



City of North St. Paul
City Council
Regular Meeting Agenda

January 2, 2024
6:30 PM

The City Council Meeting will be conducted on **January 2, 2024** at 6:30 p.m. in the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

The City Council will also be meeting by interactive TV under Minn. Stat. 13D.02. Members of the public interested in joining remotely can connect with the following information:

The **January 2, 2024** Zoom meeting can be accessed at

<https://tinyurl.com/NSPCityCouncil>

(from a PC, Mac, tablet, iPhone, or Android device) or by phone at 1-929-205-6099

Participants accessing the meeting by phone please use the following meeting ID:
84409094358

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

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

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

IV. Adopt Agenda

V. Presentations

- A. History Cruzers Car Show
- B. Planning Commission Annual Report

VI. Consent Agenda

- A. December 19, 2023 workshop minutes
- B. December 19, 2023 regular meeting minutes
- C. General Claims \$591,116.30
- D. HRA Claims \$351.72
- E. History Cruzers memorandum of understanding between the Car Show and the City of North St. Paul for their 2024 show operations and dates.

- F. 2024 City Council Appointments
- G. 2024 Annual Resolutions
 - Investment Committee
 - Official Depository
 - City Attorney Retainer
 - Legal Newspaper for Publications
 - Acting Mayor
- H. Replacement of Meter Reading Equipment at the Water Tower
- I. Public Works Surplus Items
- J. Approve a Donation from North St. Paul Fire Department Relief Association

VII. Meeting Open to the Public

This Open Forum is an opportunity for persons to address the City Council. A completed public comment form should be presented to the Assistant to City Manager prior to the meeting. Comments will be limited to 3 minutes per person. While the City Council may ask clarifying questions of the speaker, no formal action by the City Council or discussion will be held on these items.

VIII. City Business Action Items & Recommendations

- A. Berwald Property Conveyance

IX. Reports of City Manager & Departments

X. Reports of Council Commissions & Committees

XI. General Business

XII. Adjournment

The next regularly scheduled City Council meeting is January 16, 2024.



To	Date
Honorable Mayor Monge and City Council	January 2, 2024
Agenda Placement # V.A	
Presentations	
Subject	
History Cruzers Car Show	
Background/Facts	
The History Cruzers Car Show is an area non-profit and the organizer of the North St. Paul History Cruze Car Show. The organization works to raise funds for area non-profits throughout the community.	
Recommended Action	
Attachments	
None	
Respectfully submitted, Kari Erpenbach, Communications	



To	Date
Honorable Mayor Monge and City Council	January 2, 2024
Agenda Placement # V.B	
Presentations	
Subject	
Planning Commission Annual Report	
Background/Facts	
2023 Planning Commission Overview - Presented by Chair Patrick Blee	
Recommended Action	
Attachments	
None	
Respectfully submitted,	

**City of North Saint Paul
December 19, 2023
Proposed City Council Workshop Meeting Minutes**

I. CALL TO ORDER

Mayor Monge called the meeting to order at 5:15 p.m.

II. ROLL CALL

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

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos, Finance Director Dan Winek

III. ADOPT AGENDA

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

IV. TOPICS

A. Personnel Policy Update – Sick Leave / Earned Sick and Safe Time (ESST)

Effective January 1, 2024, employers must provide paid earned sick and safe time (ESST) to eligible employees. To be eligible, an employee must work at least 80 hours a year for an employer in Minnesota and not be an independent contractor. This includes seasonal, temporary, and part-time employees. The Minnesota Department of Labor recently clarified that elected officials are *not* considered employees under the ESST law.

At a minimum, the City must provide each eligible employee with at least one (1) hour of ESST for every 30 hours worked, up to 48 hours of accrued ESST a year. Employers may also choose to "front load" ESST hours to employees at the beginning of each year, using either a 48 hour or 80 hour front load option. The 48-hour front load option requires a payout of unused leave at the end of a year and the 80-hour option does not require a payout.

ESST can be used for traditional sick leave purposes, such as the employee's own illness, and preventative care, but employees may also use it for additional reasons, such as caring for a family member (as defined by the law), absences due to domestic abuse, sexual assault or stalking and closure of the workplace or a family member's school or care facility due to weather or a public emergency.

Employers that have existing sick or vacation leave policies that meet or exceed the requirements

of ESST laws are not required to provide additional paid leave. The City exceeds ESST requirements for regular full-time staff.

Finance Director Dan Winek discussed the sick leave, earned sick, and safe time as it pertains to how employees use it. He noted all City regular full-time employees who currently earn sick time will now earn combination Sick/ Earned Sick and Safe Time hours. Regular part-time employees, temporary, seasonal and on-call fire employees will earn Sick/ ESST hours with 1 hour of Sick/ESST for every 30 hours worked, up to at least 48 hours per year. There will be on-going changes as the State continues to be update the policy.

Council Member Schweer suggested researching how the policy will coincide with FMLA. Mr. Winek agreed to take that information into account.

Council Member Cole inquired about the financial liability to the City and if it has been accounted for in the budget. Mr. Winek stated if sick time increases, there is a potential for a loss of productivity with the exception of the Police Department. He added he can provide the council with reports of used sick time and if there is enough loss of productivity. Mr. Winek noted this item will be on the consent agenda for approval.

B. Community Center Discussion

City Manager Brian Frandle provided a historical background of the building and discussed various uses the building has gone through since its opening. Mr. Frandle described the increasing rates, membership data, staff reductions, collaborations with other municipalities, cutting services, and the partnership with Parks and Recreation. He also reviewed expenditures, revenue, income, utility and janitorial services, and community services. He provided survey results that concluded residents preferred the library and meeting rooms over the fitness center.

Mr. Frandle reviewed the 2021 and 2022 utility costs for electric and gas as well as 2023 through the month of November. He stated there were two proposals to purchase the building, which the City declined. Wold Architects were hired in 2022 to complete a facility review. North St. Paul was awarded \$4.5 million in grant money from the State for refurbishment of the building. Mr. Frandle reviewed the grant guidelines and requirements including a 20-year minimum use of the building once any of the grant money is used.

Mr. Frandle also provided details on the possible impacts this would have. He noted the cost of building rehabilitation, staffing needs, programming, tax levy, impact of breaking the library contract with Ramsey County, liability for existing infrastructure, impact of the shared generator that feeds the Public Works building, flexible space, limited parking, ever-changing market forces with new housing and apartment complexes with their own fitness and recreation centers, needs of the community, and impacts of accepting or declining the grant money.

Mr. Frandle provided several options for the Council to consider and stated there is still more to learn from the State and waiting on a possible federal grant in the amount of \$80,000.

Council Member Nordby inquired about a timeline regarding an acceptance or denial of the grant. Mr. Frandle did not have an exact timeline but noted some time in 2024.

Council Member Wong asked about other inquiries from organizations. Mr. Frandle stated several expressed interests for youth activities, volleyball team, and a possible theater group showed interest. He noted the bonding money would provide some reconstruction inside.

Council Member Wong noted the desire for more space in the library. Council Member Schweer suggested a community open house. Mr. Frandle noted the suggestions.

Mr. Frandle explained the grant money is only for the rehabilitation and refurbishment, not for continued staff and maintenance. Mayor Monge noted the needs of the community and if it would bring value to the community.

Council Member Wong stated an advantage for the City is the grant funding from the State and possible federal grant money to invest in the community center. She suggested leasing it out to different groups who run their own events, reducing the number of employees needed at the community center. She also suggested researching other community centers to consider various models and different revenue streams.

Mayor Monge thanked Mr. Frandle for the historical background and updated status of the building.

V. ADJOURNMENT

On motion by Council Member Cole, seconded by Council Member Schweer, with all present voting aye (5-0), meeting is adjourned at 6:12 p.m.

John Monge, Mayor

Attest: _____
Brian Frandle, City Manager / Clerk

**City of North Saint Paul
December 19, 2023
Proposed Regular City Council Meeting Minutes**

I. CALL TO ORDER

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

II. THE PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

III. ROLL CALL

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

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos, Finance Director Daniel Winek, Accountant Mary Kay Heinen, Community Development Director Brandy Howe, and City Attorney Soren Mattick.

IV. ADOPT AGENDA

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

V. PRESENTATIONS

A. Proclamation – Paul Anderson Day

City Manager Brian Frandle read the proclamation and described the positive impact Mr. Anderson had on the youth in North St. Paul. Mayor Monge declared December 21, 2023 as Paul Anderson Day in North St. Paul.

B. Holiday Lights Awards

Brett Garry presented the awards on behalf of the Business Association. He stated the winners for 1st place and the tie for 2nd place and presented them with a monetary award. He thanked all the participants and provided addresses of the winners.

VI. APPROVAL OF CONSENT AGENDA

Council Member Wong requested that Consent Agenda Item P be removed and addressed under City Business.

On motion by Council Member Cole, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to approve the consent agenda as amended, Resolution No. 2023-067 consisting of:

- A. December 5, 2023 workshop meeting minutes
- B. December 5, 2023 regular meeting minutes
- C. General Claims \$1,577,257.45
- D. HRA Claims \$1,061.23
- E. EDA Claims \$181.16
- F. Approve Personnel Policy Update – Sick Leave / Earned Sick and Safe Time (ESST)
- G. Resolution Approving an Amendment to the Park Rental Policy ***Resolution No. 2023-068***
- H. 2023 Annual Review of Attendance of Boards and Commission Members
- I. Appointments to the Arts and Culture Commission ***Resolution No. 2023-069***
- J. Appointments to the Planning Commission ***Resolution No. 2023-070***
- K. Appointment to the Park and Recreation Commission ***Resolution No. 2023-071***
- L. Stormwater Maintenance Agreement (Future Taco Bell Site)
- M. Resolution to Approve the Margaret Street Commons Preliminary Plat ***Resolution No. 2023-072***
- N. Building Permit Report – November 2023
- O. Resolution Accepting Donations – November 2023 ***Resolution No. 2023-073***
- P. Berwald Property Conveyance **Moved to City Business**

VII. MEETING OPEN TO PUBLIC

David Nelson expressed his concern regarding snowblower safety and gave a few tips.

John Schmahl expressed his frustration with the lack of updated information on the LexisNexis crime report. He also noted his concern with the \$1.1 million transfer from the electric fund to the street fund.

Scott Qualy expressed his frustration and disappointment with the decision to contract with Rum River Consulting.

Kari Blees thanked the Council members for their hard work and service.

VIII. PUBLIC HEARINGS

A. 2024 Municipal Fee Schedule and Rates, Ordinance 824

Mayor Monge opened the public hearing at 6:49 p.m.

Community Development Director Brandy Howe described the rate and fee schedule, noted that the proposed amendments are included in the packet, and suggested approval of the schedule as submitted.

Mayor Monge closed the hearing at 6:50 p.m.

On motion by Council Member Schweer, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to adopt Ordinance No. 824, approving the 2024 Municipal Fee Schedule and Utility Rates.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. 2024 Budget and Levy Overview

1. Adopt Resolution for 2024 Final General Fund Budget and Levy
2. Adopt Resolution for 2024 Final HRA Levy
3. Adopt Resolution for 2024 Final EDA Levy

Finance Director Dan Winek provided a high-level overview of the 2024 budget and levy. He stated the general levy will increase to 8.5% with 2% of that going to streets and approximately .5% going to the park fund. He noted the HRA levy will increase \$11,000 and the EDA levy remains the same. The only change was to reduce the budget from health and safety and transfer that to the insurance fund.

Council Member Wong suggested equitable allocation of funds and complimented the process.

On motion by Council Member Cole, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to adopt Resolution No. 2023-074, approving the Final 2024 General Fund, Park Fund, and Street Maintenance Fund Budgets and Setting the Final 2024 General Purpose and Debt Services Levies, Resolution No. 2023-075, approving the Final 2024 Tax Levy for the North St. Paul Housing and Redevelopment Authority, and Resolution No. 2023-076, approving the Final 2024 Tax Levy for the North St. Paul Economic Development Authority.

B. Adopt the 2024 City Non-Levy Budgets

Mr. Winek noted these are the enterprise and governmental funds. He stated the waste and service water will see an increase while all others will remain the same along with the transfer from the electric fund to the street and maintenance fund.

Council Member Nordby suggested alternative options to repay a portion of the electric fund transfer in order to get the budget back on track within the 3-5 year plan. Mr. Winek stated not all payments have been submitted and staff is working to get updated information. He noted the ARPA funds have to be spent by 2024 and staff will bring options to the Council on what to do with the savings from the ARPA funds once numbers have been solidified.

On motion by Council Member Nordby, seconded by Council Member Schweer, with all present voting aye (5-0), motion carried to adopt Resolution No. 2023-077, approving the 2024 Non-Levy Budgets.

C. Adopt the 2024 – 2023 Capital Improvement Plan

Mr. Winek presented the Capital Improvement Plan (CIP) and reviewed the changes made since the November 2nd Planning Commission meeting. Changes were made to the 2024 funding for the Seppala Boulevard Conversion Design Plan in the amount of \$60,000 and there was a change to the 2033 downtown parking and green space in the amount of \$56,000. The replacement of the

Police Department's garage door was moved up from 2025 to 2024 in the amount of \$195,000, street maintenance removed funding in 2031 for the medical center parking lot in the amount of \$29,200, and the Park and Recreation Commission had requested the funding source for 2024 be taken out of the park fund versus the park dedication fund.

Council Member Wong expressed her concern regarding the Police Department's request for a new garage door and camera trailer. She noted the upcoming architectural study and other planning that may change the structure of the building. She suggested saving money by using a commercial garage door instead. She requested clarification and more information on both of these items and recommended pulling them from the 2024 CIP. Mr. Frandle stated there has not been any bids on the garage door yet but noted there could be significant savings with a commercial door completed by a local builder.

After questions from the Council regarding these two items in the CIP, Mr. Winek provided the following information.

- When the Council adopts the resolution, the CIP is approved as written
- Approval of the CIP allows the City Manager and Mayor to make changes or amendments that are within budget limits
- Changes or amendments would not need to be approved by City Council with approval of the Resolution.
- Cost estimates for the garage door and camera trailer are \$195,00 and \$55,000, respectively

Council Member Cole recommended bringing these two items back in front of City Council for planning purposes and possible alternative solutions. Council Member Wong suggested looking at alternative uses for this money.

Council Member Cole suggested an amendment to the CIP that the two items discussed come back to City Council for approval.

On motion by Council Member Cole, seconded by Council Member Schweer, with Mayor Monge and Council Members, Cole, Schweer and Nordby voting aye, and Council Member Wong voting nay, (4-1), motion carried to adopt Resolution No. 2023-078, approving the Revised 2024 to 2033 Capital Improvement Plan.

D. Resolution to Deny a Variance to the Sign Ordinance

Ms. Howe noted the Planning Commission held a public hearing on a sign variance request on November 2nd from the American Legion. She referenced the current ordinance and stated an electronic sign needs to be placed on a free-standing sign. The Planning Commission concluded they could not grant the variance stating financial hardship is not a reason for a variance. At that meeting, the Planning Commission considered alternatives, found the ordinance related to electronic messaging too restrictive, and requested a consideration of an amendment to the sign ordinance. The amendment would eliminate the need for an electronic sign message to be on a free-standing sign structure. Staff recommended denial of variance and approval of the sign ordinance amendment.

On motion by Council Member Nordby, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to adopt Resolution No. 2023-079, denying a sign variance at 2678 7th Avenue E.

E. Consideration of an Amendment to the Sign Ordinance Related to Electronic Message Centers

This item was discussed during City Business Agenda Item D.

On motion by Council Member Cole, seconded by Council Member Schweer, with all present voting aye (5-0), motion carried to adopt Ordinance No. 825, Amending the North St. Paul City Code as it Relates to the Sign Ordinance.

F. Consideration of an Amendment to the Zoning Ordinance Related to Assisted Living Arrangements

Ms. Howe noted the Planning Commission held a public hearing December 7th to consider an amendment to the zoning ordinance modifying the land use table to allow assisted living arrangements serving 6 or fewer clients and home daycares serving 12 or fewer residential districts..

Council Member Nordby noted this amendment is to align the City's laws with the State's laws.

On motion by Council Member Nordby, seconded by Council Member Wong, with all present voting aye (5-0), motion carried to adopt Ordinance No. 826, Amending Chapter 154, Table 3 of the North St. Paul City Code Concerning Permitted and Conditional Uses.

G. Berwald Property Conveyance (formerly Consent Agenda Item P)

Council Member Wong requested this item be pulled to discuss her concerns regarding this property. She noted the City owns property that bisects the parcels that comprise 2440 and 2550 Charles Street North and 2501 Henry Street North and measures approximately 35,000 square feet. The conveyance would allow a portion of the property to be sold to Berwald Investment Company for \$1.00 and the remaining portion to Forest Holdings II. She noted this property does not have a value and should follow the proper documentation process as discussed in prior meetings, which includes vetting and an appraisal estimate before making a decision.

Mayor Monge reviewed his conversations with other mayors and real estate companies.

Council Member Schweer agreed with following proper protocol to document and identify the cost of every property. Mr. Mattick reviewed the State statute and made suggestion to table this item to allow for more information.

Council Member Cole supported tabling this item until the property has been appraised. Mr. Mattick noted the appraisal is a paid service and would cost an estimated \$5,600. It was agreed that staff will get this information to Council Members.

On motion by Council Member Wong, and seconded by Council Member Cole, with all present voting aye (5-0), motion carried to table consideration of the Berwald property conveyance.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

Mr. Frandle noted the Fire Department continued training on multi-family housing permits and is on track for record call outs for 2023. Public Works continues tree trimming, cleaned up Southwood Park, will be interviewing for the City mechanic position. Finance has certified delinquent utilities, and is preparing for an audit. The Police Department participated in the annual Shop with a Cop and each child received 100 pounds of food from the food shelf. He stated the crane was set up on Seppala Boulevard through December 26th and it will be closed at Helen Street. Detours will be posted and the crane will then be moved to 7th Avenue on January 8th when east bound traffic will be reduced to one lane and the west bound lane will be closed for eight days. Mr. Frandle wished everyone a happy holiday.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Cole noted the EDA meeting is January 9, 2024.

Council Member Wong stated the Arts and Culture Commission will present a year-end review in January and is still looking for artists for Project Snowy. She added there is still an open seat for a youth commissioner and the next meeting is the first Wednesday in January.

Council Member Nordby stated the next Planning Commission meeting is January 4, 2024.

Council Member Schweer noted Parks and Recreation Commission did not meet this month, their next meeting is January 24th and they will introduce the new member then.

XII. GENERAL BUSINESS

Council Member Nordby wished everyone a happy holiday.

Council Member Wong thanked Stacie Maher with the Arts and Culture Commission for her service and will not be renewing her term. She attended the employee recognition event and thanked staff for their work in 2023.

Council Member Schweer offered her condolences to the Anderson family and also thanked City staff for all of their work. She encouraged residents to come to City Council meetings and wished everyone a happy holiday and safe new year.

Council Member Cole offered his condolences to the Anderson family and thanked City staff. He reported on the well-attended North St. Paul Business Association fundraiser for the City Police Foundation at the American Legion.

Mayor Monge also attended the employee recognition event for the City. He reminded Commissions members to use their City email for communication. Mayor Monge wished everyone a Merry Christmas.

XIII. ADJOURNMENT

There being no further business, on motion by Council Member Cole, seconded by Council Member Nordby, with all present voting aye (5-0), Mayor Monge adjourned the meeting at 7:48 p.m.

John Monge, Mayor

Attest: _____
Brian Frandle, City Manager / Clerk



To	Date
Honorable Mayor Monge and City Council	January 2, 2024
Agenda Placement # VI.C	
Consent Agenda	
Subject	
General Claims \$591,116.30	
Background/Facts	
Recommended Action	
Attachments	

1. 01-02-2024 AP COUNCIL PACKET

Respectfully submitted,
Jacquelyn Lutmer, Finance Coordinator



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Finance Coordinator
DATE: January 2, 2024
SUBJECT: Recommendation of approval of GENERAL claims list.

Claim Date

12/29/2023 Payroll Register	\$ 147,707.54
12/29/2023 Payroll Direct Payables	\$ 115,584.19
Payroll Subtotal	<u>\$263,291.73</u>

12/18/2023 AP Check Register Void/Reissue	145634	\$ 349.65	
12/21/2023 AP Check Register Early Release	145635-145680	\$ 310,265.93	Approved by B. Frandle
12/21/2023 AP Drafts Early Release	002082-002084	\$ 17,208.99	Approved by B. Frandle
	AP Subtotal	<u>\$ 327,824.57</u>	

Grand Total	<u><u>\$ 591,116.30</u></u>
-------------	-----------------------------

Approved this 2nd day of January 2024

/s/ John Monge, Mayor by Consent Resolution
/s/ Brian Frandle, City Manager/Clerk by Consent Resolution

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 12/29/2023

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	62	147,707.54
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	62	147,707.54

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 06087 12/29/2023 PAYROLL - 9
VENDOR SET: 01 City of North St Paul *** DRAFT/OTHER LISTING ***
BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT

E05000		EFTPS						
	I-T1 202312260019	FEDERAL WITHHOLDING	D	12/29/2023		20,975.84	002086	
	I-T3 202312260019	FICA TAXES	D	12/29/2023		17,731.36	002086	
	I-T4 202312260019	MEDICARE TAXES	D	12/29/2023		6,402.24	002086	45,109.44
I09137		I C M A DISTRIBUTION CENTER						
	I-2 202312260019	EMP/EMPR DEFERRED COMP	D	12/29/2023		11,943.62	002087	
	I-21 202312260019	EMP/EMPR DEFERRED COMP	D	12/29/2023		2,938.61	002087	
	I-26 202312260019	LOAN PAYMENTS TO ICMA	D	12/29/2023		646.52	002087	
	I-2IR202312260019	EMP/EMPR DEFERRED COM	D	12/29/2023		1,895.00	002087	17,423.75
M12900		MNEFTS						
	I-T2 202312260019	MN Income Tax WH	D	12/29/2023		9,614.93	002088	9,614.93
M18011		MN CHILD SUPPORT PAYMENT CENTER						
	I-3 202312260019	BI-MONTHLY CHILD SUPPORT	D	12/29/2023		659.52	002089	659.52
P16470		P E R A						
	I-91 202312260019	6634-00 REG PERA	D	12/29/2023		18,819.34	002090	
	I-92 202312260019	6634-00 PERA PD	D	12/29/2023		23,957.21	002090	42,776.55

* * 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	115,584.19	115,584.19
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	 115,584.19	 115,584.19

PACKET: 06077 Regular Payments

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
G07176	GOPHER STATE ONE CALL							
	I-3070642	LOCATES	R	12/18/2023		349.65CR	145634	349.65

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	349.65	349.65
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	349.65	349.65

TOTAL ERRORS: 0

TOTAL WARNINGS: 0



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Accounting Technician
DATE: December 21, 2023
SUBJECT: Recommendation of approval of GENERAL claims list Early Release.

Claim Date

12/21/2023 A/P Checks	145635-145680	310,265.93
12/21/2023 Drafts	002082-002084	\$ 17,208.99
	AP Subtotal	\$ 327,474.92

Grand Total \$ 327,474.92

Approved this 21st day of December, 2023

City Manager

PACKET: 06081 Regular Payments

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	SITWORX EXCAVATING LLC							
	I-202312180002	SITWORX EXCAVATING LLC:	R	12/21/2023		250.00CR	145635	250.00
1	WS&D PERMIT SERVICE INC							
	I-202312180003	WS&D PERMIT SERVICE INC:	R	12/21/2023		509.80CR	145636	509.80
1	GINA DUNBAR							
	I-202312190007	GINA DUNBAR:	R	12/21/2023		350.00CR	145637	350.00
1	ISABEL ALCOTT							
	I-202312190008	ISABEL ALCOTT:	R	12/21/2023		350.00CR	145638	350.00
1	KIMBERLY GAUL							
	I-202312190009	KIMBERLY GAUL:	R	12/21/2023		150.00CR	145639	150.00
1	KRISTINE SLAGLE							
	I-202312190010	KRISTINE SLAGLE:	R	12/21/2023		350.00CR	145640	350.00
1	VICTOR ROJAS MARTINEZ							
	I-202312190011	VICTOR ROJAS MARTINEZ:	R	12/21/2023		150.00CR	145641	150.00
A01012	ABLE HOSE & RUBBER INC							
	I-232776-001	FOG NOZZLE	R	12/21/2023		709.50CR	145642	709.50
A01184	AMAZON CAPITAL SERVICES							
	I-11T9-XXG1 WQK4	SUPPLIES	R	12/21/2023		379.99CR	145643	
	I-19FQ-XYJL-4T41	OFFICE SUPPLIES	R	12/21/2023		122.86CR	145643	
	I-1QFV-WYG3-WVJQ	WINTER HATS	R	12/21/2023		359.78CR	145643	862.63
A01310	ASPEN MILLS							
	I-324903	UNIFORMS	R	12/21/2023		100.00CR	145644	100.00
A01500	AUCA WESTERN FIRST AID & SAFETY LOCKBOX							
	I-MSP1-3528	REFILL MEDICAL KIT	R	12/21/2023		54.89CR	145645	54.89
B02161	BOYER TRUCKS							
	I-202312180006	CHASSIS FOR JETTER TRUCK	R	12/21/2023		136,801.18CR	145646	136,801.18
B02267	BUBERL BLACK DIRT INC							
	I-30203	LEAF DISPOSAL FROM ST SWEEP	R	12/21/2023		1,002.00CR	145647	
	I-30270	LEAF DISPOSAL	R	12/21/2023		138.00CR	145647	1,140.00

PACKET: 06081 Regular Payments

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
C03041	FLEETPRIDE							
	I-112103322	STAINLESS LAP JOINT	R	12/21/2023		70.60CR	145648	70.60
C03066	CINTAS							
	I-4176387955	UNIFORMS	R	12/21/2023		88.49CR	145649	
	I-4176387985	UNIFORMS	R	12/21/2023		132.49CR	145649	
	I-4177130207	UNIFORMS	R	12/21/2023		41.10CR	145649	
	I-4177130231	UNIFORMS	R	12/21/2023		187.50CR	145649	449.58
C03198	CRYSTEEL TRUCK EQUIPMENT							
	I-F51428	VEHICLE REPAIR	R	12/21/2023		189.03CR	145650	189.03
F06001	FACTORY MOTOR PARTS CO							
	I-1-9250271	LUBE FILTER	R	12/21/2023		7.96CR	145651	
	I-19-919627	OIL FILTER	R	12/21/2023		43.12CR	145651	
	I-75-483721	CARTRIDGE FUEL FILTER	R	12/21/2023		11.03CR	145651	62.11
G07176	GOPHER STATE ONE CALL							
	I-3110643	LOCATES	R	12/21/2023		190.35CR	145652	190.35
H08045	HELEN STREET SENIOR HOUSING LLC							
	I-202312200017	TIF 4-6 2023 PAY GO	R	12/21/2023		73,251.50CR	145653	73,251.50
H08165	HOME DEPOT							
	C-1351529	RETURN KEY PAD FOR TRASH BLDG	R	12/21/2023		44.98	145654	
	I-1014778	KEYPAD FOR TRASH BUILDING	R	12/21/2023		44.98CR	145654	
	I-1020079	BATTERIES	R	12/21/2023		89.59CR	145654	
	I-3013269	HDMI COMPUTER CABLE	R	12/21/2023		24.98CR	145654	
	I-4013058	HEDGE TRIMMER	R	12/21/2023		219.00CR	145654	
	I-4734163	POWER BROOM ATTACHMENT	R	12/21/2023		359.00CR	145654	
	I-5104230	MARKERS FOR ROADS & SIDEWALKS	R	12/21/2023		65.38CR	145654	
	I-6051837	WELD PLASTICBONDER	R	12/21/2023		9.41CR	145654	
	I-6051838	CLEARWELD EPOXY	R	12/21/2023		16.86CR	145654	784.22
I09045	IMPACT							
	I-209232	MONTHLY STATEMENTS/BILLS	R	12/21/2023		6,305.82CR	145655	6,305.82
I09178	STUART C IRBY CO							
	I-S013842061.001	F/COMP SPLICES	R	12/21/2023		775.50CR	145656	775.50
L12047	LANDIS GYR TECHNOLOGY INC							
	I-90385216	NOV 2023 SERVICE FEE	R	12/21/2023		854.04CR	145657	854.04

PACKET: 06081 Regular Payments

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
M13100	MERIT CHEVROLET							
	I-711209	SENSOR	R	12/21/2023		66.28CR	145658	66.28
M13110	MENARDS-OAKDALE							
	I-78427	SUPPLIES	R	12/21/2023		42.95CR	145659	
	I-78834	DUST PAN/BROOM/VENT SCREEN	R	12/21/2023		39.46CR	145659	82.41
M13192	MN BENEFIT ASSOC							
	I-2023-0232473	DEC 2023 LIFE INSURANCE	R	12/21/2023		71.17CR	145660	71.17
M13227	MN DEPT OF COMMERCE							
	I-1000050992	3RD QTR FISCAL YR 2024 ASSESS	R	12/21/2023		2,087.47CR	145661	2,087.47
N14146	COMPASS MINERALS							
	I-1259449	SALT FOR ROADS	R	12/21/2023		18,804.05CR	145662	18,804.05
N14168	NORTHERN TOOL & EQUIPMENT							
	I-INV0000860692	BINDERS & CHAINS FOR SNOW PUSH	R	12/21/2023		244.93CR	145663	244.93
N14178	NORTHWEST LINEMAN COLLEGE							
	I-CIGT-018438C	LCP-MODULE 3 CLASS	R	12/21/2023		677.30CR	145664	677.30
N14183	NINENORTH							
	I-2023-225	NOV 2023 MUNICIPAL MEETINGS	R	12/21/2023		2,566.18CR	145665	2,566.18
N14212	NORTH ST PAUL FIRE RELIEF							
	I-202312190012	2023 FIRE RELIEF CONTRIBUTION	R	12/21/2023		5,577.62CR	145666	5,577.62
O15001	O'REILLY AUTO PARTS							
	I-2074-308762	FLEETRANNER	R	12/21/2023		57.28CR	145667	57.28
P16285	PLUNKETT'S PEST CONTROL							
	I-8353303	DEC 2023 PEST CONTROL CC	R	12/21/2023		39.34CR	145668	39.34
S19433	STAPLES ADVANTAGE							
	I-3553893663	OFFICE SUPPLIES	R	12/21/2023		210.76CR	145669	210.76
S19497	SWEEPER SERVICES							
	I-23155	PARTS FOR STREET SWEEPER	R	12/21/2023		381.03CR	145670	381.03
T19150	T A SCHIFSKY & SONS INC							
	I-69920	ROCK FOR MAIN BREAK	R	12/21/2023		14.04CR	145671	
	I-69957	ASPHALT	R	12/21/2023		369.60CR	145671	383.64

PACKET: 06081 Regular Payments

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
T20076	TOSHIBA FINANCIAL SERVICES							
	I-5027780360	DEC 2023 COPIER LEASE	R	12/21/2023		455.05CR	145672	455.05
T20126	TENNIS SANITATION LLC							
	I-3776600	NOV 2023 SOLID WASTE	R	12/21/2023		49,803.99CR	145673	
	I-3776604	NOV 2023 - 2538 SEPPALA	R	12/21/2023		273.00CR	145673	
	I-3776608	NOV 2023 - 2290 1ST ST N	R	12/21/2023		91.00CR	145673	
	I-3776609	NOV 2023 - 2400 MARGARET ST	R	12/21/2023		91.00CR	145673	50,258.99
T20191	TIMESAVER OFF SITE SECRETARIAL INC.							
	I-M28784	DEC 2023 MEETINGS	R	12/21/2023		665.75CR	145674	665.75
T20192	T-MOBILE							
	I-202312200016	PHONE SERV 11/11-12/10/23	R	12/21/2023		600.71CR	145675	600.71
T20238	T & R SERVICE COMPANY							
	I-82394	MINERAIL OIL SAMPLES	R	12/21/2023		15.00CR	145676	15.00
T20285	TRI STATE BOBCAT INC							
	I-T45514	14" BAR & CHAIN	R	12/21/2023		143.99CR	145677	
	I-T45647	BAR OIL	R	12/21/2023		310.96CR	145677	454.95
T20470	TWIN CITY WATER CLINIC INC							
	I-20005	NOV 2023 WATER TESTING	R	12/21/2023		256.00CR	145678	256.00
U21248	UNIVERSAL TRUCK SERVICE LLC							
	I-89034	IGNITION WORK	R	12/21/2023		1,199.20CR	145679	1,199.20
W23041	WATER CONSERVATION SERVICE INC							
	I-13681	WATER BREAK LOCATE	R	12/21/2023		400.07CR	145680	400.07

PACKET: 06081 Regular Payments

VENDOR SET: 01

BANK : AP PREMIER BANK

*** DRAFT/OTHER LISTING ***

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
T20192	T-MOBILE							
	I-202312200015	PHONE SERV 11/11-12/10/23	D	1/03/2024		900.11CR	002084	900.11
N14207	CITY OF NORTH ST PAUL							
	I-202312180004	NOV 2023 USAGE	D	1/05/2024		10,538.74CR	002082	10,538.74
P16421	PREMIER BANK							
	I-202312139984	NOV 2023 CREDIT CARD STATEMENT	D	12/04/2023		5,770.14CR	002083	5,770.14

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	46	0.00	310,265.93	310,265.93
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	0.00	17,208.99	17,208.99
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:	49	0.00	327,474.92	327,474.92

TOTAL ERRORS: 0

TOTAL WARNINGS: 0



To	Date
Honorable Mayor Monge and City Council	January 2, 2024
Agenda Placement # VI.D	
Consent Agenda	
Subject	
HRA Claims \$351.72	
Background/Facts	
Recommended Action	
Attachments	
1. 01-02-2024 HRA AP COUNCIL PACKET	

Respectfully submitted,
Jacquelyn Lutmer, Finance Coordinator



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: HRA Chairman and Commissioners
FROM: Jacquelyn Lutmer - Finance Coordinator
DATE: January 2, 2024
SUBJECT: Recommendation of approval of HRA claims list.

Claim Date

12/21/2023 AP Check Register Early Release	145681	\$	142.95	Approved by B. Frandle
12/21/2023 AP Draft Register Early Release	002085	\$	208.77	Approved by B. Frandle
Total			<u>\$351.72</u>	

Approved this 2nd day of January 2024

/s/ John Monge, Mayor by Consent Resolution

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



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: HRA Chairman and Commissioners
FROM: Jacquelyn Lutmer, Accounting Technician
DATE: December 21, 2023
SUBJECT: Recommendation of approval of Early Release HRA claims list.

Claim Date

12/21/2023 A/P Check Register	145681	\$	142.95
12/21/2023 Drafts	002085	\$	208.77
Total			<u>\$351.72</u>

Approved this 21st day of December, 2023

City Manager

12/21/2023 3:13 PM

A / P CHECK REGISTER

PAGE: 1

PACKET: 06082 HRA

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
M13110	MENARDS-OAKDALE I-78595	NAILS & STAPLES FOR STUDENT BU		R 12/21/2023		142.95CR	145681	142.95

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
N14207	CITY OF NORTH ST PAUL							
	I-202312180005	NOV 2023 USAGE	D	1/05/2024		208.77CR	002085	208.77

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	142.95	142.95
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	0.00	208.77	208.77
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	2	0.00	351.72	351.72

TOTAL ERRORS: 0

TOTAL WARNINGS: 0



To	Date
Honorable Mayor Monge and City Council	January 2, 2024
Agenda Placement # VI.E	
Consent Agenda	
Subject	
History Cruzers memorandum of understanding between the Car Show and the City of North St. Paul for their 2024 show operations and dates.	
Background/Facts	
Recommended Action	
Review and approve the operating guidelines for the 2024 Car Show season	
Attachments	
1. Car Show Agreement 2024	
Respectfully submitted, Kari Erpenbach, Communications	

2024 North St. Paul Friday Night Car Show

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

The purpose of this Agreement is to set forth the understandings of the City of North St. Paul and the North St. Paul History Cruzers for the operation of Car Show events from June 7, 2024 through September 20, 2024. The details of this agreement were reached after a meeting with board members of the History Cruzers and City Staff.

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

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

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

- Operate for 16 consecutive Friday nights with the exception of June 21 ("Back to the 50's" Car Show at the State Fair Grounds) beginning June 7, 2024 and ending on September 20, 2024.
- Follow event hours of operation from 6:00 p.m. until 10:00 p.m.
- The event dates will be adjusted as needed due to COVID.
- Close the following street during show times:
 - 7th Avenue between 1st Street and Helen Street
 - 7th Avenue from Helen Street to Margaret Street
 - 7th Avenue from Margaret Street to Charles Street
 - 7th Avenue from Charles Street to Henry Street
 - Helen Street from Seppala Boulevard to the northern edge of 4th Avenue
- Access City services, including sufficient public safety and public works personnel to conduct a safe, clean and efficient Car Show.
- Maintain access to residential and commercial properties as needed.

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

- Work with the City Manager and the Police Chief to create an enhanced communication system with the Police and Fire Departments during each event to allow for constant contact between car show representatives and emergency personnel.
- Make their best attempt to develop spectator parking available and identified at several locations including City Parking Lots, North High, North Flex Academy, Old National Bank, American Legion, VFW, Berwald Roofing and Tracy Luther Properties.
- Make best efforts to communicate with the residential areas immediately surrounding the Car Show area regarding the event by websites, social media, leaflets and signs and include contact persons for assistance.
- Make best efforts to include local vendors at the shows.
- Make best efforts to involve local charities for fund raising purposes and consider fees for car show participants as a means of generating revenue for them.
- Actively manage all intersections on 7th Avenue for safe pedestrian crossing.
- Actively assist cars traveling through the closed streets for safe exiting during the show.

Remit payment within 60 days of the last event of the season reimbursing the City for actual costs incurred for:

- Portable toilets (estimated at \$90 per toilet per show – historically 5 toilets/show or \$450);
- Police personnel (estimated at \$416 per show for 1 officer at 4 hours per show);
- Public Works personnel (estimated at \$330 per show);
- In a total amount not to exceed \$13,545 per season. (2023 total with a 5% inflationary factor).

Provide insurance and indemnity to the City in amounts specified by the City Attorney.

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

City of North St. Paul

North St. Paul History Cruzers

John Monge, Mayor

Bob Van Canneyt, President

Brian Frandle, City Manager

Bill Kinney, Vice President



To	Date
Honorable Mayor Monge and City Council	January 2, 2024

Agenda Placement # VI.F

Consent Agenda

Subject

2024 City Council Appointments

Background/Facts

The following is a proposed slate of continued council appointments:

- Mayor Monge shall be appointed the Council Representative for Economic Development Authority, Chair of the Housing & Redevelopment Authority, and Council Representative for the North St. Paul Business Association.
- Council Member Lisa Wong shall be appointed the Council Representative of the Arts and Culture Commission, and the Housing & Redevelopment Authority.
- Council Member Tim Cole shall be appointed the Council Representative for the Economic Development Authority, Housing & Redevelopment Authority and Ramsey County League of Local Governments.
- Council Member Jason Nordby shall be appointed the Council Representative for the Planning Commission and the Housing & Redevelopment Authority.
- Council Member Cassidy Schweer shall be appointed the Council Representative for the Parks and Recreation Commission and the Housing & Redevelopment Authority.

Also attached is an updated spreadsheet of 2024 Appointments and Designations of Commissions & Committees that have previously been approved by City Council Resolutions.

Recommended Action

It is recommended the City Council Approve Resolution No. 2024-xxx, Approving City Council Appointments to Commissions and Authorities for 2024.

Attachments

1. Res 2024-xxx Council Member Appointments
2. Commission Committee Appointments - 2024

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

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2024-xxx

**RESOLUTION APPROVING CITY COUNCIL
APPOINTMENTS TO COMMISSIONS AND
COMMITTEES FOR 2024**

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

WHEREAS, it is recommended that Mayor Monge shall be appointed the Council Representative for Economic Development Authority, Chair for Housing & Redevelopment Authority, and Council Representative for the North St. Paul Business Association; and,

WHEREAS, it is recommended that, Council Member Lisa Wong shall be appointed the Council Representative of the Arts and Culture Commission and Housing & Redevelopment Authority; and,

WHEREAS, it is recommended that, Council Member Tim Cole shall be appointed the Council Representative for the Housing & Redevelopment Authority, Economic Development Authority and Ramsey County League of Local Governments; and,

WHEREAS, it is recommended that Council Member Jason Nordby shall be appointed the Council Representative for the Planning Commission and Housing and Redevelopment Authority; and,

WHEREAS, it is recommended that Council Member Cassidy Schweer shall be appointed the Council Representative for the Parks and Recreation Commission and Housing & Redevelopment Authority.

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

ADOPTED this 2nd day of January, 2024.

Motion by
Second by

Voting: Aye:
 Nay:
 Abstain:
 Absent:

John Monge, Mayor

Attest:

Brian Frandle, City Manager/ Clerk

CITY OF NORTH ST. PAUL - 2024 APPOINTMENTS & DESIGNATIONS

CITY COUNCIL MEMBER DESIGNATIONS	2024	Term
Acting Mayor	Tim Cole	01/01/2024-12/31/2024
Parks & Recreation Commission	Cassidy Schweer	01/01/2024-12/31/2024
Planning Commission	Jason Nordby	01/01/2024-12/31/2024
Arts & Culture Commission	Lisa Wong	01/01/2024-12/31/2024
COMMISSION & COMMITTEES	2024	Term
Economic Development Authority (7 Members)		
4 Year Term - City Council Member	John Monge	12/31/2026
4 Year Term - City Council Member	Tim Cole	12/31/2024
6 Year Terms	Terry Furlong	01/01/2023-12/31/2028
	Josef Matthews	01/01/2024-12/31/2029
	vacant	
	vacant	
	vacant	
	vacant	
	vacant	
Business Association Representative	Brett Garry	
Executive Director	City Manager Brian Frandle	
Staff Representatives	Brandy Howe	
Staff Representatives	Chris Cherne	
Housing & Redevelopment Authority		
Commission Chair	John Monge	01/01/2023-12/31/2026
Commission Member	Lisa Wong	01/01/2021-12/31/2024
Commission Member	Tim Cole	01/01/2021-12/31/2024
Commission Member	Jason Nordby	01/01/2023-12/31/2026
Commission Member	Cassidy Schweer	01/01/2023-12/31/2026
Executive Director	Brian Frandle	
Staff Representative	Jennie Kloos	
COMMISSION & COMMITTEES (contiued)	2024	Term
Parks & Recreation Commission (7 Members)		
3 Year Staggered Terms	Lloyd Grachek, Chair	01/01/2023-12/31/2025
	Laura Greenlee-Karp, Vice Chair	01/01/2023-12/31/2025
	Sarah Zahradka	01/01/2024-12/31/2026
	Ingrid Koller	01/01/2022-12/31/2024
	Susan Springborn	01/01/2022-12/31/2024
	David Andren	01/01/2024-12/31/2026
	Ben Hansen	01/01/2024-12/31/2026
Staff Representatives	Jill Officer	
Hockey Booster Representative	TBD	
NSPAA Representative	TBD	
North High School Representative	TBD	
Arts & Culture Commission (7 members)		
3 Year Staggered Terms	Tom Sonnek, Chair	01/01/2024-12/31/2026
	Carey Nadeau	01/01/2024-12/31/2026
	See Yang	01/01/2022-12/31/2024
	Lisa Ritchie	01/01/2023-12/31/2025
	Amanda Black	01/01/2023-12/31/2025
	vacant	
	vacant	
Staff Representatives	Sara Lang	

Planning Commission (7 Members)		
<i>3 Year Staggered Terms</i>	Chair - Patrick Blee	01/01/2023-12/31/2025
	Vice Chair - Andrew Wise	01/01/2024-12/31/2026
	Cameron Muhic	01/01/2022-12/31/2024
	Jim Rathe	03/07/2023-12/31/2025
	Stephanie Kane-Burback	01/01/2024-12/31/2026
	Arthur Alvarez Jr.	01/01/2024-12/31/2026
	Elizabeth Gadbois	01/01/2024-12/31/2026
<i>Staff Representatives</i>	Brandy Howe	
Police Civil Service Commission (3 Members)		
<i>3 Year Staggered Terms</i>	Robert Engwer, Jr.	01/01/2024-12/31/2026
	Dave McKenzie	01/01/2023-12/31/2025
	Dave Zick	01/01/2022-12/31/2024
	Shaughn Erickson - alternate	05/22/2019-current
ORGANIZATIONS	2024	Term
Metro Cities		
<i>Legislative Contact</i>		12/31/2024
<i>Legislative Contact</i>	City Manager	12/31/2024
Minnesota Municipal Power Agency		
<i>City Board Member Representative</i>	John Wick	12/31/2024
<i>Board Member Alternate</i>	City Manager	12/31/2024
North St. Paul Business Association		
<i>Council Representative</i>	John Monge	12/31/2024
<i>Staff Representatives</i>	City Manager	12/31/2024
Ramsey County League of Local Governments		
<i>Council Delegate</i>	Tim Cole	12/31/2024
<i>City Staff Alternate</i>	City Manager	12/31/2024
Ramsey-Washington Metro Watershed District Board		
<i>Staff Representative</i>	TBD	12/31/2024
<i>Alternate</i>		12/31/2024
Valley Branch Watershed District Technical Advisory Committee		
<i>Staff Representative</i>	TBD	12/31/2024
<i>Council Alternate</i>		12/31/2024
STAFF & CONSULTANTS	2024	
City Manager	Brian Frandle	
City Attorney	Campbell Knutson	Soren Mattick
City Auditor	MMKR & Company, P.A.	Jackie Huegel
City Engineer	WSB & Associates	Morgan Dawley
City Prosecuting Attorney	Erickson, Bell, Beckman & Quinn	Jim Erickson, Jr.
FINANCIAL & NEWSPAPER	2024	
Official Depository	Premier Bank	
Other Depository	US Bank	
Investments	Moreton Capital Markets LLC	
	RBC Capital Markets	
	4M Fund	
Official Newspaper	Star Tribune	
FINANCE COMMITTEE	2024	
Council Representative	John Monge	
Staff Representative	City Manager	
Staff Representative	Finance Director	



To	Date
Honorable Mayor Monge and City Council	January 2, 2024
Agenda Placement # VI.G	
Consent Agenda	
Subject	
2024 Annual Resolutions - Investment Committee - Official Depository - City Attorney Retainer - Legal Newspaper for Publications - Acting Mayor	
Background/Facts	
Recommended Action	
Approve attached Resolutions.	
Attachments	
1. Res 2024-xxx Investment Committee 2. Res 2024-xxx Official Depository 3. Res 2024-xxx City Attorney retainer 4. Res 2024-xxx Legal Newspaper 5. Res 2024-xxx Acting Mayor	

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

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2024-xxx

**ANNUAL RESOLUTION APPOINTING
INVESTMENT COMMITTEE FOR 2024**

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 2024:

John Monge, Mayor
Brian Frandle, City Manager
Dan Winek, Finance Director

ADOPTED this 2nd day of January, 2024.

Motion by
Second by

Voting: Aye:
 Nay:
 Abstain:
 Absent:

John Monge, Mayor

Attest:

Brian Frandle, City Manager/Clerk

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2024-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,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, Premier Bank is hereby designated as the official depository for the City of North St. Paul (“City”); Moreton Capital Markets LLC, U.S. Bank, 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 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:

John Monge, Mayor
Brian Frandle, City Manager
Dan Winek, 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 John Monge, and the Finance Director is authorized to use a facsimile signature stamp at such time as it becomes necessary for City Manager Brian Frandle.

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, 2024.

Motion by
Second by

Voting: Aye:
 Nay:
 Abstain:
 Absent:

Attest:

John Monge, Mayor

Brian Frandle, City Manager/Clerk

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2024-xxx

**RESOLUTION RETAINING
CAMPBELL KNUTSON LAW FIRM
AS CITY ATTORNEY FOR 2024**

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 2024, with Soren Mattick being the primary contact.

ADOPTED this 2nd day of January, 2024.

Motion by

Second by

Voting: Aye:
 Nay:
 Abstain:
 Absent:

John Monge, Mayor

Attest:

Brian Frandle, City Manager/Clerk

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2024-xxx

**ANNUAL RESOLUTION APPROVING
MINNEAPOLIS STAR TRIBUNE
AS OFFICIAL NEWSPAPER FOR 2024**

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 Minneapolis Star Tribune is hereby declared the official newspaper for the City for calendar year 2024.

ADOPTED this 2nd day of January, 2024.

Motion by

Second by

Voting: Aye:
 Nay:
 Abstain:
 Absent:

John Monge, Mayor

Attest:

Brian Frandle, City Manager/Clerk

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2024-xxx

**ANNUAL RESOLUTION APPOINTING
ACTING MAYOR FOR 2024**

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 Tim Cole is hereby designated as the Acting Mayor during the calendar year of 2024, and is also authorized to sign checks in the absence or unavailability of the Mayor.

ADOPTED this 2nd day of January, 2024.

Motion by

Second by

Voting: Aye:
 Nay:
 Abstain:
 Absent:

John Monge, Mayor

Attest:

Brian Frandle, City Manager/Clerk



To	Date
Honorable Mayor Monge and City Council	January 2, 2024

Agenda Placement # VI.H

Consent Agenda

Subject

Replacement of Meter Reading Equipment at the Water Tower

Background/Facts

A replacement of the Senus meter reading equipment at the Water Tower is being requested. It has stopped working, taking the redundancy factor away from having a system at each water tower.

Given the essential role of accurate meter readings in billing and resource management, it is crucial to invest in updated and reliable technology. The proposed replacement will enhance efficiency, and ensure fair billing for residents and businesses.

The estimated cost for this project is \$71,300.00, and I would recommend allocating funds split 50/50 from the Electric reserves and Water reserves.

Recommended Action

Request for City Council approval for this project to proceed, as it aligns with our commitment to providing reliable services and maintaining the integrity of our water infrastructure.

Attachments

1. North St_ Paul TGB North Tower

Respectfully submitted,
Randy Miller, Public Works Supervisor



Bid Proposal for North St. Paul TGB North Tower

CITY OF NORTH ST PAUL WATER

Job Location: North St. Paul, MN

Bid Date: 10/11/2023

Core & Main 3168175

Core & Main

15800 W 79th St

Eden Prairie, MN 55344

Phone: 9529379666

Fax: 9529378065

Seq#	Qty	Description	Units	Price	Ext Price
10	1	M400B2 BASE STATION 200KHZ PCS	EA	32,500.00	32,500.00
20	1	TGB M400 INSTALLATION	EA	38,800.00	38,800.00
				Tax	0.00
				Total	71,300.00

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>

**To**

Honorable Mayor Monge and City Council

Date

January 2, 2024

Agenda Placement # VI.I

Consent Agenda

Subject

Public Works Surplus Items

Background/Facts

As part of our ongoing efforts to streamline resources and optimize operational efficiency, the Public Works Department has identified a selection of surplus items that are no longer in active use. In accordance with established procedures, we propose the sale of these surplus items through a public auction.

The proposed sale of the items listed below will be conducted through a competitive bidding process, open to the public through the Municibid Online Auction.

- 1996 Towmaster trailer (replaced in 2023).
- Brake lathe (no longer in use).
- A set of Air Compressor pumps (removed from the old lift stations, no longer needed for the newer style).
- 2005 68" Bobcat Angle Broom (has been replaced and is no longer needed).

Recommended Action

Approve items listed as surplus and listed through the Municibid Online Auction.

Attachments

1. trailer 1
2. trailer 2
3. trailer 3
4. break 1
5. break 2
6. brake 3
7. brake 4
8. air 2
9. broom 1
10. broom 2

Respectfully submitted,

Randy Miller, Public Works Supervisor





















**To**

Honorable Mayor Monge and City Council

Date

January 2, 2024

Agenda Placement # VI.J

Consent Agenda

Subject

Approve a Donation from North St. Paul Fire Department Relief Association

Background/Facts

The North St. Paul Fire Department Relief Association made a donation to the City of North St. Paul Fire Department early December 2023 for the amount of \$8,454.97. The amount includes 3 LED headlight kits and installation from Emergency Maintenance Apparatus.

The Relief Association approved the purchase in early November 2023 of 3 headlight kits; LED, Low/Hi, heated (\$2,510.00 each and installation costs) for fire trucks - Engine 520, Ladder 530, and Rescue 540.

For many years, staff have recommended the upgrade to LED headlights to assist with nighttime driving. We were unable to prioritize the request through the fire department's regular operating budget as funds were used on needed equipment repairs, so the group decided to make the donation.

With the installation of the LED headlights, staff have noticed increased visibility and safety at night when responding to calls.

Recommended Action

Approve Resolution No. 2024-xxx accepting a donation from the North St. Paul Relief Association.

Attachments

1. Res 2024-xxx Accepting Donation from North St. Paul Fire Relief Assoc.

Respectfully submitted,
Jason Mallinger, Fire Chief

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2024-xxx

RESOLUTION APPROVING ACCEPTANCE OF A DONATION

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

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

WHEREAS, the following entity has offered to contribute the amount set forth below to the North St. Paul Fire Department for 3 LED headlight kits and installation for fire trucks – Engine 520, Ladder 530 and Rescue 540.

<u>Name of Donor</u>	<u>Amount</u>	<u>Department</u>
North St. Paul Relief Association	\$8,454.97	North St. Paul Fire Department

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

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

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

ADOPTED this 2nd day of January 2024.

Motion by
Second by

Voting: Aye:
Nay:
Absent:
Abstain:

John Monge, Mayor

Attest: _____
Brian Frandle, City Manager/ Clerk



To	Date
Honorable Mayor Monge and City Council	January 2, 2024

Agenda Placement # VIII.A

City Business Action Items & Recommendations

Subject

Berwald Property Conveyance

Background/Facts

This item has been brought forward from December 19, 2023 City Council meeting.

The City owns property that bisects the parcels that comprise 2440 and 2550 Charles Street North and 2501 Henry Street North. The City's property is 50 feet wide, and measures approximately 35,000 square feet (approx. 0.8 acre). The City owns this property in fee, not as an easement or ROW dedication. It was acquired in 1887 as part of the plat for North St. Paul Proper.

The City Council is considering the conveyance of a portion of the property to Berwald Investment Company for \$1.00 consideration, and the conveyance of the remaining portion of the property to Forest Wood Holdings II.

Recommended Action

Approve Resolutions Approving Conveyance of Real Property

Attachments

1. DOCS-#228853-v2-Resolution_Approving_Conveyance_of_Real_Property_--_Berwald_and_Forest_Wood_Holdings_II
2. DOCS-#228853-v3-Resolution_Approving_Conveyance_of_Real_Property_--_Berwald_and_Forest_Wood_Holdings_II
3. Timber Ghost Realty
4. Ramsey Co - email city property

Respectfully submitted,
Brian Frandle, City Manager

(Reserved for recording)

**CITY OF NORTH ST. PAUL
RAMSEY COUNTY, MINNESOTA**

RESOLUTION NO. _____

RESOLUTION APPROVING CONVEYANCE OF REAL PROPERTY

WHEREAS, the City of North St. Paul is the fee owner of certain real property that is legally described as set forth in Exhibit A, and depicted (along with adjacent parcels) as shown on Exhibit B, each attached hereto (the “City Property”); and

WHEREAS, the City Property lies between and is bounded by the parcels that are collectively commonly known as 2440 Charles Street North and 2501 Henry Street North (PIDs: 122922140047; 122922140064; 122922140063; 122922140057; 122922140058; and 122922140059), each owned in fee simple by Berwald Investment Company, LLLP, a Minnesota limited partnership (“Berwald”), and each located in the City of North St. Paul, County of Ramsey, State of Minnesota; and

WHEREAS, the City Property is also adjacent to the parcel that is commonly known as 2500 Charles Street North (PID: 122922140082), which is owned in fee simple by Forest Wood Holdings II LLC (“FWH”), located in the City of North St. Paul, County of Ramsey, State of Minnesota; and

WHEREAS, the City acquired the City Property in 1887 in the plat of North St. Paul Proper, Ramsey County, Minnesota; and

WHEREAS, the City has made no surviving visible improvement on the City Property, has not used it for any public purpose, and has allowed open and continuous encroachments by owners of adjacent parcels; and

WHEREAS, Berwald wishes to acquire certain portions of the City Property described in Exhibit C, attached hereto (collectively, the “Berwald Conveyance Property”) to be added to the adjacent parcels currently owned by Berwald; and

WHEREAS, FWH wishes to acquire certain portion of the City Property described in Exhibit C, attached hereto (collectively, the “FWH Conveyance Property”) to be added to the adjacent parcels currently owned by FWH; and

WHEREAS, pursuant to Minnesota Statutes § 412.211, the City is empowered to sell, convey, lease, or otherwise dispose of property as the City’s interests require; and

WHEREAS, upon consideration of the proposed conveyance of the Berwald Conveyance Property and the FWH Conveyance Property, the City Council has determined that the Conveyance-City Property is not needed for public purposes and that it is in the public interest to convey the same.

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

1. Pursuant to Minnesota Statutes § 462.356, subd. 2, Planning Commission review of the conveyance of the Conveyance Property for compliance with the Comprehensive Plan is waived.
2. The Berwald Conveyance Property and the FWH Conveyance Property each shall be conveyed to Berwald for the consideration of \$1.00, respectively, based upon the following:

FINDINGS OF FACT

- A. When the City acquired the City Property in 1887, it was acquired in fee as part of the platting process. Today, acquisition of a public property interest during the platting process would be accomplished by dedication of easements, which could be vacated when no longer needed for a public use. Such vacation would convey the public interest to the owners adjacent to the vacated property. Here, Berwald and FWH owns the parcels adjacent to the City Property; and
- B. The City Property has long been unused by the City for any public purpose, and has long been openly used by owners of the adjacent parcels without objection by the City; and
- C. The City foresees no future need for the public use of the Conveyance-City Property; and
- D. Because the City Property bisects the adjacent parcels, Berwald is the only logical owner of the Berwald Conveyance Property, and FWH is the only logical owner of the FWH Conveyance Property; and

~~D.E.~~ ~~reclaiming~~ Reclaiming the City Property under such circumstances would result in damage to Berwald and FWH as the owners of the adjacent parcels; and

~~E.F.~~ The City Property is currently not subject to property tax, and conveyance of the ~~Conveyance-City~~ Property to ~~a-private owners~~ would increase the taxable value of the adjacent parcels, which would benefit the City's residents and taxpayers; and

~~E.G.~~ Conveyance of the ~~Conveyance-City~~ Property will forever relieve the City of the possible demand by ~~owners of the adjacent parcels~~ Berwald or FWH that the City Property be opened as a regular City street, and the associated costs of construction and maintenance of such a street;

~~G.H.~~ Conveyance of the ~~Conveyance-City~~ Property is not a business subsidy pursuant to Minnesota Statutes § 116J.993, subd. 3(1) or Minnesota Statutes § 116J.994; and

~~H.I.~~ It is in the overall interest of the City to convey the ~~Conveyance-City~~ Property as set forth in this Resolution.

3. The conveyance of the ~~Conveyance-City~~ Property is subject to the rights of any person, corporation, or municipality owning or controlling the electric or telephone poles and lines, gas lines, sanitary and storm sewer lines, water pipes, mains, hydrants, and natural drainage areas on or under the City Property, to continue to maintain the same or to enter upon such part or portion of the City Property to maintain, repair, replace, remove, or otherwise attend any such electric or telephone poles and lines, gas lines, sanitary and storm sewer lines, water pipes, mains, hydrants, and natural drainage areas.
4. The City shall execute a Quit Claim Deed and all other documents necessary to effect the conveyances (the "Conveyance Documents"), and shall record the same in the Office of the Ramsey County Recorder.
5. The Mayor and City Manager are authorized and directed to execute the Conveyance Documents on behalf of the City.
6. The City Clerk is directed to file a certified copy of this Resolution in the Office of Ramsey County Recorder.

PASSED AND ADOPTED by the North St. Paul City Council on this ____ day of _____, 2023.

CITY OF NORTH ST. PAUL

BY: _____
John A. Monge, Mayor

ATTEST: _____
Brian Frandle, City Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

I hereby certify that the foregoing Resolution No. _____ is a true and correct copy of the resolution presented and adopted by the City Council of the City of North St. Paul at a duly authorized meeting thereof held on the ____ day of _____, 2023 as shown by the minutes of said meeting in my possession.

Jennie Kloos, Deputy Clerk

DRAFTED BY:
CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: 651-452-5000
[AKLS]

RESOLUTION NO. _____

Exhibit A

Legal Description of the City Property

Lot 23, 24, 25, Block 23, North St. Paul Proper, Except that part which lies Northwesterly of a line drawn parallel with and 16 feet distant Southeasterly from the Southeasterly right of way line of said Minnesota, St. Croix and Wisconsin Railroad Company, Ramsey County, Minnesota.

(Abstract Property)

RESOLUTION NO. _____

Exhibit C

Legal Descriptions of the Berwald Conveyance Property

Parcel A:

That part of Lot 25, Block 23, NORTH ST. PAUL PROPER, Ramsey County, Minnesota, which lies northerly of the easterly extension of the north line of Lot 6, Block 23, NORTH ST. PAUL PROPER, except that part that lies Northwesterly of a line drawn parallel with and 40 feet distant Southeasterly from the Southeasterly right of way line of said Minnesota, St. Croix and Wisconsin Railroad Company.

Parcel B:

That part of Lots 24 and 25, Block 23, NORTH ST. PAUL PROPER, Ramsey County, Minnesota, which lies southerly of the easterly extension of the north line of Lot 6, Block 23, NORTH ST. PAUL PROPER.

Legal Description of the FWH Conveyance Property

Parcel C:

That part of Lot 24, Block 23, NORTH ST. PAUL PROPER, Ramsey County, Minnesota, which lies northerly of the easterly extension of the north line of Lot 6, Block 23, NORTH ST. PAUL PROPER, except that part that lies Northwesterly of a line drawn parallel with and 40 feet distant Southeasterly from the Southeasterly right of way line of said Minnesota, St. Croix and Wisconsin Railroad Company.

Commented [AS1]: Note that the legal description on the Conveyance and Easement Exhibit says Hennepin County, but I assume that is a typo.

(Reserved for recording)

**CITY OF NORTH ST. PAUL
RAMSEY COUNTY, MINNESOTA**

RESOLUTION NO. _____

RESOLUTION APPROVING CONVEYANCE OF REAL PROPERTY

WHEREAS, the City of North St. Paul is the fee owner of certain real property that is legally described as set forth in **Exhibit A**, and depicted (along with adjacent parcels) as shown on **Exhibit B**, each attached hereto (the “City Property”); and

WHEREAS, the City Property lies between and is bounded by the parcels that are collectively commonly known as 2440 Charles Street North and 2501 Henry Street North (PIDs: 122922140047; 122922140064; 122922140063; 122922140057; 122922140058; and 122922140059), each owned in fee simple by Berwald Investment Company, LLLP, a Minnesota limited partnership (“Berwald”), and each located in the City of North St. Paul, County of Ramsey, State of Minnesota; and

WHEREAS, the City Property is also adjacent to the parcel that is commonly known as 2500 Charles Street North (PID: 122922140082), which is owned in fee simple by Forest Wood Holdings II LLC (“FWH”), located in the City of North St. Paul, County of Ramsey, State of Minnesota; and

WHEREAS, the City acquired the City Property in 1887 in the plat of North St. Paul Proper, Ramsey County, Minnesota; and

WHEREAS, the City has made no surviving visible improvement on the City Property, has not used it for any public purpose, and has allowed open and continuous encroachments by owners of adjacent parcels; and

WHEREAS, Berwald wishes to acquire certain portions of the City Property described in **Exhibit C**, attached hereto (collectively, the “Berwald Conveyance Property”) to be added to the adjacent parcels currently owned by Berwald; and

WHEREAS, FWH wishes to acquire certain portion of the City Property described in **Exhibit C**, attached hereto (collectively, the “FWH Conveyance Property”) to be added to the adjacent parcels currently owned by FWH; and

WHEREAS, pursuant to Minnesota Statutes § 412.211, the City is empowered to sell, convey, lease, or otherwise dispose of property as the City’s interests require; and

WHEREAS, upon consideration of the proposed conveyance of the Berwald Conveyance Property and the FWH Conveyance Property, the City Council has determined that the City Property is not needed for public purposes and that it is in the public interest to convey the same.

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

1. Pursuant to Minnesota Statutes § 462.356, subd. 2, Planning Commission review of the conveyance of the Conveyance Property for compliance with the Comprehensive Plan is waived.
2. The Berwald Conveyance Property and the FWH Conveyance Property each shall be conveyed to Berwald for the consideration of \$1.00, respectively, based upon the following:

FINDINGS OF FACT

- A. When the City acquired the City Property in 1887, it was acquired in fee as part of the platting process. Today, acquisition of a public property interest during the platting process would be accomplished by dedication of easements, which could be vacated when no longer needed for a public use. Such vacation would convey the public interest to the owners adjacent to the vacated property. Here, Berwald and FWH own the parcels adjacent to the City Property; and
- B. The City Property has long been unused by the City for any public purpose, and has long been openly used by owners of the adjacent parcels without objection by the City; and
- C. The City foresees no future need for the public use of the City Property; and
- D. Because the City Property bisects the adjacent parcels, Berwald is the only logical owner of the Berwald Conveyance Property, and FWH is the only logical owner of the FWH Conveyance Property; and
- E. Reclaiming the City Property under such circumstances would result in damage to Berwald and FWH as the owners of the adjacent parcels; and

- F. The City Property is currently not subject to property tax, and conveyance of the City Property to private owners would increase the taxable value of the adjacent parcels, which would benefit the City’s residents and taxpayers; and
 - G. Conveyance of the City Property will forever relieve the City of the possible demand by Berwald or FWH that the City Property be opened as a regular City street, and the associated costs of construction and maintenance of such a street;
 - H. Conveyance of the City Property is not a business subsidy pursuant to Minnesota Statutes § 116J.993, subd. 3(1) or Minnesota Statutes § 116J.994; and
 - I. It is in the overall interest of the City to convey the City Property as set forth in this Resolution.
3. The conveyance of the City Property is subject to the rights of any person, corporation, or municipality owning or controlling the electric or telephone poles and lines, gas lines, sanitary and storm sewer lines, water pipes, mains, hydrants, and natural drainage areas on or under the City Property, to continue to maintain the same or to enter upon such part or portion of the City Property to maintain, repair, replace, remove, or otherwise attend any such electric or telephone poles and lines, gas lines, sanitary and storm sewer lines, water pipes, mains, hydrants, and natural drainage areas.
 4. The City shall execute a Quit Claim Deed and all other documents necessary to effect the conveyances (the “Conveyance Documents”), and shall record the same in the Office of the Ramsey County Recorder.
 5. The Mayor and City Manager are authorized and directed to execute the Conveyance Documents on behalf of the City.
 6. The City Clerk is directed to file a certified copy of this Resolution in the Office of Ramsey County Recorder.

PASSED AND ADOPTED by the North St. Paul City Council on this ____ day of _____, 2023.

CITY OF NORTH ST. PAUL

BY: _____
John A. Monge, Mayor

ATTEST: _____

[illegible]

Jennie Kloos, Deputy Clerk

Page 72 of 77

RESOLUTION NO. _____

Exhibit A

Legal Description of the City Property

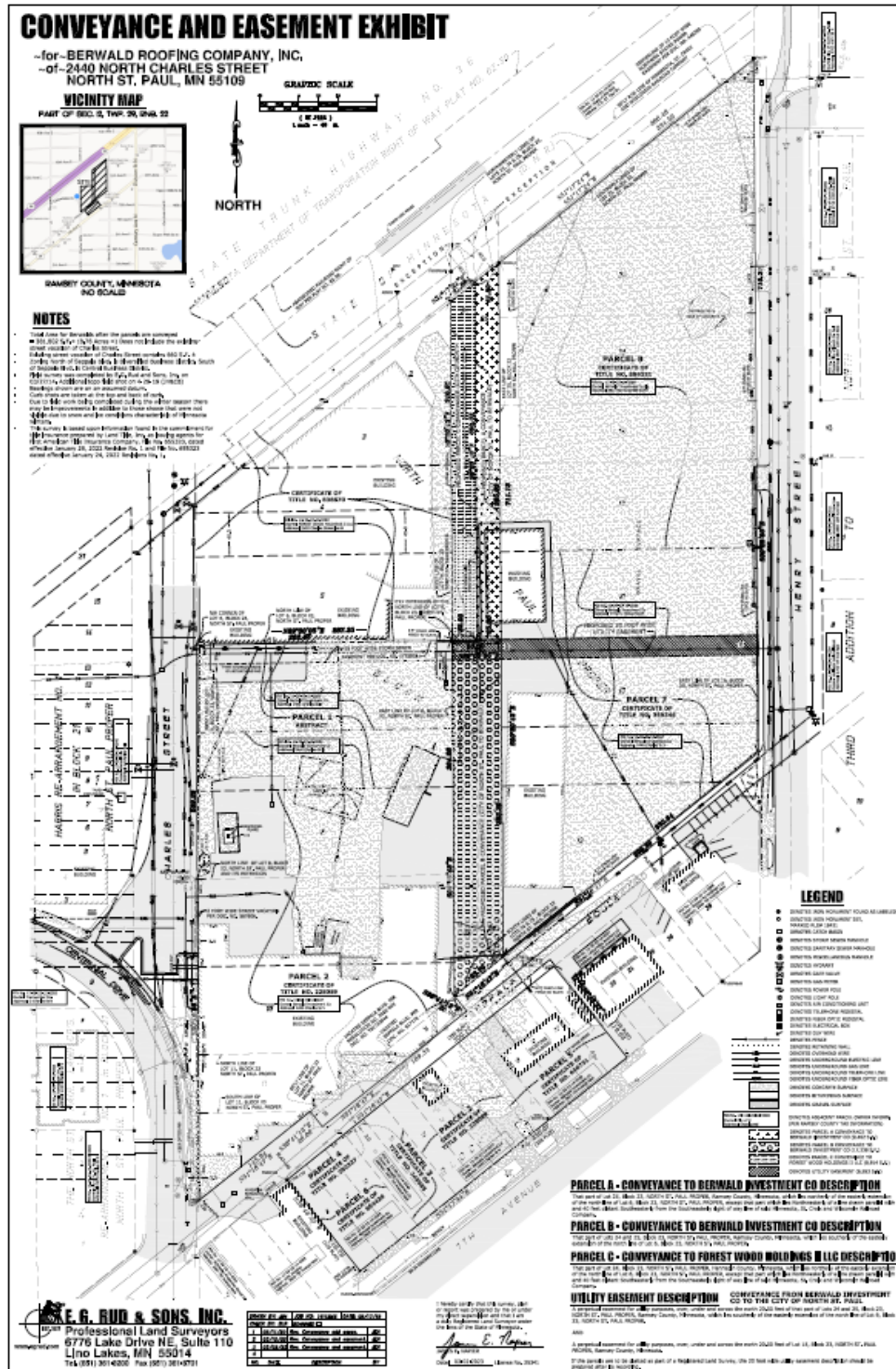
Lot 23, 24, 25, Block 23, North St. Paul Proper, Except that part which lies Northwesterly of a line drawn parallel with and 16 feet distant Southeasterly from the Southeasterly right of way line of said Minnesota, St. Croix and Wisconsin Railroad Company, Ramsey County, Minnesota.

(Abstract Property)

RESOLUTION NO. _____

Exhibit B

Depiction of the City Property and Adjacent Parcels



RESOLUTION NO. _____

Exhibit C

Legal Descriptions of the Berwald Conveyance Property

Parcel A:

That part of Lot 25, Block 23, NORTH ST. PAUL PROPER, Ramsey County, Minnesota, which lies northerly of the easterly extension of the north line of Lot 6, Block 23, NORTH ST. PAUL PROPER, except that part that lies Northwesterly of a line drawn parallel with and 40 feet distant Southeasterly from the Southeasterly right of way line of said Minnesota, St. Croix and Wisconsin Railroad Company.

Parcel B:

That part of Lots 24 and 25, Block 23, NORTH ST. PAUL PROPER, Ramsey County, Minnesota, which lies southerly of the easterly extension of the north line of Lot 6, Block 23, NORTH ST. PAUL PROPER.

Legal Description of the FWH Conveyance Property

Parcel C:

That part of Lot 24, Block 23, NORTH ST. PAUL PROPER, Ramsey County, Minnesota, which lies northerly of the easterly extension of the north line of Lot 6, Block 23, NORTH ST. PAUL PROPER, except that part that lies Northwesterly of a line drawn parallel with and 40 feet distant Southeasterly from the Southeasterly right of way line of said Minnesota, St. Croix and Wisconsin Railroad Company.

Jennie Kloos

Subject: FW: City Property

From: MIKE WILTSE <mhwiltse@comcast.net>
Sent: Monday, July 10, 2023 12:13 PM
To: Brian Frandle <Brian.Frandle@northstpaul.org>
Subject: City Property

Caution: This email originated outside our organization; please use caution.

Brian,
After looking at the survey and also looking through detailed maps online. From my perspective, the land in question has zero to no value to the city of North St. Paul. My professional opinion would be to grant or quick claim deed the subject property to Berwald Companies. They clearly have been using/maintaining the subject property for many, many years.

Let me know if you have any other questions or concerns.

Thanks,

Mike Wiltse

Timber Ghost Realty

651-329-0873

mhwiltse@comcast.net

MN Licensed Real Estate Broker

WI Licensed Real Estate Agent

<http://timberghostrealty.com/team/MikeAWiltse/>

www.timberghostrealty.com



Jennie Kloos

Subject: FW: Ramsey County Question

From: Bownik, Michael <Michael.Bownik@CO.RAMSEY.MN.US>

Sent: Monday, October 23, 2023 3:53 PM

To: Daniel Winek <Daniel.Winek@northstpaul.org>

Cc: Bader, Alison <Alison.Bader@CO.RAMSEY.MN.US>

Subject: FW: Ramsey County Question

You don't often get email from michael.bownik@co.ramsey.mn.us. [Learn why this is important](#)

Caution: This email originated outside our organization; please use caution.

Hello Daniel,

Alison passed along your question. If I'm interpreting this right, the City is considering a vacation of a public right-of-way. Hopefully the following response is on point and helpful.

This appears to be unimproved right-of-way between PIN 122922130092 on the north (owned by DNR) and its intersection with more unimproved right-of-way on the south end. At least, the description and measurements seem to be referring to this particular strip of land. This strip of land lies between PINs 122922140057 on the east and 122922140047 on the west.

There are several ways the city could approach the issue of value. The first, assuming it is true, is to simply give this strip of land back to the properties from which it came. The presumption is that when this area was platted, this right-of-way was dedicated by one or more property owners. Since they initially were required to give it away for free, they should receive it back for free. This would require, of course, figuring out which portions of the right-of-way came from which adjacent parcels.

Another way of approaching value is what is referred to as "across the fence" value. This method is sometimes used to value corridors, such as a trail or railroad. In this case, the value would often be the full \$/SF value of the abutting parcels. No discount to value is involved for any lack of utility or usefulness. This may not be a realistic way of approaching value in this case, though.

A third way is to use the value/SF of abutting parcels as a base, then adjust for the fact this strip of land is not separately developable. If put on the market for sale, the only likely buyer would be an adjacent property owner. Since this is a captive situation, value would be heavily discounted as the buyer has a strong upper hand. This way of valuing the land would seem to make the most sense.

Michael Bownik, SAMA, MAI

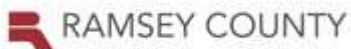
Principal Appraiser, Commercial

County Assessor | *Information and Public Records*

651-266-2143 (Office)

612-581-2380 (Cell)

90 West Plato Boulevard, St. Paul, MN 55107



ramseycounty.us | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [e-Updates](#) | [Privacy notice](#)