583	\$ 900.00
3/31/2018 A/P Checks	130545-130579	\$ 71,248.64
3/31/2018 Drafts	000067-000072	\$ 173,875.92
	AP Subtotal	<u>\$ 246,024.56</u>

Grand Total \$ 471,665.75

Approved this 3rd day of April, 2018

City Manager

Mayor



3-26-2018 3:52 PM

PAYROLL CHECK REGISTER

PAGE: 1

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 3/30/2018

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	66	117,258.65
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	66	117,258.65

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 03713 3/30/18 PAYROLL - 9

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

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E05000		EFTPS						
	I-T1 201803263322	FEDERAL WITHHOLDING	D	3/30/2018		16,203.87	000062	
	I-T3 201803263322	FICA TAXES	D	3/30/2018		14,456.12	000062	
	I-T4 201803263322	MEDICARE TAXES	D	3/30/2018		5,142.86	000062	35,802.85
I09115		VOYA RETIREMENT INSURANCE AND A						
	I-22 201803263322	PAYROLL DEDUCTION	D	3/30/2018		3,214.00	000063	
	I-23 201803263322	EMP/EMPR DEFERRED COMP	D	3/30/2018		1,158.84	000063	4,372.84
I09137		I C M A DISTRIBUTION CENTER						
	I-2 201803263322	EMP/EMPR DEFERRED COMP	D	3/30/2018		9,442.28	000064	
	I-21 201803263322	EMP/EMPR DEFERRED COMP	D	3/30/2018		2,642.59	000064	
	I-26 201803263322	LOAN PAYMENTS TO ICMA	D	3/30/2018		392.14	000064	
	I-2IR201803263322	EMP/EMPR DEFERRED COM	D	3/30/2018		1,155.00	000064	13,632.01
M12900		MNEFTS						
	I-T2 201803263322	MN Income Tax WH	D	3/30/2018		7,828.70	000065	7,828.70
P16470		P E R A						
	I-91 201803263322	6634-00 REG PERA	D	3/30/2018		15,569.61	000066	
	I-92 201803263322	6634-00 PERA PD	D	3/30/2018		16,416.51	000066	31,986.12

* * 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:	5	0.00	93,622.52	93,622.52
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	5	0.00	93,622.52	93,622.52

PACKET: 03686 3/16/18 PAYROLL - 8

VENDOR SET: 01 City of North St Paul

**** CHECK LISTING ****

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
D04068		DELTA DENTAL OF MINNESOTA						
	I-40 201802263245	MONTHLY INSURANCE	R	3/27/2018		676.80	130538	
	I-40 201803133295	MONTHLY INSURANCE	R	3/27/2018		542.91	130538	
	I-42 201802263245	MONTHLY INSURANCE	R	3/27/2018		1,644.60	130538	
	I-42 201803133295	MONTHLY INSURANCE	R	3/27/2018		1,562.37	130538	
	I-43 201802263245	MONTHLY INSURANCE	R	3/27/2018		493.62	130538	
	I-43 201803133295	MONTHLY INSURANCE	R	3/27/2018		493.62	130538	
	I-APRIL2018RETIREE	APRIL RETIREE INSURANCE	R	3/27/2018		857.70	130538	6,271.62
L12099		LAW ENFORCEMENT LABOR SERVICES						
	I-10 201802263245	MONTHLY POLICE UNION DUES	R	3/27/2018		294.00	130539	
	I-10 201803133295	MONTHLY POLICE UNION DUES	R	3/27/2018		294.00	130539	
	I-100201802263245	MONTH	R	3/27/2018		34.72	130539	
	I-100201803133295	MONTH	R	3/27/2018		34.72	130539	657.44
L12261		LINCOLN NATIONAL LIFE INSURANCE						
	C-7 201803223313	MONTHLY INSURANCE	R	3/27/2018		16.92CR	130540	
	I-7 201802263245	MONTHLY INSURANCE	R	3/27/2018		1,308.26	130540	1,291.34
L12384		LOCAL UNION #320						
	I-9 201802263245	MONTHLY UNION DUES	R	3/27/2018		798.30	130541	
	I-9 201803133295	MONTHLY UNION DUES	R	3/27/2018		798.30	130541	1,596.60
L12385		LOCAL UNION #160						
	I-11 201802263245	MONTHLY UNION DUES	R	3/27/2018		496.33	130542	
	I-11 201803133295	MONTHLY UNION DUES	R	3/27/2018		496.33	130542	992.66
M13302		MINNESOTA LIFE INSURANCE						
	C-5 201803133295	MONTHLY INSURANCE	R	3/27/2018		7.31CR	130543	
	C-KRIERADJUSTMENT	KRIER OVERPAYMENT	R	3/27/2018		2.50CR	130543	
	C-KRIERADJUSTPAY	KRIER OVERPAYMENT	R	3/27/2018		4.82CR	130543	
	I-5 201802263245	MONTHLY INSURANCE	R	3/27/2018		576.63	130543	
	I-50 201803133295	MONTHLY INSURANCE	R	3/27/2018		576.68	130543	
	I-APRIL2018RETIREE	APRIL RETIREE INSURANCE	R	3/27/2018		492.93	130543	1,631.61
M16475		NCPERS MINNESOTA						
	I-15 201802263245	MONTHLY INSURANCE	R	3/27/2018		88.00	130544	
	I-15 201803133295	MONTHLY INSURANCE	R	3/27/2018		88.00	130544	
	I-APRILRETIREE2018	APRIL RETIREE INSURANCE	R	3/27/2018		16.00	130544	192.00

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

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	7	0.00	12,633.27	12,633.27
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	12,633.27	12,633.27

3-22-2018 10:46 AM

PAYROLL CHECK REGISTER

PAGE: 1

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 3/22/2018

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	2	520.81
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	2	520.81

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 03704 3/22/18 FINAL PAYOUT KRIE

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

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E05000		EFTPS						
	I-T1 201803223313	FEDERAL WITHHOLDING	D	3/22/2018		6.09	000060	
	I-T3 201803223313	FICA TAXES	D	3/22/2018		25.20	000060	
	I-T4 201803223313	MEDICARE TAXES	D	3/22/2018		16.06	000060	47.35
M12900		MNEFTS						
	I-T2 201803223313	MN Income Tax WH	D	3/22/2018		6.04	000061	6.04

* * 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	53.39	53.39
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	53.39	53.39

3/21/2018 9:51 AM

A / P CHECK REGISTER

PAGE: 1

PACKET: 03701 VOIDED CK REISSUE

**** CHECK LISTING ****

VENDOR SET: 01

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	120 & 50TH LLC I-201803213311	120 & 50TH LLC:	R	3/21/2018		1,552.55CR	130537	1,552.55

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	1,552.55	1,552.55
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	1	0.00	1,552.55	1,552.55

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

3/27/2018 7:38 PM

REFUNDS CHECK REGISTER

PAGE: 1

PACKET: 03702 BL - Refund

VENDOR SET: 01 City of North St Paul

**** CHECK LISTING ****

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1		MOUA, CYNTHIA						
	I-000201803213312	MOUA, CYNTHIA	R	3/31/2018		300.00	130581	300.00

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	300.00	300.00
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
BANK TOTALS:	1	0.00	300.00	300.00

3/27/2018 7:40 PM

REFUNDS CHECK REGISTER

PAGE: 1

PACKET: 03712 BL - Refund

VENDOR SET: 01 City of North St Paul

**** CHECK LISTING ****

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1		HER, KA BAO						
	I-000201803263320	HER, KA BAO	R	3/31/2018		300.00	130582	300.00
1		SPRINGBORN, KAREN						
	I-000201803263321	SPRINGBORN, KAREN	R	3/31/2018		300.00	130583	300.00

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	2	0.00	600.00	600.00
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
BANK TOTALS:	2	0.00	600.00	600.00

PACKET: 03715 3/4/18 A/P RUN

**** CHECK LISTING ****

VENDOR SET: 01

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	DAN KRIER							
	I-INSURANOVERPAY	DAN KRIER:	R	3/31/2018		4.82CR	130545	4.82
A1651	IEH AUTO PARTS LLC							
	I-039149416	SEAL	R	3/31/2018		9.38CR	130546	
	I-039150489	CONNECTOR	R	3/31/2018		6.25CR	130546	
	I-039150659	LIGHT	R	3/31/2018		4.04CR	130546	19.67
B02161	BOYER TRUCKS							
	I-104059	TRUCK REPAIRS	R	3/31/2018		2,011.69CR	130547	2,011.69
C03066	CINTAS							
	I-4004506429	UNIFORM SERVICES	R	3/31/2018		173.27CR	130548	
	I-4004506454	UNIFORM SERVICES	R	3/31/2018		6.64CR	130548	
	I-4004506473	UNIFORM SERVICES	R	3/31/2018		62.63CR	130548	242.54
C03139	COMCAST							
	I-201803273329	CABLE SERVICE 3/27-4/26	R	3/31/2018		125.95CR	130549	125.95
C03211	THE WALDRON CO LLC							
	I-201803273328	CITY MANAGER SERVICES	R	3/31/2018		4,340.00CR	130550	4,340.00
C21221	CENTURY LINK							
	I-201803273327	PHONE SERVICE 3/19-4/18	R	3/31/2018		26.23CR	130551	26.23
E05122	EMERGENCY MEDICAL PRODUCT							
	I-1973651	COMBAT APP TOURNIQUETS	R	3/31/2018		209.94CR	130552	209.94
E05123	EMERGENCY RESPONSE SOLUTIONS							
	I-9324	VEHICLE REPAIRS	R	3/31/2018		144.00CR	130553	144.00
E05125	EMERGENCY APPARATUS MTN							
	I-97462	VEHICLE REPAIRS	R	3/31/2018		1,500.03CR	130554	1,500.03
G07050	GARRY INSURANCENTER							
	I-33627	VOLUNTEER LIFE/ACCIDENT	R	3/31/2018		570.00CR	130555	570.00
G07169	GOPHER BEARING CO BDI BRANCH 78							
	I-6345923	BALL BEARINGS	R	3/31/2018		47.81CR	130556	47.81
G07292	GRAYBAR							
	I-9303042215	PVC CAP & LOCKNUT	R	3/31/2018		16.60CR	130557	16.60

PACKET: 03715 3/4/18 A/P RUN

**** CHECK LISTING ****

VENDOR SET: 01

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
H06055	HAWKINS INC I-4249174	HYDROFLUOSILICIC ACID	R	3/31/2018		1,612.90CR	130558	1,612.90
H08162	HOLIDAY I-201803223314 I-201803223315 I-201803223316 I-201803223317 I-201803273323 I-201803273324 I-201803273325 I-201803273326 I-201803273330	GAS 1400015463031 INSPECTIONS GAS 1400015463058 MECHANIC GAS 1400015462884 OH ELECTRIC GAS 1400015462957 UG ELECTRIC GAS 1400015462892 PARKS DEPT GAS 1400015462949 STREET MAINT GAS 1400015462965 URBAN FRSTY GAS 1400015462973 WATER DEPT GAS 1400015462876 FIRE DEPT	R	3/31/2018		7.46CR 29.65CR 536.81CR 316.95CR 628.34CR 2,720.45CR 224.24CR 571.45CR 452.53CR	130559 130559 130559 130559 130559 130559 130559 130559 130559	 5,487.88
I09045	IMPACT I-131466	PRINTING MAR UTLTY BILLS	R	3/31/2018		4,406.16CR	130560	4,406.16
I09178	STUART C IRBY CO I-S010653700.001	CIRCUIT SWITCHER	R	3/31/2018		9,995.00CR	130561	9,995.00
M13040	MAILFINANCE I-N7043333	MAIL MACHING LEASE	R	3/31/2018		744.48CR	130562	744.48
M13110	MENARDS-OAKDALE I-51457	OSB BOARDS	R	3/31/2018		46.95CR	130563	46.95
M13177	MN AWWA I-200002888	OPERATOR SCHOOL REGISTRATN	R	3/31/2018		245.00CR	130564	245.00
M13211	OFFICE OF MN IT SERVICES I-W18020585	FEB VOICE SERVICES	R	3/31/2018		55.40CR	130565	55.40
M13300	M M P A - C/O AVANT ENERGY I-2824A	CORRECTION ON DRAFT 000032	R	3/31/2018		0.08CR	130566	0.08
N14168	NORTHERN TOOL & EQUIPMENT I-4133019888	SWEATSHIRT	R	3/31/2018		39.99CR	130567	39.99
R18010	RAMSEY COUNTY I-PRRRV-000786 I-PRRRV-000801	LARGEST TAXPAYER REPORT ELECTION CONTRACT QTR PMNT	R	3/31/2018 3/31/2018		265.00CR 5,312.50CR	130568 130568	 5,577.50

PACKET: 03715 3/4/18 A/P RUN

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
R18030	RDO EQUIPMENT COMPANY							
	I-W44348	EQUIPMENT REPAIRS	R	3/31/2018		1,137.67CR	130569	1,137.67
R18170	CITY OF ROSEVILLE							
	I-0224329	MARCH IT SERVICES	R	3/31/2018		13,496.00CR	130570	
	I-0224375	MARCH PHONE SERVICES	R	3/31/2018		1,161.90CR	130570	14,657.90
S19003	INNOVATIVE OFFICE SOLUTIONS LLC							
	C-SCN-071517	RETURN OF GOLF PENCILS	R	3/31/2018		44.76	130571	
	I-IN1973209	OFFICE SUPPLIES	R	3/31/2018		27.98CR	130571	
	I-IN1975853	ELECTRIC STAPLER	R	3/31/2018		64.82CR	130571	
	I-IN1980879	OFFICE SUPPLIES	R	3/31/2018		394.36CR	130571	442.40
S19433	STAPLES ADVANTAGE							
	I-3366207492	CLEANING SUPPLIES	R	3/31/2018		446.14CR	130572	446.14
T20076	TOSHIBA FINANCIAL SERVICES							
	I-67973701	COPIER SERVICES	R	3/31/2018		339.18CR	130573	
	I-68081523	COPIER SERVICES	R	3/31/2018		145.59CR	130573	
	I-68091942	COPIER SERVICE	R	3/31/2018		291.52CR	130573	776.29
T20192	T-MOBILE							
	I-201803223318	TABLETS & DATA CARDS 2/9-3/8	R	3/31/2018		706.57CR	130574	
	I-201803223319	FIRE & PD CARDS 2/11-3/10	R	3/31/2018		512.27CR	130574	
	I-201803273334	PHONE SERV 2/11-3/10	R	3/31/2018		2,117.78CR	130574	3,336.62
T20470	TWIN CITY WATER CLINIC INC							
	I-11129	WATER TESTING	R	3/31/2018		150.00CR	130575	150.00
V01101	VERIZON WIRELESS							
	I-9803217016	PHONE SERVICE 2/11-3/10	R	3/31/2018		525.15CR	130576	525.15
W23041	WATER CONSERVATION SERVICE INC							
	I-8415	LEAK LOCATE	R	3/31/2018		286.05CR	130577	286.05
W23093	WEBER INC							
	I-REBATE2018	A/C UNIT REBATE	R	3/31/2018		2,221.00CR	130578	2,221.00
X14164	XCEL ENERGY							
	I-0358762104	NATURAL GAS PREM#303755177	R	3/31/2018		2,455.75CR	130579	
	I-0358834550	NATURAL GAS PREM#302997881	R	3/31/2018		133.24CR	130579	
	I-0358956010	NATURAL GAS PREM#302483559	R	3/31/2018		31.02CR	130579	
	I-0358956270	NATURAL GAS PREM#303578596	R	3/31/2018		112.49CR	130579	
	I-0358956872	NATURAL GAS PREM#302246319	R	3/31/2018		98.50CR	130579	
	I-0358957894	NATURAL GAS PREM#303323202	R	3/31/2018		137.48CR	130579	
	I-0358957957	NATURAL GAS PREM#303115482	R	3/31/2018		61.95CR	130579	
	I-0358958377	NATURAL GAS PREM#302174583	R	3/31/2018		101.92CR	130579	
	I-0358958526	NATURAL GAS PREM#302437926	R	3/31/2018		148.76CR	130579	
	I-0358959018	NATURAL GAS PREM#303688026	R	3/31/2018		79.79CR	130579	
	I-0360755861	NATURAL GAS PREM#304194027	R	3/31/2018		2,853.67CR	130579	
	I-0360772066	NATURAL GAS PREM#302713963	R	3/31/2018		1,553.78CR	130579	
	I-0360825252	NATURAL GAS PREM#303755177	R	3/31/2018		1,735.79CR	130579	

3/27/2018 7:32 PM

A / P CHECK REGISTER

PAGE: 4

PACKET: 03715 3/4/18 A/P RUN

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
	I-0360867164	NATURAL GAS PREM#304602442	R	3/31/2018		193.50CR	130579	
	I-0360916146	NATURAL GAS PREM#302997881	R	3/31/2018		101.16CR	130579	9,798.80
VOID	VOID CHECK		V	3/31/2018			130580	**VOID**

PACKET: 03715 3/4/18 A/P RUN

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
N14207	CITY OF NORTH ST PAUL							
	I-201803273331	JAN USAGE UTILITY BILL	D	2/05/2018		11,971.88CR	000069	11,971.88
M13248	MN DEPT OF REVENUE							
	I-201803273336	JAN SALES & USE TAX	D	2/20/2018		56,455.00CR	000067	56,455.00
P16421	PREMIER BANK							
	I-201803273335	FEBRUARY CC STATEMENT	D	3/04/2018		7,054.76CR	000072	7,054.76
N14207	CITY OF NORTH ST PAUL							
	I-201803273332	FEB USAGE UTILITY BILL	D	3/05/2018		12,047.68CR	000070	12,047.68
M13248	MN DEPT OF REVENUE							
	I-201803273337	FEB SALES & USE TAX	D	3/20/2018		75,436.00CR	000068	75,436.00
N14207	CITY OF NORTH ST PAUL							
	I-201803273333	MARCH USAGE UTILITY BILL	D	3/30/2018		10,910.60CR	000071	10,910.60

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	35	0.00	71,248.64	71,248.64
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	6	0.00	173,875.92	173,875.92
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	42	0.00	245,124.56	245,124.56

TOTAL ERRORS: 0

TOTAL WARNINGS: 0



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: HRA Chairman and Commissioners
FROM: Jacquelyn Lutmer, Accounting Technician
DATE: April 3, 2018
SUBJECT: Recommendation of approval of HRA claims list.

Claim Date

3/31/2018 A/P Check Register	1130584-1130586	\$ 4,856.67
Total		<u>\$4,856.67</u>

Approved this 3rd day of April, 2018

City Manager

Mayor



PACKET: 03716 HRA 4/4/18 A/P

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
F06161	FIRESIDE HEARTH & HOME							
	I-8639673	FIREPLACE ASSEMBLY	R	3/31/2018		1,355.00CR	130584	1,355.00
X14164	XCEL ENERGY							
	I-0358630981	NATURAL GAS PREM#304711697	R	3/31/2018		407.12CR	130585	
	I-0360869336	NATURAL GAS PREM#304711697	R	3/31/2018		315.27CR	130585	722.39
Y25233	YOUNGBLOOD LUMBER COMPANY							
	I-00028553-001	LUMBER FOR STUDENT BUILT HOUSE	R	3/31/2018		2,779.28CR	130586	2,779.28

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	3	0.00	4,856.67	4,856.67
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	4,856.67	4,856.67

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

Agenda Information Memorandum
North St. Paul City Council
April 3, 2018

CONSENT AGENDA
SET SPECIAL WORKSHOP AND COUNCIL MEETING DATE FOR
APRIL 10, 2018 TO REVIEW THE UPDATES TO THE COMPREHENSIVE PLAN

ACTIONS TO BE CONSIDERED

To schedule a date and time for a special city council workshop on April 10, 2018 to review updates to the Comprehensive Plan.

FACTS

- The regular council meeting schedule was adopted in January of 2018.
- The Planning Commission will be reviewing the Comprehensive Plan updates on April 5, 2018. The City Council needs to review them prior to April 17, 2018 in order to meet the Metropolitan Council submission deadline.
- It is recommended that the City Council schedule a special workshop for Tuesday, April 10, 2018. The workshop will be held at 5:00 p.m.

ATTACHMENTS

Notice posting

CITY OF NORTH ST. PAUL

**NOTICE OF SPECIAL CITY COUNCIL WORKSHOP
TUESDAY, APRIL 10, 2018
5:00 P.M.**

The North St. Paul City Council hereby makes Public Notice that a special City Council workshop is scheduled for Tuesday, April 10, 2018 at 5:00 p.m. at City Hall, 2400 Margaret Street, North St. Paul to review the updates to the Comprehensive Plan.

Craig Waldron, City Manager

Posted Wednesday, April 4, 2018

Agenda Information Memorandum
North St. Paul City Council
April 3, 2018

FROM THE OFFICE OF THE POLICE DEPARTMENT

Subject: The City (Police Department) has received a local gambling permit application from the North Metro Flex Academy. The event is intended as a fundraiser.

To the Honorable Mayor and City Council:

To review and approve or deny an application for a City (local) Charitable Gambling Permit for an event to be conducted by the North Metro Flex Academy School, North St. Paul. This is intended as a fundraising event and will include lawful forms of excluded gambling to take place on Friday, May 11th, 2018 at the North Metro Flex Academy School, 2350 Helen Street, North St. Paul.

Attachments for Council Packet:
Resolution

Items reviewed by Police Chief Lauth:
City Charitable Gambling Local Permit No. 2018-008.
Data Practices Notice – Tennesen Warning.

Respectfully submitted,

TL by mm

Tom Lauth
Police Chief

APPROVED FOR AGENDA ENCLOSURE:

CW by mm

Dr. Craig Waldron
City Manager

Agenda placement: Consent Agenda

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2018-xxx

**RESOLUTION APPROVING A LOCAL LAWFUL
CHARITABLE GAMBLING APPLICATION FOR
NORTH METRO FLEX ACADEMY SCHOOL**

WHEREAS, Pam Albrecht, Board Chair, on behalf of the North Metro Flex Academy Board has applied to conduct an excluded local lawful charitable gambling event; and,

WHEREAS, this is intended as a fundraising event and will include lawful forms of excluded gambling to take place on Friday, May 11th, 2018 at the North Metro Flex Academy School, 2350 Helen Street, North St. Paul; and,

WHEREAS, the North Metro Flex Academy Board, as an organization, will pay out less than \$1,500 in raffle prizes for the 2018 calendar year; and

WHEREAS, this is the first time the North Metro Flex Academy Board, has applied for a local lawful gambling permit; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North St. Paul, it hereby approves the North Metro Flex Academy Board's application to conduct a Local Lawful Charitable Gambling event on Friday, May 11th, 2018.

ADOPTED this 3rd day of April, 2018.

Motion by Councilmember

Second by Councilmember

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

Nay: None

Absent: None

Abstain: None

Michael R. Kuehn, Mayor

Attest: _____
Dr. Craig Waldron, City Manager

As Deputy Clerk of the City of North St. Paul, I hereby certify that this Resolution is a true and correct copy of the one adopted by the City Council at a regular meeting held the 3rd day of April, 2018.

Mary H. Mills, Deputy Clerk

Agenda Information Memorandum
North St. Paul City Council
April 3, 2018

FROM THE OFFICE OF THE COMMUNITY DEVELOPMENT DEPARTMENT

Subject:

Approval of Special Event Permit for Richardson Elementary Spring Carnival.

To the Honorable Mayor and City Council:

This is a Spring Carnival event to be held at Richardson Elementary located at 2615 1st St. N. The applicant is requesting City services in the form of SRO from the Police Department to attend the event. The event is scheduled to take place on Friday, May 4, 2018 from 5:30 p.m. to 8:30 p.m. A local food vendor, Hometown Creamery, will participate in the event and has a current Vendor License on file.

Recommendation:

It is recommended the City Council approve the special event permit for the Richardson Elementary Spring Carnival.

Attachments

Summary of request
Special Event Permit Application
Resolution

Respectfully submitted,

KD by mm

Karin Derauf
Community Development Administrative Assistant

APPROVED FOR AGENDA ENCLOSURE:

CW by mm

Dr. Craig Waldron
City Manager

Agenda placement: Consent Agenda

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2018-xxx

Consent Agenda

**RESOLUTION APPROVING A SPECIAL EVENT PERMIT
FOR RICHARDSON ELEMENTARY SPRING CARNIVAL**

WHEREAS, the City of North St. Paul has received a request from Richardson Elementary; and

WHEREAS, the particulars of the event are:

- This is a Spring Carnival to provide family and community fun.
- The carnival will be held inside Richardson Elementary located at 2615 1st St. N.
- Hometown Creamery will participate as a vendor in the event.
- A current Certificate of Liability is on file with the City.

Requests for City services: Applicant is requesting SRO from the Police Department to be present.

WHEREAS, City Staff and the Police Chief have reviewed the application and all permits and required forms have been submitted.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of North St. Paul, it hereby approves the Special Event Permit for the Richardson Elementary Spring Carnival event scheduled to take place on the grounds of Richardson Elementary on Friday, May 4, 2018.

ADOPTED this 3rd day of April, 2018.

Motion by Council Member

Second by Council Member

Voting: Aye: Council Member
Council Member
Council Member
Council Member
Mayor

Nay:

Absent:

Abstain:

SPECIAL EVENTS PERMIT SUMMARY AND DEPARTMENT APPROVALS

A final check has been made of the application requirements; all required licenses and permits (if applicable) are issued or applied for and on file. (See Ordinance Section 91.030) NOTE: A Certificate of Liability Insurance has been received.

Name/Type of Event: Richardson Elementary Spring Carnival
Location/Area: 2615 1ST St N – Richardson Elementary
Day/Date/Time: Friday, May 4, 2018
Brief Description: Spring carnival at the elementary school for the students, families, and public
On Public property: ☐ YES ☒ NO
Alcohol Served: ☐ YES ☒ NO
Charitable Gambling: ☐ YES ☒ NO

CITY SERVICES REQUESTED (please add any comments or concerns regarding this event)

Parks & Recreation: None

Comments:

Electric Dept: None

Comments:

Fire Dept: None

Comments:

Police Dept: Requesting SRO to attend

Alcohol : If checked yes above, has permit been approved/date: ☐ YES ☐ (date) ☐ NO

Gambling: If checked yes above, has permit been approved/date: ☐ YES ☐ (date) ☐ NO

Comments:

Public Works Dept: None

Comments:

PLEASE REVIEW AND RESPOND BY: **MARCH 27, 2018 (next Tuesday, to get to next Council Mtg.)**

Please review the attached application and notify the Community Development Administration of any difficulties expected to be caused by the proposed event. If not returned by the above date, this application summary will be approved by default.

Special Notes Regarding this Application

1. Applicant is requesting police services to visit at the carnival
2. Carnival will be held during evening hours from 5:30 p.m. to 8:30 p.m.
3. Hometown Creamery will be a vendor at the event – they have a current Vendor License on file with the City
4. Applicant has submitted a current Certificate of Liability Insurance form
- 5.
- 6.

REVOCATION: The City Manager, or his/her designated official, may revoke a special event permit if the conditions set forth in the permit application are not being followed.



**NORTH
ST. PAUL**
extraordinary.

Return To: Community Development Department
2400 Margaret Street
Phone: 651-747-2407 Fax: 651-747-2435

SPECIAL EVENT PERMIT APPLICATION – 2018

Important Notice: Certificate of Liability Insurance (if applicable) and any required attachments (maps, diagrams, etc.) must be submitted with this application. Failure to include these items will mean an automatic rejection of the application.

I. TITLE AND BRIEF DESCRIPTION OF EVENT:

Richardson Elementary Spring Carnival

II. APPLICANT INFORMATION: The Applicant will be responsible for answering all questions, including inquiries from the media and citizens.

Applicant: *SUSAN RUTHENBERG*

Title: *CARNIVAL CHAIRPERSON*

Address: *2615 North ~~Wanna~~ First Street*

North Saint Paul 55109

Business/Organization Name: *Richardson Elementary Parent-Teacher Association*

Daytime Phone: *763-972-5302* Evening Phone: *651-773-9813* Emergency Phone: *651-261-8908 (ccue)*

E-Mail Address: *skrollmn@yahoo.com*

III. EVENT TIMETABLE:

Requested day and date: *Friday, May 4, 2018*

Requested hours of operation, from *5:30 pm* a.m./p.m. to *8:30 pm* a.m./p.m.

Set-up beginning day and date *may 4* time *3* a.m./p.m.

Dismantle by day and date *may 4* time *11* a.m./p.m.

E. Anticipated number of participants *~2000* and spectators *—*

IV. INSURANCE:

✓ **Attach to this application a certificate of liability insurance, including the policy number and showing liability amounts. The policy must state that any outside area to be used for an event is covered and must also show evidence that the requested event is not excluded from insurance liability. If the event is to be held on public property, the City of North St. Paul must be listed as the Certificate Holder.**

V. REQUESTED CITY SERVICES - (CHECK ALL THAT APPLY):

N/A	Trash containers (indicate number/location below)
N/A	Electricity (The cost of the electrical hook-up is the applicant's responsibility. Payment must be made to the City of North Saint Paul. Please contact Brian Frandle at 747-2472.)
	Police Officers / Reservists <i>Principal arranges SRO to attend</i>
N/A	Fire Department Personnel / Vehicles
N/A	Barricades / Traffic Cones How Many?
N/A	Recycling Containers How Many
N/A	Other - Please describe:

VI. CHECK ALL ITEMS WHICH APPLY TO YOUR EVENT:

N/A	Event participant and/or spectator parking areas (describe):
N/A	Entertainment or stage locations (provide to-scale drawing)
N/A	Construction/erection of temporary structure(s) (may need permit, check with Community Development) – indicate location.
N/A	Trash containers (indicate number/location)
N/A	Portable toilet facilities (indicate number/location)
N/A	Barricades (indicate number/location)
N/A	First aid facilities (indicate who is providing)
N/A	Parade and/or parade floats (may need permit, check with Fire Department)
N/A	Fireworks or pyrotechnics site (may need permit, check with Fire Department)
N/A	Cooking facilities, open flame, or vehicle fuels (may need permit, check with Fire Department)
N/A	Other - Please describe:

VII. CHARITABLE GAMBLING (CHECK IF APPLIES):

✓

Charitable Gambling - Please contact the Chief of Police at 651-747-2406 for forms and details. All charitable gambling requires a city permit application and some may also require a State permit application. This will be given separate consideration for approval by the City Council.

VIII. VENDORS OR CONCESSIONAIRES:

List what vendors/concessionaires you will have at your event:

Hometown Creamery.

Note: Vendors/concessionaires setting up on public property (streets, sidewalks, public parking lots) must have a Special Event Vendors License from the City of North St. Paul. Applications are available on our website at www.northstpaul.org or by calling 651-747-2400.

IX. FOOD, NON-ALCOHOLIC BEVERAGES AND/OR ENTERTAINMENT:

Will food and/or non-alcoholic beverages be served? ☒ Yes ☐ No

If yes, describe sanitation measures and food handling procedures:

we have a district 622 food service employee hired for the night and use the school cafeteria space.

If food will be served outside of a licensed establishment; a Temporary Food Service Establishment license may be required. Contact the Ramsey County Department of Health at 651.266.1199 for requirement and licensing information.

If your event includes music, live entertainment, sound amplification or any other noise impact, please describe, including the intended hours of the music, sound or noise. N/A

If you intend to cook food in the event area, describe your area layout, including fuel or electrical sources to be used:

X. ALCOHOLIC BEVERAGES:

Will alcoholic beverages be served? ☐ Yes ☒ No

If Yes Name of Liquor Establishment:

For service of alcohol outside a licensed premise, include a diagram showing the defined area of the alcohol concession service and attach a copy of your certificate of liquor liability insurance covering the limits of the alcohol service area.

If serving alcohol, describe how you will ensure that alcoholic beverages will be possessed and consumed only by those persons 21 years or older. Describe all security measures in place:

If you are a licensed establishment requesting an extension to your liquor license premises, you must complete an application for an extension with the Chief of Police. This will be given separate approval by the City Council.

*Title XI, Chapter 117, Section 117.120(B)(2)

If you are a licensed establishment requesting a temporary permit you must submit a completed Temporary Liquor License Application and all required documentation to the Chief of Police. This will be given separate approval by the City Council.

*Title XI, Chapter 117, Section 117.120(I)(1-9)

Have you submitted the required documentation to the Chief of Police? ☐ Yes ☐ No ☐ N/A

XI. SECURITY AND SAFETY PROCEDURES:

Describe your proposed procedures for security and crowd control:

N/A

If the event is to occur at night, describe how you are going to light the event area in order to increase the safety of participants and spectators coming to and leaving the event:

N/A

XII. CLEAN-UP:

List persons responsible for clean-up duties:

XIII. MITIGATION OF THE IMPACT ON OTHERS:

Describe how you intend to mitigate the impact of the special event on businesses, churches, neighbors, motorists, and others:

N/A

NOTE: Any condition which causes adverse impacts may be cause to revoke the Special Event Permit.

Acknowledgement and Signature: The undersigned hereby applies for a Special Event as described above and states the information submitted is true and correct.

Applicant Signature: Guan Ruthenberg Date of Application: 3/22/18

FOR OFFICE USE ONLY

Received	
By	
Date	
Mail	
Fax	
In Person	

Documentation	Required	Received
Certificate of Insurance	X	✓
Map		
Entertainment / Stage Location		
Temporary Tent Permit		
Fireworks/Pyrotechnics Permit		
Cooking Facilities Permit		
Alcohol Service Diagram		
City Services	Requested	Approved
Police Reserves	X	
Fire Department Personnel/Equip		
Trash Cans		
Barricades / Traffic Cones		
Recycling Containers		
Electricity		
Other:		