



City of North St. Paul
City Council
Regular Meeting Agenda

May 7, 2024
6:30 PM

The City Council Meeting will be conducted on **May 7, 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 **May 7, 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

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. Oath of Office - Chief of Police Raymond Rozales

VI. Consent Agenda

- A. March 14, 2024, special workshop minutes
- B. April 16, 2024, workshop minutes
- C. April 16, 2024, regular meeting minutes
- D. General Claims \$1,500,030.38
- E. HRA Claims \$13,550.70
- F. Special Event Permit-Veterans Park on Memorial Day
- G. Facilities Assessment Bid

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. Delaware Place (2329 17th Avenue)
 - 1. Rezoning from R-1 to R-2
 - 2. Preliminary Plat
 - 3. Planned Unit Development
- B. Contract with HGA for Park Planning and Design Services

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 May 21, 2024.



To	Date
Honorable Mayor Monge and City Council	May 7, 2024
Agenda Placement # V.A	
Presentations	
Subject	
Oath of Office - Chief of Police Raymond Rozales	
Background/Facts	
Recommended Action	
Attachments	
None	
Respectfully submitted,	

City of North Saint Paul
March 14, 2024
Proposed City Council Special Workshop Meeting Minutes

I. CALL TO ORDER

Mayor Monge called the meeting to order at 4:03 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, Public Works Director Ron Ritchie, Public Works
Superintendent Randy Miller, Communications Kari Erpenbach

III. ADOPT AGENDA

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

IV. TOPICS

A. Community Center Discussion

Jonathan Loose, Wold Architects and Engineers, discussed and explained where the community center process currently stands and potential options moving forward. He stated the first step was understanding the condition of facility and the second was the potential purpose of the facility. A facility assessment was completed along with an approximate current price adjustment for inflation of approximately 6-8% according to the Minnesota projected data for construction projects. This assessment concluded that life safety of the facility was deemed the highest priority.

Mr. Loose explained the definition of deferred maintenance and the reprioritization of certain renovations and building projects. He also discussed the various ways they have engaged the community, gathered support, and created partnerships.

Mr. Loose stated this process started with a core planning group to establish three guiding principles. Those principles are as follows:

- True cost of maintaining the community center must match or exceed the community's interest and be justifiable to the City's residents
- Facility should promote the potential Parks and Recreation Department and become an asset they could manage and operate

- Project should build on the momentum of the resident's engagement sessions to create a relevant and usable space

Mr. Loose stated the overall cost of the entire project including contingency plans would total approximately \$6.3 million dollars. He provided information on investment into this facility, stating the objective of the facility condition index is to guide the cost of repairs versus the cost to rebuild the building. He stated the community center is at an index of approximately 45%, which means it is a building that people would want to invest in. He also noted a budget analysis has not been completed yet.

Mr. Loose noted he met with a variety of groups and summarized the community outreach notes and found 80% of the business entities had support for some component of this building. These meetings also provided a summary of the needs of the community which included a gym, walking track, and various-sized community meeting spaces.

Council Member Schweer inquired about resident attendance during the businesses outreach meetings. Mr. Loose stated yes, there were community meetings where residents spoke.

City Manager Brian Frandle stated the public meeting had approximately 30-35 people in attendance but that about half of those were children.

Council Member Cole noted the discussion surrounding the community center has focused solely on the financial aspect.

Mr. Loose stated there was strong support for the continued use of the library. Mr. Frandle added he has met with the library community and they desire to continue the partnership going forward.

Mr. Frandle noted the addition of the library was paid for by them and the contract stated a payment of \$1.00 for 20 years. There is some debate about the contract start date.

Council Member Schweer suggested a chronological timeline of how the City landed in the current position. Mr. Frandle stated he will provide that information to the City Council.

Mr. Frandle provided a very brief overview of the past 20 years providing information on past tenants as well as financial difficulties that led up to the closing of the community center 12 years ago.

Council Member Cole suggested staff provide all City Council Members with the same updated information. He also noted the building had two previous offers, both of which were turned down by previous City Councils.

Council Member Wong stated the chronological explanation would be beneficial and would allow Council Members to make informed decisions once all the information has been presented.

Council Member Wong stated the information the City Council had tonight provided the big picture but suggested another opportunity to revisit this item to discuss and review the financial aspects of this project. She also suggested looking at potential revenue coming in as well as out going expenses and how that could affect the total price.

It was noted that the Legislature would provide North St. Paul with \$5.35 million dollars from the state and federal government. Mayor Monge expressed his concern regarding the financial aspect and how it may affect the financial feasibility of this project with changing demographics.

Council Member Schweer expressed her concern regarding potential revenue from rentals but cautioned against putting the money back on taxpayers and the inaccessibility for resident use.

The City Council also discussed the grant timeline and requirements. It was noted the DEED grant stated the money has to be used within five years and that most proposals have already been sent in with a plan and goal in place in order to ensure a proper process.

The City Council also discussed the necessity of moving forward on this grant in order to be able to use the money efficiently and effectively. Mr. Frandle noted the grant requirements are a very lengthy process and recommended the decision be made soon.

Council Member Cole expressed his concern regarding decisions based on financial data only and its impact from this project. He suggested the City Council look at all aspects including revenue sources and stated this discussion requires multiple meetings.

Mayor Monge stated interested parties have toured the facility but noted the most common concerns from parties were the parking limitations and little to no green space.

Council Member Nordby suggested opening up the meeting for public comment.

Kari Blees referenced the details surrounding the 80% of the 22 identified business entities. She noted 14 were not for profit and recommended more extensive outreach meetings to include the large businesses in North St. Paul.

Tom Armitage, representing the non-profit Ashand Productions, stated they are looking for a theater to bring an art and youth focus to the City and would pay rent. He commented on his desire to rent the facility long term.

Jerry Lind expressed his opposition to this project, stating it is too expensive and the commitment is too long.

Elaine Barton encouraged a documented timeline of this facility in order to make an informed decisions.

Cameron Muhic suggested City Council think about what the community center can bring to the community, potential impact over the loss of the library, and other options to reduce operating costs.

George Sin expressed his concern regarding the Franklin Center parking lot and opposition to this project.

John Schmahl discussed the lack of parking for any potential group coming in to use the community center.

Mr. Frandle noted he will send the requested information to the City Council and schedule another workshop to discuss this further at the next City Council meeting.

Council Member Cole referenced an article about community centers around the Metro and the country, indicating they are facing the same issues. He thanked Mr. Loose as well as those who attended and spoke.

V. ADJOURNMENT

On motion by Council Member Cole, seconded by Council Member Wong, with all present voting aye (5-0), meeting is adjourned at 5:29 p.m.

John Monge, Mayor

Attest: _____
Brian Frandle, City Manager / Clerk

City of North Saint Paul
April 16, 2024
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 arrived at 5:20
Council Member Nordby
Council Member Cole
Council Member Wong absent
Mayor Monge

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos, Finance
Director Dan Winek, Public Works Director Ron Ritchie, Public Works
Supervisor Randy Miller, Communications Kari Erpenbach

III. ADOPT AGENDA

On motion by Council Member Cole, seconded by Council Member Nordby, with all present voting aye (3-0), motion carried to approve the agenda as amended.

IV. TOPICS

- A. Tom Spehn – Update on 2170 Eldridge Student Built House- removed from agenda
- B. Century College Design Students Presentation on 916 Student Built House Selections

Kathryn Harrington expressed her excitement with the latest collaboration with the City of North St. Paul. She described the contemporary modern inspiration and how the interior was designed and built around the granite countertop in the kitchen.

Public Works Director Ron Ritchie provided an update on tree removal and stated the irrigation system at Casey Lake is completed.

- C. 2025 Pre-Budget Workshop

Finance Director Dan Winek provided information in preparation for the 2025 budget. He discussed utility and property rate comparisons, discussed the 2024 priorities, and reviewed market values and taxes payable. He also explained the definition of tax capacity and provided a history of residential and commercial tax capacity.

Mr. Winek reviewed increases and decreases from several funds over the course of the last 20 years.

Mr. Winek recommended looking at capital needs, finding ways to create a balanced budget, and looking at other ways to generate revenue. He showed a preliminary look at 2025 expenditures and a brief 2025 budget estimate but noted departments heads have not provided any information yet. He suggested future discussions focus on initial reaction to the budget, parameters to establish the impact of the budget, and recommended levy percentage increase.

Mayor Monge suggested quarterly budget updates.

Council Member Nordby inquired about the \$1.1 million dollars transfer from the Electric Department to the street fund and why that was not in the presentation. Mr. Winek noted the information tonight was regarding the general fund.

Mayor Monge inquired about the high estimates of road projects. Mr. Frandle noted the increased costs of street repairs. The City Council discussed a higher tax levy percentage for street maintenance as the costs continue to increase.

Council Member Nordby inquired about tax disparity. Mr. Winek stated without the transfers, utility rates could be dropped but property taxes would be raised.

There was discussion regarding the current water appropriation lawsuit and how that would affect future surface water. Council Member Nordby suggested a future workshop meeting to discuss this topic.

Council Member Cole inquired about the decision in 2019 to pass a 0% levy and if that put the City in a more difficult financial state. Mr. Winek stated the 0% levy required a reduction of 4 FTE's but that is coming back up.

Mr. Winek stated developing a plan, like the capital improvement plan, and sticking to it will help get the City back on track financially.

Council Member Schweer encouraged department heads to create a list of wants, needs and desires and suggested a careful and thorough evaluation.

Council Member Nordby suggested Mr. Winek present areas where the City could tighten the budget.

Mr. Winek thanked the City Council for listening to the information and working on the budget early.

V. ADJOURNMENT

On motion by Council Member Cole, seconded by Council Member Nordby, with all present voting aye (4-0), meeting is adjourned at 6:28 p.m.

John Monge, Mayor

Attest: _____
Brian Frandle, City Manager /Clerk

City of North Saint Paul
April 16, 2024
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 absent
Mayor Monge

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos, City Engineer Morgan Dawley, Communications Staff Kari Erpenbach.
Public Works Director Ron Ritchie, Public Works Supervisor Randy Miller

IV. ADOPT AGENDA

On motion by Council Member Schweer, seconded by Council Member Cole, with all present voting aye (4-0), motion carried to approve the agenda as submitted.

V. PRESENTATIONS

A. Proclamation – National Therapy Animal Day

City Manager Brian Frandle read the proclamation and declared April 30, 2024 as National Therapy Animal Day on behalf of Mayor Monge, City Council, and the City of North St. Paul.

VI. APPROVAL OF CONSENT AGENDA

On motion by Council Member Nordby, seconded by Council Member Cole, with all present voting aye (4-0), motion carried to approve the consent agenda, Resolution No. 2024-045 consisting of:

- A. April 2, 2024 workshop meeting minutes
- B. April 2, 2024 regular meeting minutes
- C. General Claims \$1,110,998.77
- D. HRA Claims \$3,153.69
- E. Special Event Permit – Sanctuary Church ***Resolution No. 2024-046***
- F. Resolution Approving Artist Agreements for Project Snowy ***Resolution No. 2024-047***

- G. Resolution Accepting Donations – March 2024 **Resolution No. 2024-048**
- H. Building Permit Report – March 2024
- I. Berwald Property Conveyance – Corrective Deed and Resolution **Resolution No. 2024-049**

VII. MEETING OPEN TO PUBLIC

John Schmahl expressed his frustration with the lack of communication regarding the gas rate on the utility bill. He thanked Council Member Nordby for his acknowledgement of the \$1.1 million transfer from the electric department to the general fund.

Bob Peterson expressed his concern with the cost of running the community center.

VIII. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. 2024 Pavement Management Project (City Project No. 24-01) – Receive Bids, Award Contract and Authorize Professional Construction Services

City Engineer Morgan Dawley presented this item and provided background information and a list of streets that were included in the project. He explained the City considered alternate plans but Public Works recommended approval on this plan. He stated the City received five bids with the lowest bid coming from Asphalt Surface Technologies.

Council Member Nordby inquired if the delay of alternate 2 would increase the cost in a year. Mr. Dawley stated he believes a normal amount of inflation would occur and recommended delaying only the streets from the alternate 2 plan.

On motion by Council Member Cole, seconded by Council Member Nordby, with all present voting aye (4-0), motion carried to adopt Resolution No. 2024-050, Accepting Bids and Awarding a Construction Contract for the 2024 Pavement Management Project City Project No. 24-01.

On motion by Council Member Nordby, seconded by Council Member Schweer, with all present voting aye (4-0), motion carried to approve a construction services proposal for the 2024 Pavement Management Project by WSB in the amount of \$190,119.50.

Mr. Dawley stated construction will start mid- to late-May.

IX. REPORTS OF CITY MANAGER AND DEPARTMENTS

Mr. Frandle stated the Fire Department has been training with the rescue boat on Silver Lake, Public Works Department is fully staffed for the summer season, street sweeping continues, and the Finance Department continues to have budget discussions. He also noted RFP's have gone out for the Park and Recreation Department and the Electric Department is finishing up the Chippewa project and planning for Jennifer Lane/Court area. He added tomorrow night there will be a public outreach meeting to discuss the water service line.

X. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Cole stated the EDA will meet this Tuesday at 4:00 p.m. and is looking for more members.

Council Member Nordby noted the Planning Commission continued their discussion on the fence ordinance and will have an open house regarding the ordinance changes once they are approved.

Council Member Schweer stated the Parks and Recreation Commission will meet next Wednesday.

XI. GENERAL BUSINESS

Council Member Schweer noted her attendance at the opening of the coffee shop.

Council Member Cole noted his attendance at the new coffee shop and inquired about the sidewalk going in on 11th Avenue and if that is a 2024 project. Mr. Dawley stated the sidewalk is a 2024 project and provided an update on where the process is at. Council Member Cole also inquired about snow removal on the same sidewalk. Public Works Director Ron Ritchie noted snow removal will be required by the commercial property owner and the rest will be the City's responsibility. He added he will look into paving the dirt path if the budget will allow.

Mayor Monge thanked Public Works for the sign at Silver Lake.

XII. ADJOURNMENT

There being no further business, on motion by Council Member Nordby, seconded by Council Member Cole, with all present voting aye (4-0), Mayor Monge adjourned the meeting at 7:01 p.m.

John Monge, Mayor

Attest: _____
Brian Frandle, City Manager / Clerk



To	Date
Honorable Mayor Monge and City Council	May 7, 2024
Agenda Placement # VI.D	
Consent Agenda	
Subject	
General Claims \$1,500,030.38	
Background/Facts	
Recommended Action	
Attachments	

1. 05-07-2024 AP COUNCIL PACKET

Respectfully submitted,
Jacquelyn Lutmer, Finance Coordinator



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Finance Coordinator
DATE: May 7, 2024
SUBJECT: Recommendation of approval of GENERAL claims list.

Claim Date

4/16/2024 Payroll Register		\$	136,005.82
4/16/2024 Payroll Direct Payables		\$	123,116.58
4/16/2024 Fire Payroll Register		\$	16,958.41
4/16/2024 Fire Payroll Direct Payables		\$	4,365.89
4/22/2024 Payroll Register - Finals		\$	14,942.08
4/22/2024 Payroll Direct Payables - Finals		\$	15,592.25
5/3/2024 Payroll Register		\$	137,660.07
5/3/2024 Payroll Direct Payables		\$	124,002.36
5/1/2024 A/P Payroll Direct Payables - Union Dues	146459		\$782.52
	Payroll Subtotal		<u>\$573,425.98</u>

4/26/2024 AP Check Register	146364-146458	\$	803,719.10
4/26/2024 AP Drafts	002214-002218	\$	94,666.70
5/8/2024 AP Check Register	146460-146491	\$	28,218.60
	AP Subtotal	\$	<u>926,604.40</u>

Grand Total \$ 1,500,030.38

Approved this 7th day of May 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: 4/19/2024

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	61	136,005.82
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	61	136,005.82

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET:06223 4/19/2024 PAYROLL - 9

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

BANK:AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
A01055		AFSME COUNCIL 5						
	I-AFS202404160371	UNION DUES	D	4/19/2024		222.08	002201	222.08
E05000		EFTPS						
	I-T1 202404160371	FEDERAL WITHHOLDING	D	4/19/2024		19,878.79	002202	
	I-T3 202404160371	FICA TAXES	D	4/19/2024		16,726.16	002202	
	I-T4 202404160371	MEDICARE TAXES	D	4/19/2024		6,304.60	002202	42,909.55
H08033		H S A BANK						
	I-444202404160371	HSA ACCOUNT	D	4/19/2024		6,735.47	002203	6,735.47
I09137		I C M A DISTRIBUTION CENTER						
	I-2 202404160371	EMP/EMPR DEFERRED COMP	D	4/19/2024		11,453.62	002204	
	I-21 202404160371	EMP/EMPR DEFERRED COMP	D	4/19/2024		4,282.81	002204	
	I-26 202404160371	LOAN PAYMENTS TO ICMA	D	4/19/2024		1,095.10	002204	
	I-2IR202404160371	EMP/EMPR DEFERRED COM	D	4/19/2024		1,980.00	002204	18,811.53
M12900		MNEFTS						
	I-T2 202404160371	MN Income Tax WH	D	4/19/2024		9,308.62	002205	9,308.62
M13320		MN STATE RETIREMENT SYSTEM						
	I-12 202404160371	POST DEDUCTIONS	D	4/19/2024		1,025.00	002206	1,025.00
M18011		MN CHILD SUPPORT PAYMENT CENTER						
	I-3 202404160371	BI-MONTHLY CHILD SUPPORT	D	4/19/2024		685.55	002207	685.55
P16470		P E R A						
	I-91 202404160371	6634-00 REG PERA	D	4/19/2024		18,731.51	002208	
	I-92 202404160371	6634-00 PERA PD	D	4/19/2024		24,687.27	002208	43,418.78

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	8	0.00	123,116.58	123,116.58
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	8	0.00	123,116.58	123,116.58

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 4/19/2024

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	27	16,958.41
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:	1	

TOTAL CHECKS:	27	16,958.41

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET:06224 4/19/2024 FIRE PAYROLL -

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

BANK:AP PREMIER BANK

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

E05000		EFTPS						
	I-T1 202404160373	FEDERAL WITHHOLDING	D	4/19/2024		927.79	002209	
	I-T3 202404160373	FICA TAXES	D	4/19/2024		2,456.30	002209	
	I-T4 202404160373	MEDICARE TAXES	D	4/19/2024		574.40	002209	3,958.49
M12900		MNEFTS						
	I-T2 202404160373	MN Income Tax WH	D	4/19/2024		407.40	002210	407.40

* * 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	4,365.89	4,365.89
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	4,365.89	4,365.89

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 4/22/2024

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	3	14,942.08
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:	2	

TOTAL CHECKS:	3	14,942.08

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET:06231 4/22/2024 FINALS PAYROLL

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

BANK: AP PREMIER BANK

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

E05000		EFTPS							
	I-T1 202404220381	FEDERAL WITHHOLDING	D	4/22/2024		4,422.55	002211		
	I-T3 202404220381	FICA TAXES	D	4/22/2024		31.16	002211		
	I-T4 202404220381	MEDICARE TAXES	D	4/22/2024		619.88	002211	5,073.59	
M12900		MNEFTS							
	I-T2 202404220381	MN Income Tax WH	D	4/22/2024		1,685.14	002212	1,685.14	
M13320		MN STATE RETIREMENT SYSTEM							
	I-12 202404220381	POST DEDUCTIONS	D	4/22/2024		8,833.52	002213	8,833.52	

* * 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:		3	0.00	15,592.25	15,592.25
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:		3	0.00	15,592.25	15,592.25

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 5/03/2024

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	65	137,660.07
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	65	137,660.07

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET:06237 5/3/2024 PAYROLL - 9

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

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
A01055		AFSME COUNCIL 5						
	I-AFS202404300391	UNION DUES	D	5/03/2024		222.08	002219	222.08
E05000		EFTPS						
	I-T1 202404300391	FEDERAL WITHHOLDING	D	5/03/2024		20,528.85	002220	
	I-T3 202404300391	FICA TAXES	D	5/03/2024		16,699.08	002220	
	I-T4 202404300391	MEDICARE TAXES	D	5/03/2024		6,379.16	002220	43,607.09
H08033		H S A BANK						
	I-444202404300391	HSA ACCOUNT	D	5/03/2024		6,423.63	002221	6,423.63
I09137		I C M A DISTRIBUTION CENTER						
	I-2 202404300391	EMP/EMPR DEFERRED COMP	D	5/03/2024		11,713.62	002222	
	I-21 202404300391	EMP/EMPR DEFERRED COMP	D	5/03/2024		4,182.81	002222	
	I-26 202404300391	LOAN PAYMENTS TO ICMA	D	5/03/2024		870.81	002222	
	I-2IR202404300391	EMP/EMPR DEFERRED COM	D	5/03/2024		2,130.00	002222	18,897.24
M12900		MNEFTS						
	I-T2 202404300391	MN Income Tax WH	D	5/03/2024		9,363.17	002223	9,363.17
M13320		MN STATE RETIREMENT SYSTEM						
	I-12 202404300391	POST DEDUCTIONS	D	5/03/2024		1,000.00	002224	1,000.00
M18011		MN CHILD SUPPORT PAYMENT CENTER						
	I-3 202404300391	BI-MONTHLY CHILD SUPPORT	D	5/03/2024		685.55	002225	685.55
P16470		P E R A						
	I-91 202404300391	6634-00 REG PERA	D	5/03/2024		18,344.31	002226	
	I-92 202404300391	6634-00 PERA PD	D	5/03/2024		25,411.79	002226	
	I-94 202404300391	6634-00 PERA DCP ELECTED	D	5/03/2024		47.50	002226	43,803.60

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	8	0.00	124,002.36	124,002.36
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	8	0.00	124,002.36	124,002.36

PACKET:062224/19/2024 PAYROLL - 8

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

BANK:APPREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
L12385		LOCAL UNION #160						
	I-11	202404010302	R	5/01/2024		391.26	146459	
	I-11	202404160371	R	5/01/2024		391.26	146459	782.52

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	782.52	782.52
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	1	0.00	782.52	782.52

PACKET: 06234 Regular Payments

VENDOR SET: 01

BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	ARAB OMISAYE I-202404120362	ARAB OMISAYE:	R	4/26/2024		350.00CR	146364	350.00
1	AZIZA EBRAHIM I-202404120363	AZIZA EBRAHIM:	R	4/26/2024		150.00CR	146365	150.00
1	BROOKE KLAUSEN I-202404170374	BROOKE KLAUSEN:	R	4/26/2024		350.00CR	146366	350.00
1	NIKKI HUBIN I-202404170375	NIKKI HUBIN:	R	4/26/2024		500.00CR	146367	500.00
1	ENGLAND CRAYTON I-202404240386	ENGLAND CRAYTON:	R	4/26/2024		350.00CR	146368	350.00
1	KONG LOR I-202404240387	KONG LOR:	R	4/26/2024		300.00CR	146369	300.00
1	SHINAS THAO I-202404240388	SHINAS THAO:	R	4/26/2024		450.00CR	146370	450.00
111111	1ST AYD CORPORATION I-PSI691296	EAR PLUGS	R	4/26/2024		311.79CR	146371	311.79
A00997	A TOUCH OF MAGIC INC I-FINAL PAYMENT	FINAL PAYMENT FOR ART FESTIVAL	R	4/26/2024		752.00CR	146372	752.00
A01034	ADVANCED GRAPHIX INC I-213945	NSP LOGOS FOR TRUCKS	R	4/26/2024		102.00CR	146373	102.00
A01082	A F C TECHNOLOGIES LLC I-S16722	ANNUAL FIRE ALARM 1/1-12/31/24	R	4/26/2024		290.00CR	146374	290.00
A01110	ALEX AIR APPARATUS 2 I-INV-49753	BALLISTIC VESTS/ARMOR PANELS	R	4/26/2024		11,454.34CR	146375	11,454.34
A01184	AMAZON CAPITAL SERVICES I-1JF4-QN1P-19DC	OFFICE SUPPLIES	R	4/26/2024		103.30CR	146376	
	I-1KGQ-4WYY-YNXN	OFFICE SUPPLIES	R	4/26/2024		142.84CR	146376	
	I-1KMR-TNWV-67WJ	SUPPLIES	R	4/26/2024		178.14CR	146376	
	I-1YKP-DMF4-1JDG	OFFICE SUPPLIES	R	4/26/2024		53.91CR	146376	478.19

PACKET: 06234 Regular Payments

VENDOR SET: 01

BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
A01200	AMERICAN MAILING MACHINES							
	I-IN120868	MAILING MACHINE MAINTENANCE	R	4/26/2024		895.00CR	146377	895.00
A01310	ASPEN MILLS							
	I-330877	UNIFORMS	R	4/26/2024		295.50CR	146378	
	I-331117	UNIFORMS	R	4/26/2024		59.95CR	146378	
	I-331516	UNIFORMS	R	4/26/2024		59.95CR	146378	415.40
B02082	BENEFIT EXTRAS INC.							
	I-121372	MAR 2024 CORA INSURANCE	R	4/26/2024		88.25CR	146379	88.25
B02156	BORDER STATES ELECTRIC							
	I-928145121	GROUND ROD	R	4/26/2024		319.89CR	146380	
	I-928175575	SUPPLIES	R	4/26/2024		5,455.86CR	146380	
	I-928175600	CRIMPER KIT	R	4/26/2024		2,273.91CR	146380	8,049.66
C03000	CALLNET							
	I-240402120101	ANSW SERV 3/25/24-4/21/24	R	4/26/2024		995.00CR	146381	995.00
C03002	CAMPBELL KNUTSON PA							
	I-2076-0000G-191	MAR 2024 LEGAL SERVICES	R	4/26/2024		1,703.20CR	146382	
	I-2076-0011G-13	MAR 2024 LEGAL SERVICES	R	4/26/2024		256.74CR	146382	
	I-2076-0054G-44	MAR 2024 LEGAL SERVICES	R	4/26/2024		661.70CR	146382	
	I-2076-0054G-45	MAR 2024 LEGAL SERVICES	R	4/26/2024		726.10CR	146382	
	I-2076-0066G-70	MAR 2024 LEGAL SERVICES	R	4/26/2024		1,570.00CR	146382	
	I-2076-0067G-67	MAR 2024 LEGAL SERVICES	R	4/26/2024		560.00CR	146382	
	I-2076-0098G-2	MAR 2024 LEGAL SERVICES	R	4/26/2024		140.00CR	146382	5,617.74
C03066	CINTAS							
	I-4188607377	SHOP TOWELS	R	4/26/2024		42.45CR	146383	
	I-4188607513	UNIFORMS	R	4/26/2024		154.87CR	146383	
	I-4189355570	UNIFORMS	R	4/26/2024		130.14CR	146383	
	I-5204433106	MEDICINE CABINET RESTOCK	R	4/26/2024		28.11CR	146383	355.57
C03108	CIVICPLUS							
	I-298407	ANNUAL FEES 6/19/24-6/18/25	R	4/26/2024		8,858.02CR	146384	8,858.02
C03139	COMCAST							
	I-202404120366	DGTL ADT SERV CH 4/14-5/13/24	R	4/26/2024		6.45CR	146385	
	I-202404230383	INTERNET SERV CH 4/27-5/26/24	R	4/26/2024		141.77CR	146385	148.22
C03282	CUSTOM TRUCK ONE SOURCE							
	I-2024002209773	630 CLUTCH ASSEMBLY	R	4/26/2024		458.38CR	146386	458.38

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VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
D04018	DAMA M.P. INC. I-16704	FIRE DEPT KEY BOX	R	4/26/2024		1,354.00CR	146387	1,354.00
D04064	DELL MARKETING LP I-10741092381 I-10742618435	MONITORS 3 COMPUTER SYSTEMS	R	4/26/2024		333.48CR 6,674.25CR	146388 146388	 7,007.73
E05009	EAST CENTRAL SOLID WASTE COMMISSION I-15349	TIPPING FEES	R	4/26/2024		712.95CR	146389	712.95
E05126	EMERGENCY AUTOMOTIVE TECHNOLOGIES INC I-SERV24195 I-SVC24044	SQUAD 2127 EQUIPMENT REMOVAL SQUAD INSTALL EQUIPMENT	R	4/26/2024		1,300.00CR 3,712.67CR	146390 146390	 5,012.67
E10050	ERICKSON BELL BECKMAN & QUINN PA I-331243	MAR 2024 LEGAL SERVICES	R	4/26/2024		7,711.08CR	146391	7,711.08
F06001	FACTORY MOTOR PARTS CO I-1-9595859 I-1-9604123 I-19-926224 I-19-927032	OIL FILTER POSITIVE BATTER LUBE FILTER OIL FILTER	R	4/26/2024		10.56CR 39.85CR 3.52CR 3.52CR	146392 146392 146392 146392	 57.45
F06007	FAUL PSYCHOLOGICAL I-1912	PRE-EMPLOYMENT EVALUATION	R	4/26/2024		665.00CR	146393	665.00
F06475	FRA-DOR BLACK DIRT & RECY I-2404055	BLACK DIRT SOD REPAIR	R	4/26/2024		405.00CR	146394	405.00
G07100	GERTENS GREENHOUSES INC - 446133 I-931619/1 I-944427/1	TREE'S TREE'S	R	4/26/2024		707.00CR 213.00CR	146395 146395	 920.00
G07448	GUARDIAN SUPPLY I-17950	UNIFORMS	R	4/26/2024		85.98CR	146396	85.98
H08127	HILLCREST BRAKE & ALIGN I-I001538 I-I001584 I-I001670	OIL & FILTER CHANGE SQUAD 512 REPAIRS REPLACE TIRES & OIL CHANGE	R	4/26/2024		77.95CR 2,063.97CR 409.64CR	146397 146397 146397	 2,551.56
H08165	HOME DEPOT C-2354266 I-2010048 I-2010070 I-2012102 I-2012109 I-3015001 I-3210679 I-5064340 I-5514614 I-621102	RETURN OF BATHROOM SUPPLIES WOOD TO REBUILD RESTROOM WOOD TO REBUILD RESTROOM METAL BLADES SUPPLIES BATHROOM SURROUND REPLACEMENT BATTERIES SUPPLIES SUPPLIES SUPPLIES	R	4/26/2024		33.12 87.93CR 8.28CR 35.97CR 60.26CR 511.48CR 498.00CR 26.01CR 22.60CR 70.28CR	146398 146398 146398 146398 146398 146398 146398 146398 146398 146398	 1,287.69

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VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
H08185	HUMERATECH							
	I-240361	CH QRTLY AGREEMENT 4/1-6/30/24	R	4/26/2024		993.41CR	146399	
	I-240362	CC QRTLY AGREEMENT 4/1-6/30/24	R	4/26/2024		987.81CR	146399	
	I-240363	PW QRTLY AGREEMENT 4/1-6/30/24	R	4/26/2024		950.61CR	146399	2,931.83
H14077	CORE & MAIN LP							
	I-U586848	WATER METERS	R	4/26/2024		1,637.18CR	146400	1,637.18
H8185	HI-LINE							
	I-10259235	GLOVES	R	4/26/2024		599.71CR	146401	599.71
I09045	IMPACT							
	I-210758	APR 2024 STATEMENT/BILLS	R	4/26/2024		6,216.41CR	146402	6,216.41
I09178	STUART C IRBY CO							
	I-S013925727.002	FUSE UNIT	R	4/26/2024		3,344.40CR	146403	3,344.40
K09100	KATH FUEL OIL SERVICE CO							
	I-795588	5 PAIL	R	4/26/2024		635.00CR	146404	
	I-795592	DIGITAL PRESET METER	R	4/26/2024		1,237.50CR	146404	1,872.50
K11275	KLM ENGINEERING INC							
	I-10118	ANTENNA INSPECTION SERVICES	R	4/26/2024		1,800.00CR	146405	1,800.00
K11348	KOR TERRA INC							
	I-24785	LOCATE MANAGEMENT	R	4/26/2024		2,520.00CR	146406	2,520.00
L12099	LAW ENFORCEMENT LABOR SERVICES							
	I-202404160370	APRIL 2024 DUES	R	4/26/2024		1,057.54CR	146407	1,057.54
L12196	LEAG MN CITIES-INS TRUST							
	I-202404110360	APR 2024 COVERAGE	R	4/26/2024		48,332.00CR	146408	
	I-202404220380	MAY 2024 WORKER'S COMP	R	4/26/2024		95,335.00CR	146408	143,667.00
M13027	MARCO TECHNOLOGIES LLC							
	I-INV12370017	APR 2024 SHRED SERVICE	R	4/26/2024		85.50CR	146409	
	I-INV12395772	SHRED SERVICE	R	4/26/2024		85.50CR	146409	171.00
M13035	MACQUEEN EQUIPMENT CO							
	I-P23990	LEATHERETTE FRONT	R	4/26/2024		72.00CR	146410	72.00
M13056	CITY OF MAPLEWOOD							
	I-202404120364	APR 2024 UB/MAR 2024 USAGE	R	4/26/2024		37,200.51CR	146411	37,200.51

PACKET: 06234 Regular Payments

VENDOR SET: 01

BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
M13110	MENARDS-OAKDALE I-83727	POLEBARN NAIL	R	4/26/2024		11.97CR	146412	11.97
M13124	METROPOLITAN COUNCIL I-0001171559	PERMIT FEE	R	4/26/2024		450.00CR	146413	450.00
M13192	MN BENEFIT ASSOC I-2024-0256116	APR 2024 LIFE INSURANCE	R	4/26/2024		71.17CR	146414	71.17
M13217	MN FIRE SERV CERT BOARD MSFCB I-12124	FIREFIGHTER EXAM/CERTIFICATION	R	4/26/2024		430.50CR	146415	430.50
M13224	MN DEPT OF HEALTH I-202404120369	Q1 2024 WATER CONNECT FEE	R	4/26/2024		11,491.47CR	146416	11,491.47
M13240	MN MUNICIPAL UTILITIES ASSOC I-63757	PRE-EMPLOYMENT TESTING	R	4/26/2024		82.50CR	146417	82.50
M13252	MN RURAL WATER ASSOCIATION I-202404240390	MEMBERSHIP DUES	R	4/26/2024		400.00CR	146418	400.00
M13339	M M K R & COMPANY PA I-55824	2023 AUDIT THROUGH 3/31/24	R	4/26/2024		15,920.00CR	146419	15,920.00
M13357	MOTOROLA SOLUTIONS I-8281822258 I-8281823194 I-8281831131	CHARGERS EARPIECES BATTERY IMPRES	R R R	4/26/2024 4/26/2024 4/26/2024		450.00CR 221.08CR 426.00CR	146420 146420 146420	 1,097.08
M16475	NCPERS GROUP LIFE INS. I-663400052024	MAY 2024 LIFE INSURANCE	R	4/26/2024		128.00CR	146421	128.00
N07096	NAPA AUTO PARTS I-3617-266971 I-3617-273805	VEHICLE CLEANING SUPPLIES SYNTHETIC OIL	R R	4/26/2024 4/26/2024		60.12CR 230.89CR	146422 146422	 291.01
N14145	NORTH COUNTRY GARAGE DOOR I-11516	REMOTE FOR GARAGE DOOR	R	4/26/2024		220.00CR	146423	220.00
N14183	NINENORTH I-2024-047	MAR 2024 AV SERVICES	R	4/26/2024		3,015.93CR	146424	3,015.93

PACKET: 06234 Regular Payments

VENDOR SET: 01

BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
015003	CITY OF OAKDALE							
	I-202404120365	Q1 2024 FRANCHISE FEE	R	4/26/2024		7,096.81CR	146425	7,096.81
015032	ON-SITE SANITATION							
	C-0001651862	HOUSE PARK RESTROOM	R	4/26/2024		35.30	146426	
	C-0001651863	COLBY HILL PARK RESTROOM	R	4/26/2024		35.50	146426	
	C-0001651864	NORTHWOOD PARK RESTROOM	R	4/26/2024		35.50	146426	
	C-0001651865	KUNKEL RESTROOM	R	4/26/2024		35.50	146426	
	C-0001651866	CASEY PARK RESTROOM	R	4/26/2024		35.50	146426	
	C-0001651867	SOUTHWOOD PARK RESTROOM	R	4/26/2024		35.50	146426	
	C-0001651868	SILVER LAKE PARK RESTROOM	R	4/26/2024		35.50	146426	
	C-0001651869	SILVER LAKE PARK RESTOOM	R	4/26/2024		35.50	146426	
	C-0001651870	UPPER CASY PARK RESTROOM	R	4/26/2024		35.50	146426	
	I-0001666051	RESTROOM FOR STUDENT BUILD	R	4/26/2024		71.00CR	146426	
	I-0001676756	STUDENT BUILD RESTROOM	R	4/26/2024		71.00CR	146426	
	I-0001687320	RESTROOM FOR STUDENT BUILD	R	4/26/2024		71.00CR	146426	
	I-0001695874	SILVER LAKE BATHROOM RESTOCK	R	4/26/2024		30.43CR	146426	
	I-0001695875	HAUSE PARK RESTROOM RESTOCK	R	4/26/2024		27.90CR	146426	
	I-0001695876	NORTHWOOD RESTROOM RESTOCK	R	4/26/2024		27.90CR	146426	
	I-0001695877	KUNKEL RESTROOM RESTOCK	R	4/26/2024		30.43CR	146426	
	I-0001695878	CASEY PARK RESTROOM RESTOCK	R	4/26/2024		30.43CR	146426	
	I-0001695879	COLBY HILL RESTROOM RESTOCK	R	4/26/2024		30.43CR	146426	
	I-0001695880	SOUTHWOOD RESTROOM RESTOCK	R	4/26/2024		27.90CR	146426	
	I-0001695881	SILVER LK RESTROOM RESTOCK	R	4/26/2024		30.43CR	146426	
	I-0001695882	CASEY LK RESTROOM RESTOCK	R	4/26/2024		30.43CR	146426	
	I-0001699021	SOUTHWOOD PK RESTROOM RESTOCK	R	4/26/2024		74.00CR	146426	
	I-0001699022	SILVER LK RESTROOM RESTOCK	R	4/26/2024		74.00CR	146426	
	I-0001699023	HAUSE PK RESTROOM RESTOCK	R	4/26/2024		74.00CR	146426	
	I-0001699024	COLBY PK RESTROOM RESTOCK	R	4/26/2024		74.00CR	146426	
	I-0001699025	NORTHWOOD PK RESTROOM RESTOCK	R	4/26/2024		74.00CR	146426	
	I-0001699026	KUNKEL RESTROOM RESTOCK	R	4/26/2024		74.00CR	146426	
	I-0001699027	CASEY PK RESTROOM RESTOCK	R	4/26/2024		74.00CR	146426	
	I-0001699029	SILVER LK RESTROOM RESTOCK	R	4/26/2024		74.00CR	146426	
	I-0001699030	UPPER CASEY RESTROOM RESTOCK	R	4/26/2024		74.00CR	146426	
	I-001654939	STUDENT BUILD RESTROOM	R	4/26/2024		71.00CR	146426	896.98
VOID	VOID CHECK		V	4/26/2024			146427	**VOID**
VOID	VOID CHECK		V	4/26/2024			146428	**VOID**
015049	OASIS SPRINKLER SYSTEMS							
	I-3690	CIP IRRIGATION CASEY LAKE	R	4/26/2024		11,925.00CR	146429	11,925.00

PACKET: 06234 Regular Payments

VENDOR SET: 01

BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
P16120	PERFORMANCE PLUS LLC							
	I-00023	MEDICAL EXAM	R	4/26/2024		469.00CR	146430	469.00
P16261	PINE CREEK SERVICES							
	I-29011	WINDOW CLEANING	R	4/26/2024		350.00CR	146431	350.00
P16285	PLUNKETT'S PEST CONTROL							
	I-8506860	APR 2024 PEST CONTROL CC	R	4/26/2024		39.34CR	146432	39.34
P16435	PREMIUM WATERS							
	I-310027182	WATER SERVICE	R	4/26/2024		29.16CR	146433	29.16
R18007	RAMSEY CTY ENVIRONMENTAL HEALTH							
	I-202404240389	SELF-HAULER LICENSE APPLICTN	R	4/26/2024		200.00CR	146434	200.00
R18010	RAMSEY COUNTY FINANCE							
	I-EMCOM-011563	MAR 2024 FLEET SUPPORT	R	4/26/2024		617.76CR	146435	
	I-EMCOM-011581	MAR 2024 CAD SERVICES	R	4/26/2024		1,338.58CR	146435	
	I-EMCOM-011612	MAR 2024 911 DISPATCH SERVICE	R	4/26/2024		8,705.67CR	146435	10,662.01
R18030	RDO EQUIPMENT COMPANY							
	I-P4835801	GAS OPERATED CYLINDER	R	4/26/2024		248.62CR	146436	
	I-R3343901	CONTRACT COVERAGE 3/25-4/2/24	R	4/26/2024		3,492.08CR	146436	3,740.70
R18091	RESCO							
	I-3028555	GROUND SLEEVE	R	4/26/2024		2,905.39CR	146437	
	I-3028656	SUPPLIES	R	4/26/2024		1,456.70CR	146437	4,362.09
R18223	RUM RIVER CONSULTANTS							
	I-756	CONTRACT INSPECTION SERVICES	R	4/26/2024		262,658.94CR	146438	262,658.94
S19031	ST CROIX CDL							
	I-202404220379	CLASS A TRAINING	R	4/26/2024		3,500.00CR	146439	3,500.00
S19172	SHAMROCK GROUP							
	I-2959387	SERVICE CALL/CO2 LEAKING	R	4/26/2024		368.56CR	146440	368.56
S19181	SHI INTERNATIONAL CORP							
	I-B18130897	DOCKING STATIONS	R	4/26/2024		432.83CR	146441	432.83
S19212	SIMSUSHARE							
	I-19403	LICENSE FOR 2 SIM DEVELOPERS	R	4/26/2024		1,180.00CR	146442	1,180.00

PACKET: 06234 Regular Payments

VENDOR SET: 01

BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
S19433	STAPLES ADVANTAGE							
	I-6000845011	SUPPLIES	R	4/26/2024		137.67CR	146443	
	I-6001247648	COPY PAPER	R	4/26/2024		171.96CR	146443	309.63
S19450	STREICHERS							
	I-I1690153	UNIFORMS	R	4/26/2024		464.99CR	146444	
	I-I1690370	FIELD EQUIPMENT	R	4/26/2024		10,755.50CR	146444	
	I-I1691933	UNIFORMS	R	4/26/2024		11.99CR	146444	11,232.48
S19461	STRYKER SALES LLC							
	I-9205920465	SUPPLIES	R	4/26/2024		2,331.00CR	146445	2,331.00
T19150	T A SCHIFSKY & SONS INC							
	I-70043	YARD PURCHASES	R	4/26/2024		5.00CR	146446	
	I-70054	YARD PURCHASES	R	4/26/2024		5.00CR	146446	10.00
T20076	TOSHIBA FINANCIAL SERVICES							
	I-5029310661	APR 2024 COPIER LEASE	R	4/26/2024		51.11CR	146447	
	I-5029310662	APR 2024 COPIER LEASE	R	4/26/2024		223.15CR	146447	
	I-5029310663	APR 2024 COPIER LEASE	R	4/26/2024		116.89CR	146447	
	I-5029467100	MAY 2024 COPIER LEASE	R	4/26/2024		169.68CR	146447	560.83
T20117	TAYLOR PRINT IMPRESSIONS							
	I-7733790	BUSINESS CARDS	R	4/26/2024		264.74CR	146448	
	I-7738407	BUSINESS CARDS	R	4/26/2024		76.28CR	146448	341.02
T20126	TENNIS SANITATION LLC							
	I-3910079	MAR 2024 SOLID WASTE	R	4/26/2024		51,291.10CR	146449	
	I-3910080	MAR 2024 - 2538 SEPPALA	R	4/26/2024		273.00CR	146449	
	I-3910082	MAR 2024 - 2290 1ST ST N	R	4/26/2024		91.00CR	146449	
	I-3910083	MAR 2024 - 2400 MARGARET ST	R	4/26/2024		91.00CR	146449	51,746.10
T20161	THOMPSON REUTERS - WEST							
	I-849980989	APR 2024 SOFTWARE SUBSCRIPTION	R	4/26/2024		242.65CR	146450	242.65
T20191	TIMESAVER OFF SITE SECRETARIAL INC.							
	I-M29087	APR 2024 COUNCIL MEETINGS	R	4/26/2024		373.50CR	146451	373.50
T20192	T-MOBILE							
	I-202404230384	PHONE/INTERNET 3/11-4/10/24	R	4/26/2024		1,330.70CR	146452	1,330.70
T20247	TOTAL CONTROL SYSTEMS INC							
	I-10918	KIDDIE LIFT STATION REPAIR	R	4/26/2024		1,403.50CR	146453	
	I-11148	CRADLEPOINT INTERNET SERVICE	R	4/26/2024		270.00CR	146453	1,673.50

PACKET: 06234 Regular Payments

VENDOR SET: 01

BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
T20285	TRI STATE BOBCAT INC							
	I-A33364	AIR FILTER & SPARK PLUG	R	4/26/2024		62.07CR	146454	
	I-A33597	AIR FILTERS	R	4/26/2024		102.85CR	146454	164.92
U21204	UHS PREMIUM BILLING							
	I-400915112681	2/1-5/31/24 INSURANCE COVERAGE	R	4/26/2024		49,474.25CR	146455	49,474.25
W23041	WATER CONSERVATION SERVICE INC							
	I-13932	LEAK LOCATE	R	4/26/2024		515.72CR	146456	515.72
W23500	WSB & ASSOCIATES INC							
	I-R-013417-000-42	FEB 2024 SURFACE WATER	R	4/26/2024		517.00CR	146457	
	I-R-018968-000-29	FEB 2024 7TH AVE IMPROVEMENTS	R	4/26/2024		1,199.00CR	146457	
	I-R-020096-000-24	FEB 2024 MCKNIGHT WATERMAIN	R	4/26/2024		973.50CR	146457	
	I-R-020321-000-22	FEB 2024 SUIP 2022 CONST SERV	R	4/26/2024		1,540.75CR	146457	
	I-R-021020-000-13	FEB 2024 PUD REDEVELOPMENT	R	4/26/2024		217.50CR	146457	
	I-R-023459-000-2	FEB 2024 SURFACE WATER	R	4/26/2024		1,602.00CR	146457	
	I-R-023460-000-2	FEB 2024 WATER	R	4/26/2024		177.50CR	146457	
	I-R-023461-000-2	FEB 2024 SANITARY SEWER	R	4/26/2024		1,115.50CR	146457	
	I-R-023462-000-2	FEB 2024 STREETS	R	4/26/2024		1,112.00CR	146457	
	I-R-023464-000-1	FEB 2024 COMMUNITY SERVICES	R	4/26/2024		1,868.75CR	146457	
	I-R-023464-000-2	MAR 2024 COMMUNITY SERVICES	R	4/26/2024		1,541.75CR	146457	
	I-R-023465-000-1	FEB 2024 ROW PERMIT	R	4/26/2024		435.50CR	146457	
	I-R-024000-000-3	FEB 2024 NSP LSL INVENTORY	R	4/26/2024		6,331.50CR	146457	
	I-R-024028-000-4	FEB 2024 11TH AVE IMPROVEMENTS	R	4/26/2024		11,396.25CR	146457	
	I-R-024032-000-3	FEB 2024 PAVEMENT PROJECT	R	4/26/2024		27,838.50CR	146457	
	I-R-024094-000-3	JAN 2024 HAUSE COURTS CONST	R	4/26/2024		5,126.50CR	146457	
	I-R-024094-000-4	FEB 2024 HAUSE COURTS CONST	R	4/26/2024		6,317.50CR	146457	69,311.00
VOID	VOID CHECK		V	4/26/2024			146458	**VOID**

PACKET: 06234 Regular Payments

VENDOR SET: 01

BANK : AP PREMIER BANK

*** DRAFT/OTHER LISTING ***

VENDOR	NAME / I.D.	DESC	ITEM	PAID	DISCOUNT	AMOUNT	ITEM	ITEM
			TYPE	DATE			NO#	AMOUNT
E05241	ELAVON							
	I-202404120367	MAR 2024 CC SERVICE FEES	D	4/04/2024		292.35CR	002214	292.35
P16421	PREMIER BANK							
	I-202404100358	MAR 2024 CC STATEMENT	D	4/04/2024		6,815.80CR	002217	6,815.80
M13248	MN DEPT OF REVENUE							
	I-202404160372	MAR 2024 SALES & USE TAX	D	4/20/2024		73,737.00CR	002215	73,737.00
N14207	CITY OF NORTH ST PAUL							
	I-202404170376	MAR 2024 USAGE	D	5/05/2024		12,937.24CR	002216	12,937.24
T20192	T-MOBILE							
	I-202404230385	PHONE SERVICE 3/11-4/10/24	D	5/10/2024		884.31CR	002218	884.31

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	92	0.00	803,719.10	803,719.10
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	5	0.00	94,666.70	94,666.70
VOID CHECKS:	3	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:	100	0.00	898,385.80	898,385.80

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

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A / P CHECK REGISTER

PAGE: 1

PACKET: 06240 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
111111	1ST AYD CORPORATION							
	I-PSI693606	NITRILE GLOVES	R	5/08/2024		122.09CR	146460	122.09
A01012	ABLE HOSE & RUBBER INC							
	I-233777-001	COUPLERS FOR JETTER	R	5/08/2024		291.60CR	146461	291.60
A01034	ADVANCED GRAPHIX INC							
	I-213893	LOCKER NAME DECAL	R	5/08/2024		13.64CR	146462	13.64
A01184	AMAZON CAPITAL SERVICES							
	I-1LVJ-71JM-11CY	OFFICE SUPPLIES/EQUIPMENT	R	5/08/2024		419.92CR	146463	
	I-1YFT-3DJN-1CFR	OFFICE SUPPLIES/EQUIPMENT	R	5/08/2024		1,987.00CR	146463	2,406.92
A01310	ASPEN MILLS							
	I-330914	UNIFORMS	R	5/08/2024		773.90CR	146464	
	I-330945	UNIFORMS	R	5/08/2024		593.33CR	146464	
	I-331648	UNIFORMS	R	5/08/2024		14.00CR	146464	
	I-331760	UNIFORMS	R	5/08/2024		121.85CR	146464	
	I-331772	UNIFORMS	R	5/08/2024		437.53CR	146464	1,940.61
B02085	BIO-TEC EMERGENCY SERVICES							
	I-133769	POLICE VEHICLE DETAIL	R	5/08/2024		400.00CR	146465	400.00
C03066	CINTAS							
	I-4188607440	UNIFORMS	R	5/08/2024		200.97CR	146466	
	I-4189355600	UNIFORMS	R	5/08/2024		202.83CR	146466	
	I-4190051442	SHOP TOWELS	R	5/08/2024		42.45CR	146466	
	I-4190051478	UNIFORMS	R	5/08/2024		130.14CR	146466	576.39
C03091	CES IMAGING							
	I-INV161888	MAY 2024 COPIER LEASE	R	5/08/2024		294.60CR	146467	294.60
C03093	CARSTAR BIGHLEY AUTO BODY							
	I-17614	POLICE VEHICLE REPAIRS	R	5/08/2024		500.00CR	146468	500.00
E05012	ECOLAB INSTITUTIONAL							
	I-6344667646	WASHING DETERGENT	R	5/08/2024		517.29CR	146469	517.29
F06001	FACTORY MOTOR PARTS CO							
	I-1-9604198	RADIAL SEAL	R	5/08/2024		12.32CR	146470	12.32
G07315	GREAT AMERICA FINANCIAL SERVICES							
	I-36374277	APR 2024 POSTAGE RENTAL	R	5/08/2024		195.95CR	146471	195.95

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A / P CHECK REGISTER

PAGE: 2

PACKET: 06240 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
H08025	HEJNY RENTALS INC I-375332	OVERSEEDER RENTAL	R	5/08/2024		100.79CR	146472	100.79
J10181	JOHN DEERE FINANCIAL I-10006651 I-10006663	OIL FILTER OIL FILTER	R R	5/08/2024 5/08/2024		65.42CR 57.74CR	146473 146473	 123.16
M13081	MUNICIPAL EMERGENCY SERVICES I-IN1988687	HELEMENT FRONT	R	5/08/2024		66.82CR	146474	66.82
M13110	MENARDS-OAKDALE I-85391	MECHANIC SUPPLIES	R	5/08/2024		76.60CR	146475	76.60
M13232	MN DEPT OF LABOR & INDUSTRY I-ALR0153359X	ELEVAOR INSPECTION	R	5/08/2024		100.00CR	146476	100.00
N07096	NAPA AUTO PARTS I-3617-274294	HYDRAULIC COUPLINGS	R	5/08/2024		2,501.88CR	146477	2,501.88
O15043	OLSON POWER & EQUIPMENT INC. I-P10951	EQUIPMENT	R	5/08/2024		611.18CR	146478	611.18
P16255	PLAN IT SOFTWARE LLC I-24Plan-It-1264	CAPITAL PLANNING SOFTWARE	R	5/08/2024		1,750.00CR	146479	1,750.00
P16435	PREMIUM WATERS I-310048178	WATER SERVICE	R	5/08/2024		23.16CR	146480	23.16
S18996	SAFE-FAST INC I-INV288713	MARKING WAND W/WHEEL	R	5/08/2024		89.00CR	146481	89.00
S19181	SHI INTERNATIONAL CORP I-B18233155	LAPTOPS & TABLETS	R	5/08/2024		547.39CR	146482	547.39
S19433	STAPLES ADVANTAGE I-6001679449 I-6001679453	CLEANING SUPPLIES CLEANING SUPPLIES	R R	5/08/2024 5/08/2024		31.89CR 5.94CR	146483 146483	 37.83
S19450	STREICHERS I-I1695401	UNIFORMS	R	5/08/2024		1,736.99CR	146484	1,736.99
T20076	TOSHIBA FINANCIAL SERVICES I-5029467098	MAY 2024 COPIER LEASE	R	5/08/2024		146.58CR	146485	146.58

PACKET: 06240 Regular Payments

VENDOR SET: 01

BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
T20171	TIVOLI TOO INC							
	I-88733	SNOWMAN CLEAR COAT	R	5/08/2024		3,450.00CR	146486	3,450.00
T20191	TIMESAVER OFF SITE SECRETARIAL INC.							
	I-M29131	CITY COUNCIL MEETINGS	R	5/08/2024		373.50CR	146487	373.50
T20285	TRI STATE BOBCAT INC							
	I-A34329	OIL/AIR FILTERS	R	5/08/2024		96.63CR	146488	
	I-A34330	MECHANIC SUPPLIES	R	5/08/2024		130.37CR	146488	
	I-V05515	MECHANIC SUPPLIES	R	5/08/2024		3,401.09CR	146488	3,628.09
W17250	WENZEL PLUMBING, HEATING, COOLING							
	I-37013	WALL MOUNT TOILET REPAIR	R	5/08/2024		1,034.26CR	146489	1,034.26
X14164	XCEL ENERGY							
	I-0529915008	NAT GAS COM CNTR 3/20-4/18/24	R	5/08/2024		874.59CR	146490	
	I-0529918604	NAT GAS PW BLDG 3/20-4/18/24	R	5/08/2024		2,099.53CR	146490	
	I-0529983071	NAT GAS 2025 1ST 3/20-4/18/24	R	5/08/2024		72.90CR	146490	
	I-0530012072	NAT GAS CASEY LK 3/21-4/21/24	R	5/08/2024		120.99CR	146490	
	I-0530016058	NAT GAS WELL #5 3/21-4/21/24	R	5/08/2024		25.47CR	146490	
	I-0530017471	NAT GAS WELL #3 3/21-4/21/24	R	5/08/2024		32.14CR	146490	
	I-0530018364	NAT GAS WELL #1 3/21-4/21/24	R	5/08/2024		31.54CR	146490	
	I-0530022813	NAT GAS WELL #2 3/21-4/21/24	R	5/08/2024		34.59CR	146490	
	I-0530023867	NAT GAS WELL #4 3/21-4/21/24	R	5/08/2024		43.31CR	146490	
	I-0530070849	NAT GAS CITY HALL 3/20-4/18/24	R	5/08/2024		1,115.46CR	146490	
	I-0530095536	NAT GAS MCKNGT 3/20-4/18/24	R	5/08/2024		24.84CR	146490	
	I-0530097811	NAT GAS HAUSE 3/20-4/18/24	R	5/08/2024		64.86CR	146490	
	I-1102902334	NAT GAS 2905 CNRY 3/21-4/18/24	R	5/08/2024		9.74CR	146490	4,549.96
VOID	VOID CHECK		V	5/08/2024			146491	**VOID**

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	31	0.00	28,218.60	28,218.60
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	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:	32	0.00	28,218.60	28,218.60

TOTAL ERRORS: 0

TOTAL WARNINGS: 0



To	Date
Honorable Mayor Monge and City Council	May 7, 2024
Agenda Placement # VI.E	
Consent Agenda	
Subject	
HRA Claims \$13,550.70	
Background/Facts	
Recommended Action	
Attachments	

1. 05-07-2024 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: May 7, 2024
SUBJECT: Recommendation of approval of HRA claims list.

Claim Date

5/8/2024 AP Check Register	146492-146498	\$ 13,331.68
5/8/2024 AP Draft Register	002227	219.02
Total		<u>\$13,550.70</u>

Approved this 7th day of May 2024

/s/ John Monge, Mayor by Consent Resolution

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

5/02/2024 11:56 AM			A / P CHECK REGISTER			PAGE: 1		
PACKET: 06241 HRA AP								
VENDOR SET: 01			**** CHECK LISTING ****					
BANK : AP PREMIER BANK								
VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
A1609	ABC MILLWORK & CABINETRY							
	I-865238	SUPPLIES FOR STUDENT BUILD	R	5/08/2024		7,253.73CR	146492	
	I-865239	SUPPLIES FOR STUDENT BUILD	R	5/08/2024		145.87CR	146492	7,399.60
H08165	HOME DEPOT							
	I-1012154	CLOTHS FOR STUDENT BUILD	R	5/08/2024		19.96CR	146493	
	I-1012171	SAFETY EQMNT FOR STUDENT BUILD	R	5/08/2024		19.88CR	146493	39.84
O15032	ON-SITE SANITATION							
	I-0001699028	STUDENT BUILD RESTROOM RESTOCK	R	5/08/2024		74.00CR	146494	74.00
Q17031	QUALITY INSULATION INC							
	I-4-1150	INSULATE FOR STUDENT BUILD	R	5/08/2024		4,980.00CR	146495	4,980.00
R18248	RWC LLC							
	I-202404110361	2024 MEMBERSHIP RENEWAL	R	5/08/2024		295.00CR	146496	295.00
S19210	SHERWIN WILLIAMS							
	I-7232-4	PAINT FOR STUDENT BUILD	R	5/08/2024		409.66CR	146497	409.66
X14164	XCEL ENERGY							
	I-0529954309	NAT GAS 2170 ELRG 3/20-4/18/24	R	5/08/2024		72.42CR	146498	
	I-0530069807	NAT GAS 2393 MGRT 3/20-4/18/24	R	5/08/2024		61.16CR	146498	133.58

VENDOR	NAME / I.D.	DESC	ITEM	PAID	DISCOUNT	AMOUNT	ITEM	ITEM
			TYPE	DATE			NO#	AMOUNT
N14207	CITY OF NORTH ST PAUL							
	I-202404170378	MAR 2024 USAGE	D	5/05/2024		219.02CR	002227	219.02

* * T O T A L S * *		NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:		7	0.00	13,331.68	13,331.68
HANDWRITTEN CHECKS:		0	0.00	0.00	0.00
PRE-WRITE CHECKS:		0	0.00	0.00	0.00
DRAFTS:		1	0.00	219.02	219.02
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:		8	0.00	13,550.70	13,550.70
TOTAL ERRORS:	0	TOTAL WARNINGS:	0		



To	Date
Honorable Mayor Monge and City Council	May 7, 2024
Agenda Placement # VI.F	
Consent Agenda	
Subject	
Special Event Permit-Veterans Park on Memorial Day	
Background/Facts	
Recommended Action	
Approve Resolution ## authorizing special event permit.	
Attachments	
1. Resolution Approving Veterans Park Memorial Day Permit	

Respectfully submitted,
Sara Lang, Parks & Recreation Commission Secretary

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2024-xxx

**RESOLUTION APPROVING A SPECIAL EVENT PERMIT FOR
Veterans Park Committee-Memorial Day 5/27**

WHEREAS, the City of North St. Paul has received a request for a Special Event Permit from Karrie Blees of the Veterans Park Committee to host their event for community remembrance of Memorial Day on May 27, 2024; and

WHEREAS, the following shall apply:

- Event dates is Monday May 27, 2024 from 12pm to 12:30pm
- Event will borrow City's podium and portable sound system for the event
- Veterans Park at 2480 Margaret St. N
- The city does not need to provide trash or extra restrooms
- A first aid kit will be onsite
- Volunteers will be responsible for cleanup

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North St. Paul hereby approves the Special Event Permit application for the Veterans Park Committee on Memorial Day, May 27, 2024, as referenced above.

ADOPTED this 7th day of May, 2024.

Motion by

Second by

Voting: Ayes:

Nays:

Absent:

Abstain:

John Monge, Mayor

ATTEST:

Brian Frandle, City Manager/Clerk



To	Date
Honorable Mayor Monge and City Council	May 7, 2024

Agenda Placement # VI.G

Consent Agenda

Subject

Facilities Assessment Bid

Background/Facts

The facilities assessment is a budgeted item in the 2024-2033 Capital Improvement Plan (CIP) budget for \$25,000.

After solicitations were received from Wold Architects and Oertel Architects, Wold Architects was the lowest responsible bidder in the amount of \$34,250. While the higher bids present a budgetary change, the scope of the project may have been underestimated during the budgeting process.

Recommended Action

Staff recommends approval of the agreement with Wold Architects in the amount of \$34,250 and approval of the following:

- Increase the 2024 Building Maintenance Fund budget \$10,000 from \$631,360 to \$641,360.
- Amend the 2024 – 2033 Capital Improvement Plan to identify funding for the Facilities Assessment as follows:
 - From: 2024 – \$25,000
 - To: 2024 - \$35,000

Attachments

1. city building list.xlsx wold
2. NSP Facility Assessment Proposal.pdf wold
3. North St. Paul Building Assessment_OA Fee Proposal

Respectfully submitted,
Randy Miller, Public Works Supervisor

BUILDING	ADDRESS	SQ. FOOTAGE
CITY HALL	2400 MARGARET ST	50,000
CITY HALL TRASH BUILDING	2400 MARGARET ST	224
COMMUNITY CENTER	2300 NORTH ST PAUL DR	33,179
PUBLIC WORKS	2303 NORTH ST PAUL DR	67,438
PUBLIC WORKS SALT SHED	2303 NORTH ST PAUL DR	2,688
CASEY PARK BUILDING	2303 NORTH ST PAUL DR	2,268 Building/1840 covered roof
CASEY PARK BUILDING BOOYA	2085 17TH AVE	960 Building/960 covered roof
CASEY PARK OPEN AIR SHELTER ACROSS BRIDGE BY HOCKEY RINK		300
HAUSE PARK BUILDING	2616 4TH AVE	1,156
HAUSE OPEN AIR SHELTER		525
NORTHWOOD PARK BUILDING	2616 4TH AVE	560 Building/240 covered roof
NORTHWOOD PARK OPEN AIR SHELTER		
MCKNIGHT CONNESSION STAND BUILDING	1995 1ST. ST.	1,024
MCKNIGHT BASEBALL PRESSBOX	2310 10TH AVE	248
BATTING CAGE BUILDING	2308 10TH AVE	7,200
MCKNIGHT GARAGE	2308 10TH AVE	256
WELL #1	2308 10TH AVE	318
WELL #2	2377 13TH AVE	360
WELL #2 GENORATOR BUILDING	2375 13TH AVE	480
WELL #3	2380 14TH AVE	392
WELL #4	2327 HELEN ST.	517
WELL #5	2207 SHAWNEE DR	540
WELL #5 GENERATOR BUILDING	2065 1ST ST.	352
SEPPALA BLVD.TRASH BUILDING (BEHIND NEWMANS BAR)	2065 1ST ST.	315
SILVER LAKE BATHROOMS		448
SILER LAKE OPEN AIR SHELTER		525



January 11, 2024

Randy Miller

Public Works Supervisor

2400 Margaret Street

North St. Paul, Minnesota 55109

Re: City of North St. Paul
Facility Condition Assessment Proposal
Commission No. 9999

Dear Randy:

We appreciate the opportunity to continue our relationship with you and the City of North St. Paul to get a more comprehensive look at your facilities. As requested, we have prepared a proposal that includes our full team of architects and engineers to complete a facility condition assessment of approximately 25 different buildings throughout the City (excludes the Community Center based on past efforts) based upon the spreadsheet you sent January 3, 2024. We anticipate this study could be completed in a nine-week assessment and reporting duration. The following work plan is proposed to complete this study in a focused and timely manner:

- Week 1 – Campus Tours:
◦ *Forecasted Deliverables: None*
- Week 2 – Drawing Review and Deficiencies Analysis:
◦ *Forecasted Deliverables: Tour Report*
- Week 3 – Preliminary Findings Meeting with Leadership:
◦ *Forecasted Deliverables: Preliminary Deficiencies Report with Recommendations*
- Week 4 – Organize Data and Findings:
◦ *Forecasted Deliverables: Outstanding Information List*
- Week 5 – Submit a Preliminary Report for Facilities Leadership Team Feedback:
◦ *Forecasted Deliverables: Preliminary Facilities Condition Assessment Report*
- Week 6 – Submit Final Report to Leadership:
◦ *Forecasted Deliverables: Final Facilities Condition Assessment Report*
- Weeks 7 - 8 – Finalize Cost Estimates:
◦ *Forecasted Deliverables: Facilities Condition Assessment Estimating Data*
- Week 9 – Submit Final Report to City Council:
◦ *Forecasted Deliverables: Final Facilities Condition Assessment Report and Presentation with Recommendation*

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

**PLANNERS
ARCHITECTS
ENGINEERS**



The facilities will be evaluated looking at each of the following major building systems:

- Site Amenities:
 - Site *Drives*, Parking Lots, Walkways
- Building Envelope:
 - Roofs, Wall Systems, Fenestration (Doors and Windows), Sealants and Flashings
- Building Materials and Finishes:
 - Walls, *Ceilings*, Floors
- Mechanical, Electrical, and Plumbing Systems.

We are proposing a fixed fee for this study and we will partner with City Public Works staff to maximize the value of our on-site tour days. Our fixed fee includes the services of architects, mechanical engineers, electrical engineers, and civil engineers as required to complete the facility condition assessment.

\$32,250 fixed fee + \$2,000 max. reimbursables (mileage, printing, etc.) =

Total Proposed Maximum Fixed Fee of \$34,250

Thank you for this opportunity to partner with the City on another important project. Our team is excited to begin this process and develop a Facility Condition Assessment that will add value as you look towards the future of your facilities. Please feel free to call me with any questions.

Sincerely,

Wold Architects and Engineers

Jonathan Loose | P.E., LEED AP
Partner

cc: Ron Ritchie, North St. Paul
Brian Frandle, North St. Paul
Paige Sullivan, Wold
Matt Mooney, Wold



1795 St. Clair Avenue
St. Paul, MN 55105
(651) 696-5186
www.oertelarchitects.com

DATE:
January 9, 2024

Randy Miller
Public Works Supervisor
City of North St. Paul

FROM:
Deb Brandwick
Principal,
Oertel Architects

RE:
City Wide Building Assessments

Thank you for the opportunity to propose on this project.

We have based our fee on the existing building list you provided and the following assumptions:

PROJECT SCOPE ASSUMPTIONS:

- This project encompasses twenty-six (26) existing City of North St. Paul buildings, as shown on the attached list
- The deficiencies will be categorized as Lighting, HVAC, Plumbing, Roofing & Envelope, ADA and Other.
- PDF and/or CAD files will be made available to the design team for all of the listed buildings
- All buildings will be reviewed on site by the design team
- The total work scope may take place over a series of funding cycles. This proposal does not cover required updates to the original report due to changes to the code or product obsolescence.

FEE SCOPE ASSUMPTIONS:

- One on-site review of each building with staff. Additional meetings if needed to be held via video conference.
- The design team will coordinate with owner for building access and order of review.
- Mechanical and Electrical review to be performed by Paulson and Clark Engineers
- Description of deficiencies along with recommended correction to be provided via written narrative and/or 8-1/2x11 drawings as necessary.
- We are including the community center in this fee proposal. Time and fee adjustments to be made if this building is eliminated from review.

For the project as described, we propose the following work outline:

Building Assessments

1. Review buildings on site with City staff
 - a. Up to ten (10) trips anticipated to complete on site reviews
 - b. Photo document deficiencies
2. Create assessment document
 - a. Include discrepancies and recommendations
 - b. Include photos or enlarged plans for reference (if no building plans are provided by the City, then photos only will be used in the report)
3. Note priority items to be addressed

PROPOSED FEE:

	Oertel Architects Shell and ADA Review	P&C Mechanical Review	P&C Electrical Review	Totals
Building Review	\$24,775	\$18,850	\$18,850	\$62,475

Reimbursable expenses:

- Milage billed at IRS rates
- No other expenses anticipated

Exclusions

- Structural review/engineering (can be additional services via Paulson and Clark if deemed necessary)
- ADA review of greater park amenities, playgrounds, walking paths, ect.

Owner provided items:

- Existing building plans in .pdf and/or .dwg – to be provided prior to on-site review if possible

*We anticipate up to (10) trips to complete the review for the full list of buildings. Again, if any building from the given list are eliminated, our fee will be adjusted accordingly. Or, if any portions of the review are not needed, we will adjust our fee accordingly.

Please note that this is an hourly not-to-exceed fee to provide review and recommendations for deficiencies in the City's existing buildings. If you have any questions regarding this fee, need more detail or require more information, please do not hesitate to call or write.

As a last note, below is a short list of recent facility assessments performed by Oertel Architects (OA) and Paulson and Clark Engineers (PC). A more complete list and details are available upon request.

- Dakota County ADA All Facilities Assessment, OA
- City of Anoka ADA All Facilities Assessment, OA
- City of St. Paul Citywide Operations Facilities Assessment, OA
- Columbia Heights PW Assessment, OA & PC
- Shorewood PW Assessment, OA
- North Mankato PW and Parks Facilities Assessment, OA
- Edina Utility and Park Building Assessments, OA & PC
- Element Fleet Management Building Assessment, PC
- Hennepin County 1800 Chicago Building Assessment, PC
- Hennepin County Medina Public Works MEP Assessment, PC
- Hennepin County Minneapolis Library Assessments, PC
- Hennepin County Suburban Library Assessments, PC
- Intermediate School District 287 Facilities Assessments, PC
- Macalester Weyerhaeuser Memorial Chapel Assessment, PC
- MnDOT Golden Valley Truck Station Assessment, OA & PC

If you would like additional information regarding past assessment projects, or have any questions with regards to this proposal, please do not hesitate to reach out.

Sincerely,



Deb Brandwick, AIA, Principal



1795 St. Clair Avenue
St. Paul, MN 55105
(651) 696-5186
www.oertelarchitects.com

Proposed by:

Debra L. Brandwick

Debra Brandwick

Signature

Name Printed

Principal

Jan. 9, 2024

Title

Date

Accepted by:

Signature

Name Printed

Title

Date

Attachment: City Owned Building List



To	Date
Honorable Mayor Monge and City Council	May 7, 2024

Agenda Placement # VIII.A

City Business Action Items & Recommendations

Subject

Delaware Place (2329 17th Avenue)

1. Rezoning from R-1 to R-2
2. Preliminary Plat
3. Planned Unit Development

Background/Facts

Recommended Action

Approve rezoning, PUD, and preliminary plat for Delaware Place.

Attachments

1. PC 05-02-2024 (Plat_PUD_rezoning)
2. Delaware Place Preliminary Plat 03-25-24_BH Review
3. Delaware_Place__Prelim_Civil_Plans 03-26-24
4. RES Approving Rezoning
5. RES Approving Preliminary Plat
6. RES Approving PUD

Respectfully submitted,
Brandy Howe, Community Development Director

City of North St. Paul

Planning Commission Report



From: Brandy Howe, Community Development Director
Meeting Date: May 2, 2024
Agenda Item: Rezoning from R-1 to R-2 (2329 17th Avenue)
Preliminary Plat (Delaware Place)
Planned Unit Development (Delaware Place)

RECOMMENDED ACTION

Recommend approval of the Delaware Place preliminary plat and Planned Unit Development and rezoning of 2329 17th Avenue E. from R-1 Single Family to R-2 Mixed Residential subject to the approval conditions contained in the draft resolutions.

GENERAL INFORMATION

Applicant: Doug Andrus, Andrus Built, LLC
Subject Property: 2329 17th Avenue E
Property Owner: City of North St. Paul

Zoning District: R1 Single Family
2040 Comprehensive Plan: Medium Density

Application Date: March 26, 2024
60 Days: May 25, 2024

Notice: Notice of the public hearing for the preliminary plat, rezoning, and PUD was published in the Star Tribune on April 19, 2024, and mailed to owners within 350-feet of the subject property.

PROJECT OVERVIEW

The subject site is 2329 17th Avenue, which is located on the corner of 17th Avenue and Delaware Avenue. This 2.43-acre parcel is the location of a former church that was demolished in 2009. The City has been the owner of the site since 2010. The City issued an RFP for development proposals for the property in the spring of 2023. Three were received and the City Council reviewed development proposals in August and again in December 2023.

On January 4, 2024, the applicant presented the concept plan for the site to the Planning Commission. The applicant proposes to develop approximately one acre of the site with 10 townhouse units (5 buildings, two units per structure); four of the lots will front Delaware Avenue and six will front 17th Avenue E. The remaining 1.5-acre is proposed to remain as open space for stormwater and recreational purposes for residents of the development. Based on the Planning Commission's review, the City Council selected Doug Andrus of Andrus Built, LLC to develop the site on January 16, 2024. On March 19, 2024, the City Council approved a contract for private development and sale of property with Andrus Built, LLC.

ZONING REVIEW

Correction

In previous staff reports to the Planning Commission and City Council, staff mistakenly identified the proposed land use as two-family. After careful review of the definitions in Section 154.003, staff now recognize that the proposed land use is classified as townhouses, as the two-family definition applies to structures on a single parcel. See definitions:

DWELLING, TOWNHOUSE. A one-family dwelling unit constructed in a group of two or more similar one-family dwelling units, each with a private entrance that has direct access to the outside, which is part of a structure whose dwelling units are attached and arranged either horizontally or vertically. When arranged horizontally, they may span more than one parcel.

DWELLING, TWO FAMILY. A residence structure located on a single parcel containing two dwelling units that each have separate housekeeping and cooking facilities, each of which has direct access to the outside.

Residential Lot Area Requirements

The development site is zoned R1 Single Family. The purpose of this district is to allow, preserve and protect areas of lower-density residential and development consistent with the Comprehensive Plan. Staff evaluated the project against the R1 zoning standards. The following tables illustrate where the proposal meets zoning requirements and where flexibility is needed through the provision of a PUD. Those items highlighted in bold and underlined do not meet zoning and thus require the requested PUD.

	R-1 Existing Zoning Requirements	R-2 Proposed Zoning Requirements	Proposed Townhome Lots (compared to R-2)
Land Use	Single and two-family uses permitted by right	Townhouses permitted by right	Townhouses
Minimum Lot Area	6,250 sf per dwelling	3,630 sf per dwelling	4,063 to 5,438 square feet
Minimum Lot Width	50 feet	50 feet	<u>32 feet to 43.5 feet</u>
Front Setback	25 feet	25 feet	25 feet
Rear Setback	25 feet	25 feet	>25 feet
Side Setback	6 feet – internal lot 15 feet – corner lot	6 feet – internal lot 15 feet – corner lot	<u>5 feet</u> to 11.5 feet
Maximum Height	2 stories (35 feet)	2 stories (35 feet)	TBD, flexibility not requested at this time
Lot Coverage	40%	50%	TBD, flexibility not requested at this time
Limit of Surfacing in Front Yard	40%	40%	TBD
Density	3-7 units per acre	5.6-12 units per acre	9 units per acre (not inclusive of open space) 4 units per acre (entire site)
Parking Required	2 spaces per dwelling	2 spaces per dwelling	2+ spaces per dwelling

Development Standards

Section 154.010(A)-(C) outlines general standards for new development. Analysis of applicable standards are listed, below. The zoning ordinance includes additional supplemental regulations specific to townhouse developments (154.010(D)).

Reference	Standard	Proposed Townhome Lots
(A)5(d)	Decks may not extend more than 6 feet into a yard	<u>The optional decks on lots 5, 6, 7, 8 extend 12 feet into the required rear yard.</u>
(A)9	All on-site utility installations shall be placed underground.	Water, sanitary, and storm sewer installations will be underground. Requirement met.
(B)1(d)	Each lot shall contain at least 25% of each individual lot area as usable open space.	Staff measures a minimum of 38% of open space per lot. Requirement met.
(D)45(a)	Each unit shall have direct access from garage and driveway to public road.	Driveways provided for each dwelling. Requirement met.
(D)45(b)	Drainage shall be provided consistent with the city and Watershed District requirements. Any required ponds shall be integrated into the overall plan and proper easement and maintenance agreements shall be provided.	See engineering review comments. Conditions of approval recommended.
(D)45(c)	Air conditioning or heating units shall not project through exterior walls or windows unless screened from view as viewed from public and private streets.	None proposed at this time. If the developer intends to install projecting air conditioning or heating units, they must be shown on building elevations submitted prior to building permit issuance.
(D)45(d)	Building utility services and structures such as meters, transformers, refuse containers, etc., shall be either located inside the principal building, inside an accessory building, or, where allowed, be outside and entirely screened from off-site views.	Refuse containers will be stored in the garage or rear or side yards per 154.010(A)12.
(D)45(e)	Townhouses within the Mixed-Use Districts shall be developed in accordance with the density as guided by the Comprehensive Plan.	Not applicable.
(D)45(f)	Each townhouse development shall have direct vehicle access to a public road.	Requirement met.
(D)45(g)	Off-street parking areas for guests must be considered for each development. In instances where the length and width of the driveway and the street are not adequate for parking, a separate parking bay or parking lot might be required.	Requirement met confirm this is met with 2-car garage + driveway spaces
(J)3(a)i and (b)i	Each space for a passenger vehicle shall contain a minimum area of not less than 180 sf (9x20).	Requirement met. Proposed driveways measure 512 sf.
(J)4(a)	Parking areas, driveways, and parking lots shall be surfaced with an all-weather dustless material consisting of bituminous, brick, concrete pavers or concrete.	Requirement met. Proposed surfacing is bituminous.
(J)9(c)	New driveways and off-street parking shall be set back a minimum of three feet from side property lines.	Requirement met.

(J)9(e)i	Driveways must not exceed a 22-foot maximum width at the property line.	Driveway measures 20 feet at property line. Requirement met.
(J)9(e)v	Driveways located on a corner lot shall be set back a minimum of 15 feet from the corner of the two streets fronting the lot.	Requirement met.

Architectural Standards

Section 154.010(E) of the zoning ordinance includes architectural requirements for townhouse dwellings. Analysis of applicable standards are listed below.

Reference	Standard	Proposed Townhome Lots
(E)4(b)i	Structures must be designed to consist of exterior materials compatible with residential development in the area with due regard to architectural quality and the massing of structures.	TBD at the time of final PUD
(E)4(b)ii	No more than two adjacent townhouse units may have front facades in the same vertical plane. Where a variation in front facade plane is required, the variation shall be a minimum of three feet. For purposes of this section adjacent townhouse units refer to those physically attached or units located within 15 feet, if not physically attached.	TBD at the time of final PUD
(E)4(b)iii	At least two of the following design features shall be provided for visual relief along all facades of each townhome structure: roof dormer, gable, recessed entry, covered porch, bay window, 12' eaves, recesses/shadow lines.	TBD at the time of final PUD
(E)4(b)iv	Townhouse dwelling unit garage doors facing a public or private street are limited to 40% of the structure width facing the same street.	TBD at the time of final PUD
(E)4(b)v	All building equipment shall be hidden from view. Building vents and chimneys shall consist of similar materials to the building roof and the sides of the building.	TBD at the time of final PUD

Landscaping Standards

Section 154.010(F) of the zoning ordinance includes landscaping and requirements for townhouse dwellings. Analysis of applicable standards are listed below.

Reference	Standard	Proposed Townhome Lots
(F)3(a)	Trees must be planted within the property lines and in a location so as not to interfere with sight line visibility at maturity. Trees shall not be planted in drainage and utility easements.	2 of the proposed trees are located within a drainage/utility easement.
(F)3(a)ii	Residential structures containing two or more units shall contain as a minimum: one tree per dwelling unit.	6 trees are proposed for the site; a minimum of 10 are required.
(F)4(b)	In the R-2 district, at least 50% of the front yard must be landscaped.	TBD at the time of final PUD
(F)5(a)	All developed uses shall consist of, but not limited to, a landscaped yard, including grass, plantings, decorative stones, trees and shrubs, along all streets.	Requirement met. All open space areas will be seeded or

		sodded within 7 days of grading.
(F)5(b)	Except for driveways, the yard shall extend along the entire frontage of the lot, and along both streets in the case of a corner lot, such yard shall have a depth of at least ten feet.	Requirement met.
(F)5(c)	Required yards and setback areas, except driveways, shall be graded to final elevations and sodded or seeded and landscaped with grass, plantings, decorative stones, trees and shrubs.	Requirement met. All open space areas will be seeded or sodded within 7 days of grading.
(F)8(c)	A triangular area of clear vision formed by the two intersecting streets and driveways and a line connecting said centerlines, shall be kept clear of visual obstruction.	Requirement met.
(F)9(a)	No landscape material other than grass, or retaining walls, shall be placed within a drainage, access or utility easement.	2 of the proposed trees are located within a drainage/utility easement.
(F)11.	Prior to the issuance of building permits for all new and/or expanded uses, a tree preservation plan shall be submitted.	There is only one existing tree on the site that will be removed and replaced as a result of development.

PLANNED UNIT DEVELOPMENT REVIEW

PUDs are allowed to encourage innovation in project design that cannot be achieved through traditional zoning. The proposed development site is difficult to develop given its unique shape. Approximately 1½-acre is very narrow and abuts platted lots on three sides, which diminishes the developability of this portion of the property. The proposed PUD enables the developer to build a financially feasible product while meeting land use objectives of 2040 Comprehensive Plan.

PUD Purpose

Section 154.008(C)1 of the City Code outlines the purpose statement for PUDs. Analysis of PUD purpose standards are listed below.

Reference	Standard	Proposed Townhome Lots
(C)1(a)	Development as an integrated, coordinated unit as opposed to parcel-by-parcel approach to development.	Coordinated development plan proposed.
(C)1(b)	Introduce flexibility of site design and architecture for the conservation of land and open space through clustering of buildings and activities.	Buildings clustered and 1.5-acre portion of site preserved as wetland/ open space.
(C)1(c)	Enable development that is characterized by central management, integrated planning and architecture, joint or common use of parking, maintenance of open space and other similar facilities, and a harmonious selection and efficient distribution of uses.	Open space will be maintained in common ownership; architecture will be consistent; uses harmonious with adjacent land uses.
(C)1(d)	Provide flexibility from ordinance requirements and joint planning between the city and developer to protect other features such as existing development, planned streets, vegetation, slopes, wetlands, lakes or streams.	Zoning flexibility is needed to provide greater density which is consistent with the Comp Plan and to preserve wetland and open space area.
(C)1(e)	Promote efficient use of land while preserving existing landscape amenities and allowing harmonious development consistent with the Comp Plan and preserving the health, safety and general welfare of the community.	Layout is the most efficient given the irregular shape of the property and is consistent with the Comp Plan.

PUD Objectives

According to §154.008(C)2, the PUD is intended to encourage the efficient use of land and resources, to promote greater efficiency in public utility services and encourage innovation in the planning and building of all types of development. Analysis of PUD objectives are listed below.

Reference	Standard	Proposed Townhome Lots
(C)2(a)	Harmonious mix of land uses, building types, open spaces, and circulation elements.	Buildings complement existing adjacent development. No circulation elements.
(C)2(b)	Concentration of open space into more usable areas.	Buildings clustered and 1.5-acre portion of site preserved as wetland/ open space.
(C)2(c)	Preserve natural resources of the site including wetlands, woodlands, steep slopes and scenic areas.	Buildings clustered and 1.5-acre portion of site preserved as wetland/ open space.
(C)2(d)	Facilitate the economical provision of streets and public utilities.	No new streets proposed.
(C)2(e)	Preserve and enhance historic and natural resources.	Not applicable.
(C)2(f)	Allow more than one principal building on a lot.	Ten buildings proposed on what is currently one existing lot.
(C)2(g)	Provision of a mixture of residential unit types and densities in an integrated and well-planned area creating a variety of housing types, consistent with the city's housing goals.	Density is consistent with they City's housing goals as demonstrated by the future land use map/
(C)2(h)	Promote energy conservation through the use of more efficient building designs, sites and clustering of land uses and buildings.	Not applicable.

General PUD Requirements and Standards

General requirements and standards applicable to PUDs are outlined in §154.008(C)3(a)-(p). Analysis of PUD standards are listed below.

Reference	Standard	Proposed Townhome Lots
(C)3(a)	Has two or more principal uses or structures on a single parcel of land.	Within the PUD boundary, the project has two uses on a single parcel of land; townhomes and open space. Requirement met.
(C)3(b)	An application for PUD approval must be filed by the landowner or jointly by all landowners of the property included in a project.	Presently owned by the City with an active contract for private development with applicant. Requirement met.
(C)3(c)	The proposed PUD shall be consistent with the Comprehensive Plan.	The proposal for townhomes at the proposed density is consistent with the <i>medium density</i> future land use designation for this site. Requirement met.
(C)3(d)	All permitted, conditional, and interim uses contained in the underlying zoning district shall be treated as	Townhomes are permitted by right in the R2 district.

	permitted, conditional, and interim uses in the PUD Overlay District.	Requirement met if property rezoned to R2.
(C)3(e)	The city may provide concessions in setbacks, density, or lot size.	Flexibility requested for setbacks and lot size through PUD overlay.
(C)3(f)	Minimum lot size requirements of the underlying zone shall serve as a guideline to determine the maximum dwelling unit density of a total development.	Proposed density is 9 units per acre, which aligns with R-2 district density standards.
(C)3(g)	The city may, but shall not be required to, provide concessions in setbacks, density, lot size, building height, street width or parking.	Flexibility requested
(C)3(h)	Relationship to adjacent areas.	The proposal is consistent with the height and uses of adjacent properties (single family homes).
(C)3(i)	Utilities shall be installed underground.	All new utilities connections will be installed underground
(C)3(j)	Off-street parking and loading space shall be provided in each PUD in the same ratios for types of buildings and uses as required in the underlying zoning district.	Standard parking requirements are met.
(C)3(k)	Street width.	Not applicable.
(C)3(l)	The developer shall prepare and submit a landscaping plan.	Landscape plan depicts four Northwood Red Maple trees and two Sunburst Honeylocust trees are proposed for the site, in addition to the required seeding/sod at the time of site construction. Requirement not met.
(C)3(m)	The proposed project shall be served by the city water and sewer system.	The project will be served by City water/sewer. Requirement met.
(C)3(n)	Height limitations shall be the same as imposed in the respective zoning districts.	Requirement met.
(C)3(o)	Prior to the issuance of a building permit as part of the PUD, the permit applicant, builder, or developer shall execute and deliver to the City Council a development agreement for the PUD.	This shall be a condition of PUD approval.
(C)3(p)	Common open space shall be either held in common ownership by all owners in the PUD or dedicated for public use with approval of the City Council.	Approximately 1.5-acre will remain as open space on the site to be held in common ownership in the PUD. Requirement met.

Section 154.008(C)5(d)ix(A-I) outlines the criteria that the Planning Commission and City Council shall use to evaluate the PUD.

Reference	Standard	Proposed Townhome Lots
(d)ixA	Adequate property control is provided to protect the individual owner's rights and property values and the public responsibility for maintenance and upkeep.	HOA bylaws have been provided, review of which will be a condition of approval.
(d)ixB	The circulation plan does not create congestion or dangers and is adequate for the safety of the project resident and the general public.	Not applicable.
(d)ixC	A sufficient amount of usable open space is provided.	Requirement met.
(d)ixD	The arrangement of buildings, structures, and accessory uses does not unreasonably disturb the privacy or property values of the surrounding residential uses.	Requirement met.
(d)ixE	The architectural design of the project is visually compatible with the surrounding area. Architectural style or type of buildings shall not solely be a basis for denial or approval of the preliminary PUD plan. However, the overall appearance and compatibility of individual buildings to other site elements of surrounding development will be given primary consideration in the review stages of the Planning Commission and City Council.	To be determined in final PUD phase.
(d)ixF	The drainage and utility system plans are submitted to the City Engineer and shall be subject to approval of the City Engineer.	Refer to Engineering review memo.
(d)ixG	The development schedule insures a logical development of the site which will protect the public interest and conserve land.	The site is planned to be constructed in summer 2024.
(d)ixH	Proposed unit and accessory use requirements are in compliance with the district provisions in which the development is planned.	Requirement met, unless otherwise stated, above.

REZONING REVIEW

Per Section 154.004(D), the city may grant a zoning map amendment (rezoning) if the proposed amendment is compliant with the following findings (items 1-5 below, with analysis follows):

- The proposed amendment is consistent with the general purposes and intent of the Comprehensive Plan.*
- The proposed amendment will not adversely affect the health, safety, or general welfare of the city.*
- The proposed amendment is compatible with present and future land uses in the surrounding area and reasonably related to the overall needs of the city.*
- The proposed amendment is compatible with adjacent properties.*
- The proposed amendment can be adequately supported by public urban services including the water supply, transportation system and capacity, police and fire protection, utilities, and sanitary waste disposal and stormwater disposal systems; and*

The project site is guided for Medium Density Residential use by the 2040 Comprehensive Plan. The Medium Density Residential land use category envisions uses at densities from 6 to 12 units per acre. The proposal for townhomes at the proposed density is consistent with the *medium density* future land use designation for this site. The Comprehensive Plan encourages diverse housing options particularly

the development of “missing middle” styles of housing. The proposed townhome development would be consistent with this aspect of the Comprehensive Plan.

The area immediately surrounding the site contains one and two-story single-family houses on lots of about 1/6 acre in size. The proposed townhomes lots are slightly smaller in size (about a 1/10 of an acre), thus slightly more dense than existing development, but still compatible with neighboring uses. Staff finds that the proposed development to be a reasonable approach to provide medium density land use within the subject site and is proposed in a manner that is compatible within the existing neighborhood context.

Adverse impacts on health, safety, or the general welfare of the City are not likely from the proposed rezoning or the resulting development. The proposed amendment can be adequately served by urban services.

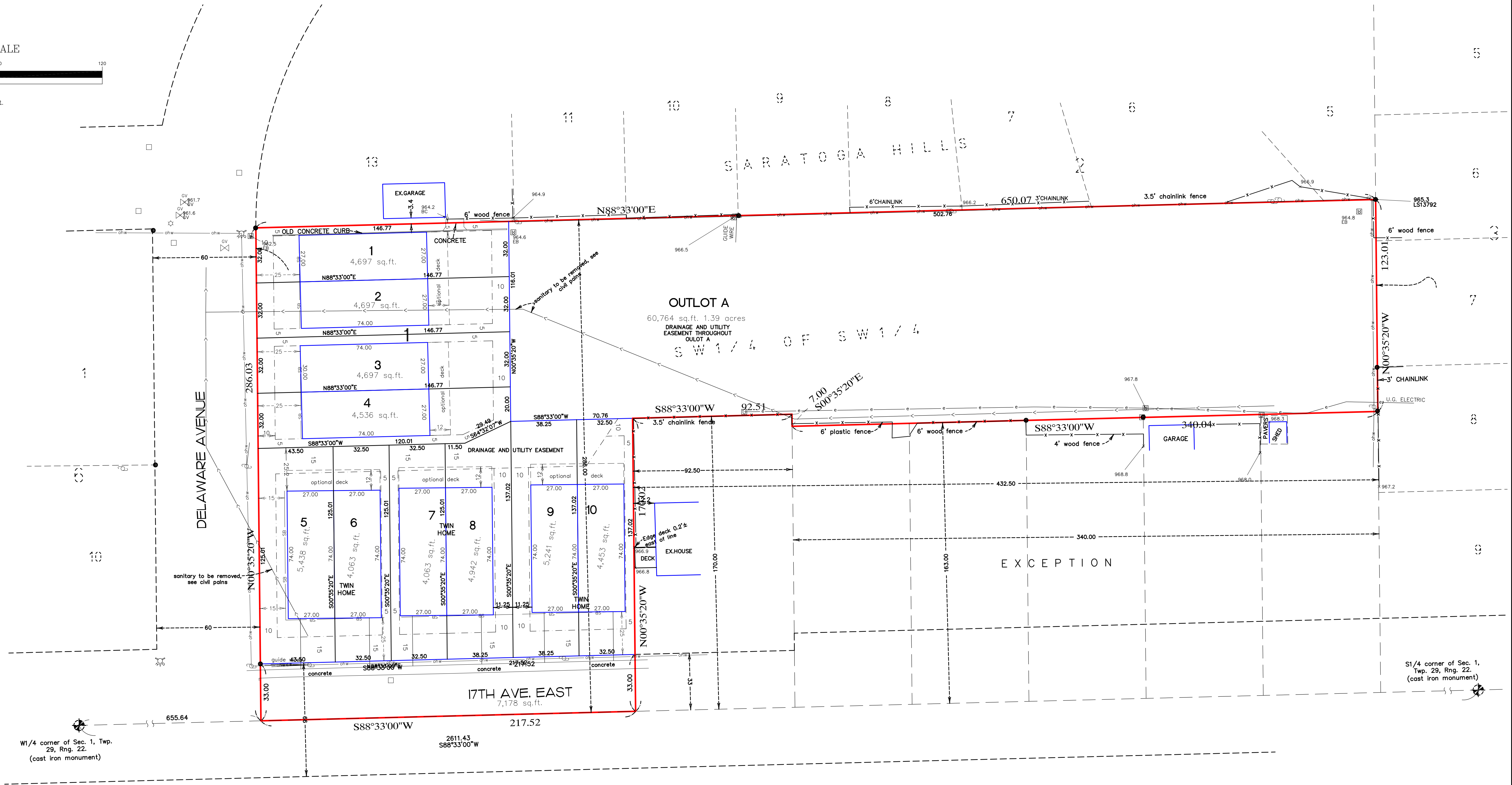
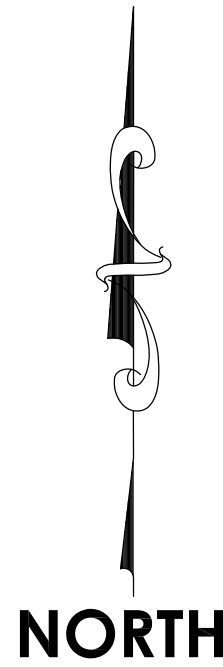
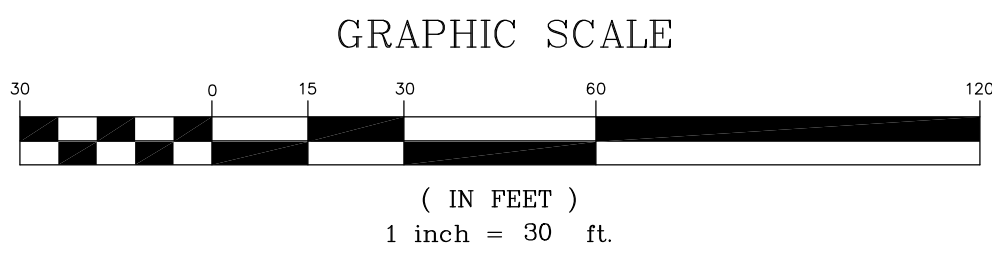
PLAT REVIEW

The requested subdivision will divide the existing 2.43-acre parcel into 10 development lots and one outlot containing stormwater pond and open space. The proposed subdivision complies with Chapter 153 of the Code of Ordinances, which regulates subdivision of land.

RECOMMENDED ACTION

Based on the findings described in this report, staff recommend approval of the rezoning, PUD, and preliminary plat with conditions as outlined in the attached resolutions.

PRELIMINARY PLAT OF DELAWARE PLACE



LEGEND

- DENOTES IRON MONUMENT FOUND
- ohw — DENOTES OVERHEAD WIRE
- >— DENOTES STORM SEWER
- >>— DENOTES SANITARY SEWER
- DENOTES EXTERIOR BOUNDARY LINE
- DENOTES UTILITY BOX
- x — DENOTES EXISTING FENCE

DEVELOPMENT DATA

LAND USE:	
SINGLE FAMILY HOMES:	1.08± ACRES
OUTLOT	1.39± ACRES
RIGHT-OF-WAY	0.16± ACRES

TOTAL: 2.63± ACRES

PROPOSED ZONING: PLANNED UNIT DEVELOPMENT

- BUILDING SETBACKS:
 - FRONT = 25 FEET
 - SIDE YARD = 5 FEET
 - REAR DECK = 10 FEET
 - CORNER SIDEYARD (LOT 5) = 15 FEET
 - REAR YARD HOUSE = 25 FEET
- *DECKS ALLOWED INTO DRAINAGE AND UTILITY EASEMENT AREAS.

NOTES

- This concept plan was prepared without the benefit of titlework. Easement, appurtenances and encumbrances may exist in addition to those shown hereon. This survey is subject to revision upon receipt of a title insurance commitment or attorneys title opinion.
- Fieldwork performed in Feb. 2024 to verify site boundaries and locate topographic features.

LEGAL DESCRIPTION

The south 286.00 feet of the east 650.00 feet of the Southwest Quarter of the Southwest Quarter of Section 01, Township 29, Range 22, Ramsey County, Minnesota, except the south 163.00 feet of the east 340.00 feet of said Southwest Quarter of the Southwest Quarter and except the south 170.00 feet of the west 92.50 feet of the east 432.50 feet of said Southwest Quarter of the Southwest Quarter.

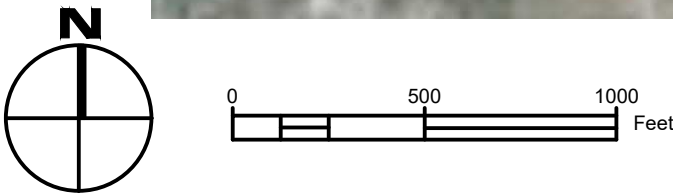
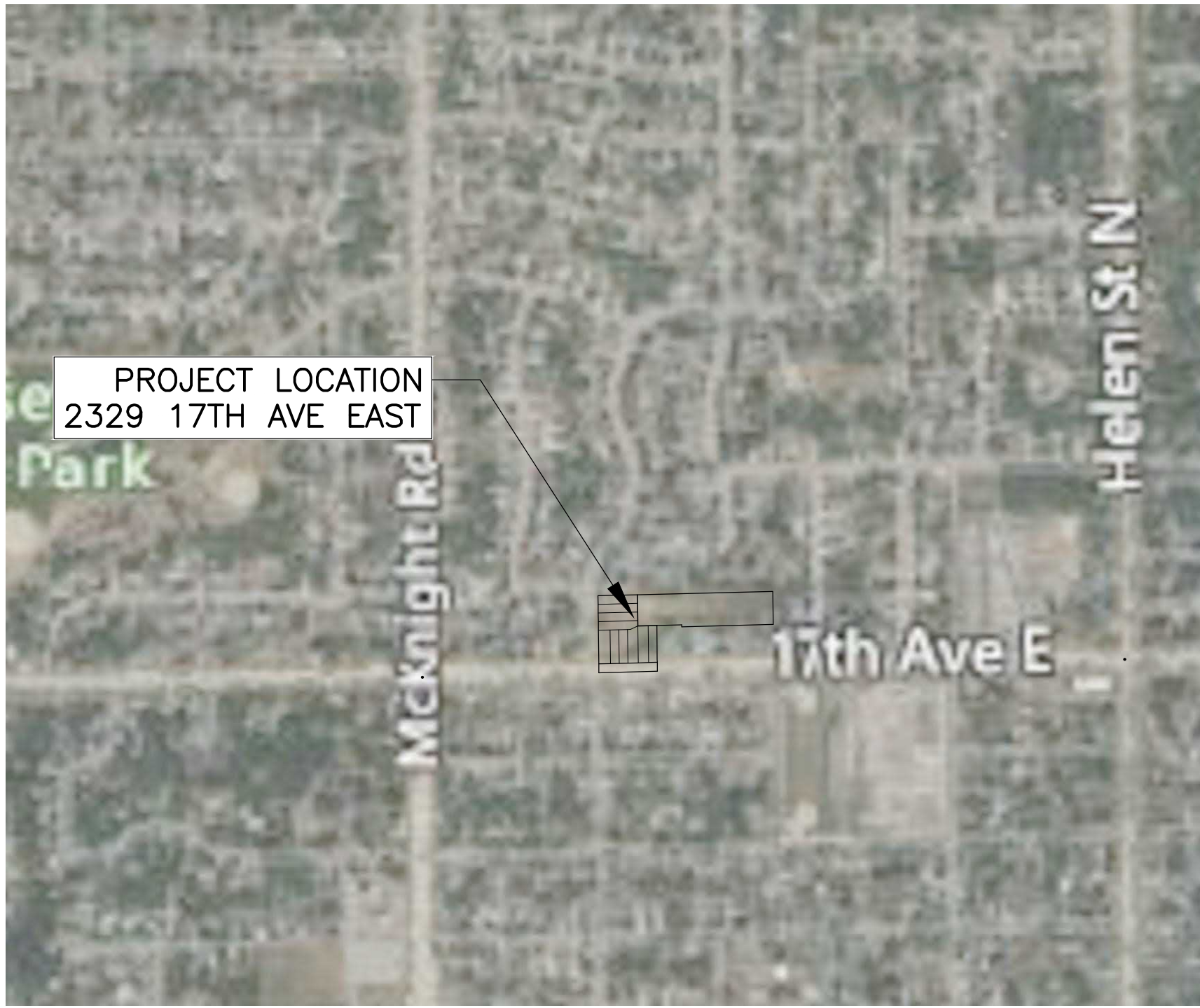
No titlework provided to surveyor, survey subject to revision upon receipt and review.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

Eric R. Vickaryous
ERIC R. VICKARYOUS

Date: March 25th, 2024 Reg. No. 44125

PRELIMINARY PLANS FOR
DELAWARE PLACE
NORTH ST. PAUL, MN
MARCH 2024



VICINITY MAP

PROJECT TITLE

CONTACTS

INDEX

NOTES

OWNER:

Andrus Built, LLC
2440 Charles Street N, Ste 210
North St. Paul, MN 55109
Attn: Doug Andrus
Ph: 651.777.0111
doug@andrusbuilt.com

SURVEY:

Acre Land Surveying, Inc.
9140 Baltimore St NE Ste 100
Blaine, MN 55449
Attn: Eric Vickaryous
Ph: (763) 458-2997
acrelandsurvey@gmail.com

CIVIL:

Civil Methods, Inc.
PO Box 28038
St. Paul, MN 55128
Attn: Dave Poggi, PE
Ph: 763.210.5713
dave.poggi@civilmethods.com

CITY / TOWNSHIP:

City of North St. Paul
2400 Margaret Street
North St. Paul, MN 55109
Ph: 651.747.2595 (P&Z)

Morgan Dawley, City Engineer (WSB)
Ph: 763.287.7173
mdawley@wsbeng.com

WATERSHED DISTRICT:

Ramsey Washington Metro WD
2665 Noel Dr
Little Canada, MN 55117
Ph: 651.792.7950

COUNTY:

Ramsey County Public Works
1425 Paul Kirkwold Drive
Arden Hills, MN 55112
Ph: 651.266.7186

SHEET NO.	DESCRIPTION
C001	COVER SHEET
C101	EXISTING CONDITIONS & REMOVALS
C301	UTILITIES
C401	GRADING PLAN
C501	EROSION & SEDIMENT CONTROL PLAN
C501	SWPPP NARRATIVE
C601-6XX	DETAILS
C701	LANDSCAPING PLAN

LEGEND:

—————	PROPERTY LINE	=====	CURB & GUTTER		STORMWATER POND
- - - - -	SETBACK	— >> —	STORM SEWER / CULVERT		ROCK RIPRAP, RANDOM CRUSHED
- - - - -	EASEMENT	— >—	DRAINTILE		EROSION CONTROL BLANKET
WET	WETLAND	— > —	SANITARY SEWER		TURF REINFORCEMENT MAT
=====	CONTOUR	— —	WATERMAIN		GEOGRID OR ARTICULATED CONCRETE
	SPOT ELEVATION	— o —	CLEANOUT		STABILIZED CONST. ENTRANCE
	DRAINAGE DIRECTION		SANITARY MANHOLE	— SF —	SILT FENCE
	BITUMINOUS SURFACE		WETLAND BUFFER	- - - - -	SEDIMENT CONTROL LOG
	BITUMINOUS SURFACE, HEAVY		BIORETENTION / INFILTRATION BASIN		INLET PROTECTION
	CONCRETE SURFACE		TREE LINE		FENCE
					RETAINING WALL

THE EXISTING UTILITY INFORMATION SHOWN IN THIS PLAN HAS BEEN SURVEYED BY OTHERS; THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY 811 OR GOPHER STATE ONE CALL (1.800.252.1166).

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

PLAN REFERENCES:

- CITY OF NORTH ST. PAUL CODE & DESIGN STANDARDS
- MINNESOTA DEPT. OF TRANSPORTATION – STANDARD SPECIFICATIONS FOR CONSTRUCTION, LATEST EDITION.
- CITY ENGINEERS ASSOCIATION OF MINNESOTA STANDARD SPECIFICATIONS, LATEST EDITION.
- UNREINFORCED CONCRETE PER ACI 330R-08 AND ACI 330.1-03.



CIVIL METHODS, INC.

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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DAVID M. POGGI

DATE: 03-18-2024

LIC. NO.: 44573

DESIGNED: DMP

DRAWN: DMP

CHECKED: KEB

DATE / REVISION:
03-18-2024 Preliminary Plan Review Set. NOT FOR CONSTRUCTION

DELAWARE PLACE
ANDRUS BUILT, LLC
NORTH ST. PAUL, MN

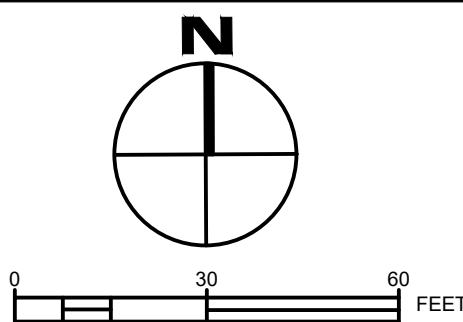
COVER

SHEET NO:

C001

GENERAL NOTES:

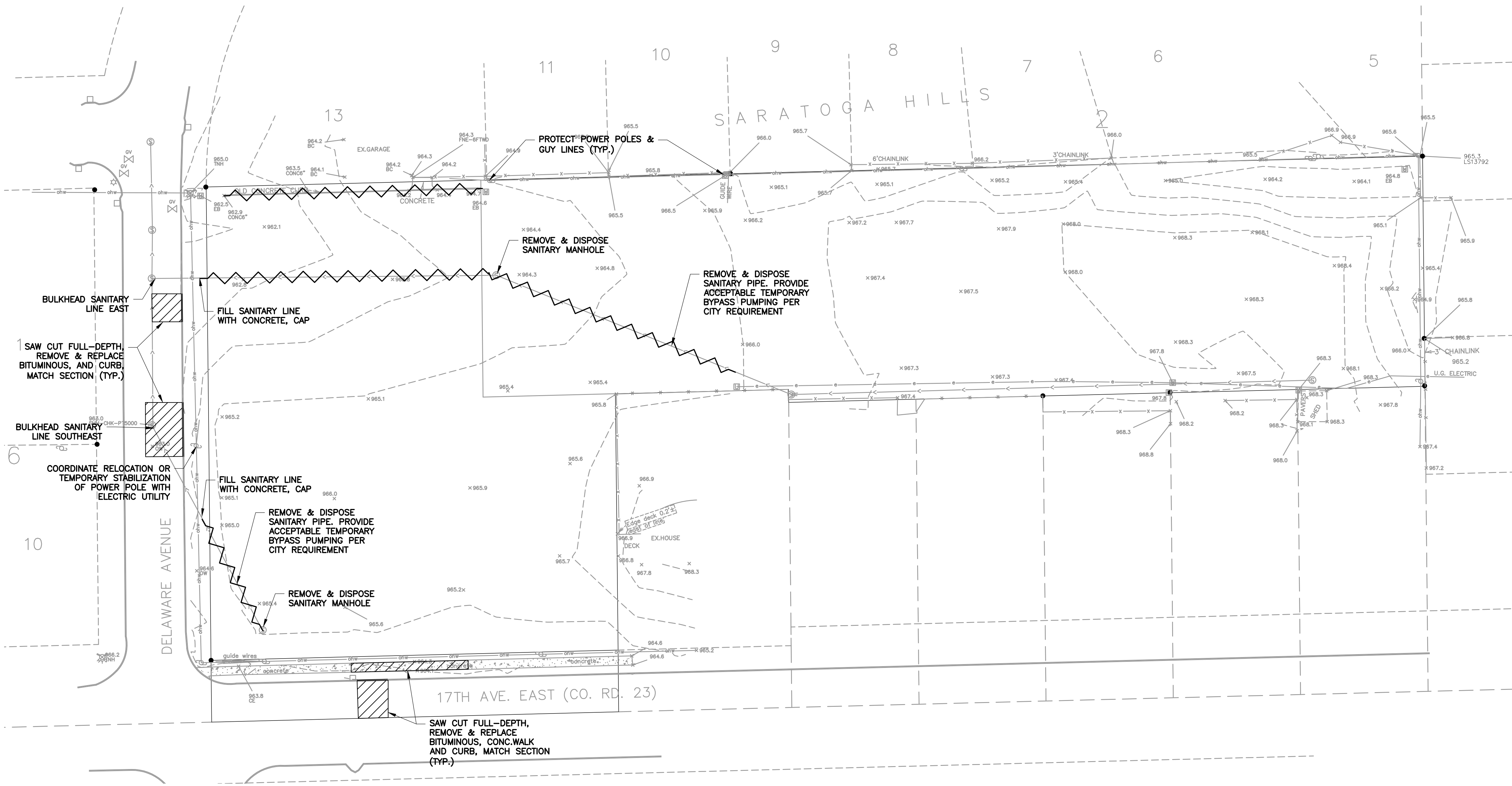
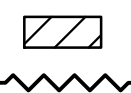
1. The subsurface utility location information in this plan is utility quality level D. This utility quality level was determined according to the guidelines of CI/ASCE 38-02, titled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data." Engineer does not guarantee the accuracy of utility locations or that all existing utilities are shown; Contractor is responsible for locating utilities prior to digging.
2. Perimeter sediment controls shall be installed prior to beginning site disturbance operations, see Erosion Control Plan. No impact to adjacent properties is permitted without prior written authorization from property owner.
3. Existing street pavement and curb shall be cut full-depth to provide a clean, uniform face for new connection.
4. Coordinate removal or relocation of private utilities with utility owner.
5. Coordinate removal and abandonment of existing sewer and water services with City Public Works, meet City requirements for removal and restoration.
6. Protect light poles and other existing utilities, signs, trees, etc. Relocation of any private utilities not directed on these plans shall be coordinated with the utility owner.
7. Damaged items or property shall be repaired or replaced at Contractor's expense.



BENCHMARK
(ASSUMED, SEE SURVEY)

LEGEND:

PROPERTY LINE
PAVEMENT REMOVAL
REMOVAL



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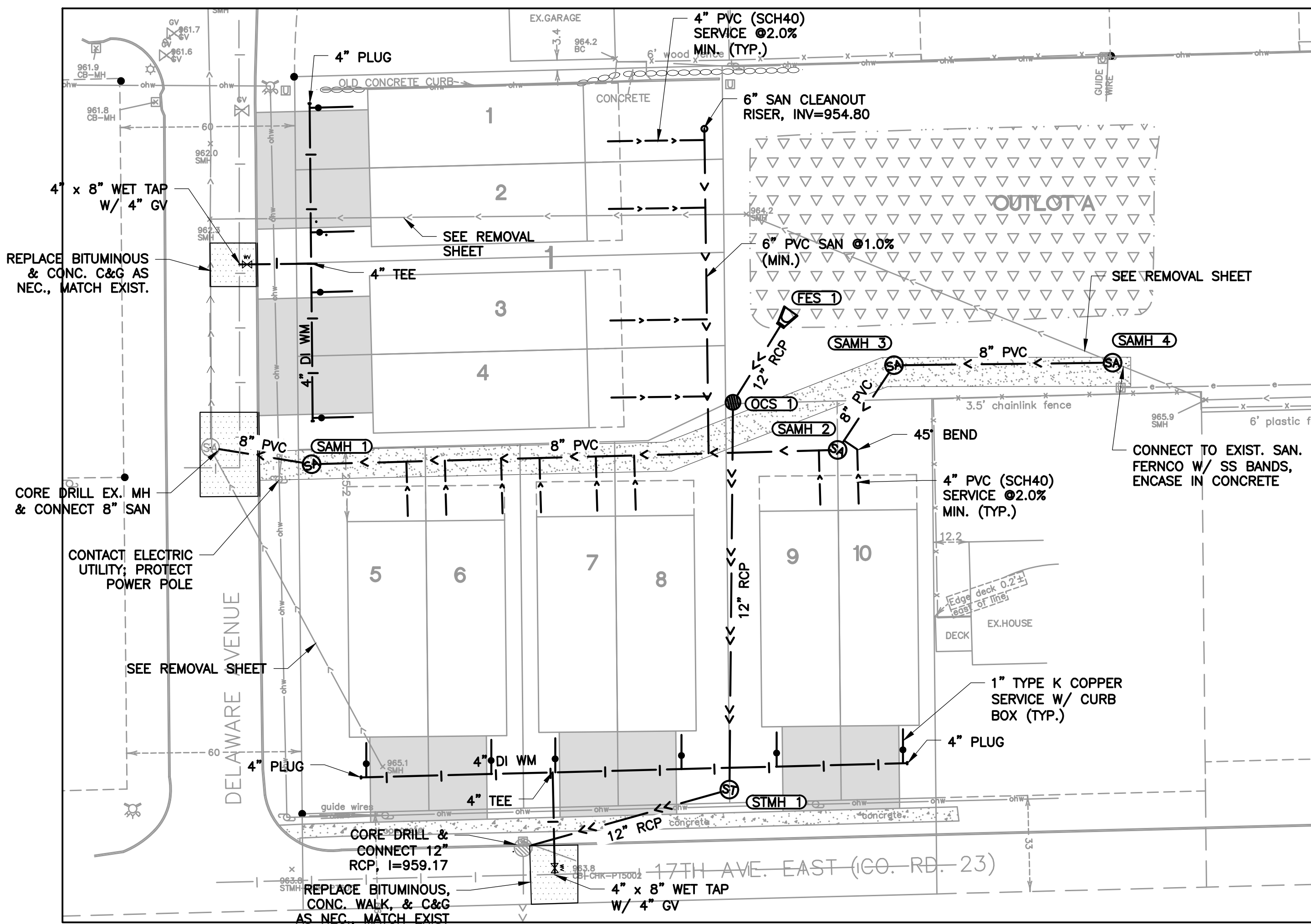
DELAWARE PLACE

ANDRUS BUILT, LLC
NORTH ST. PAUL, MN

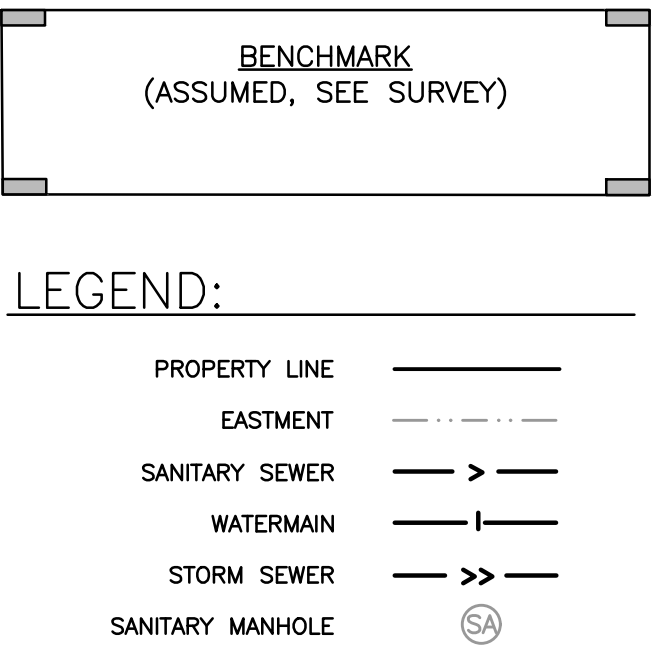
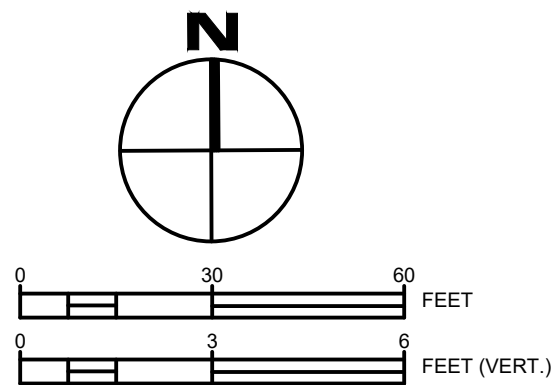
EXISTING CONDITIONS &
REMOVALS

SHEET NO:

C101

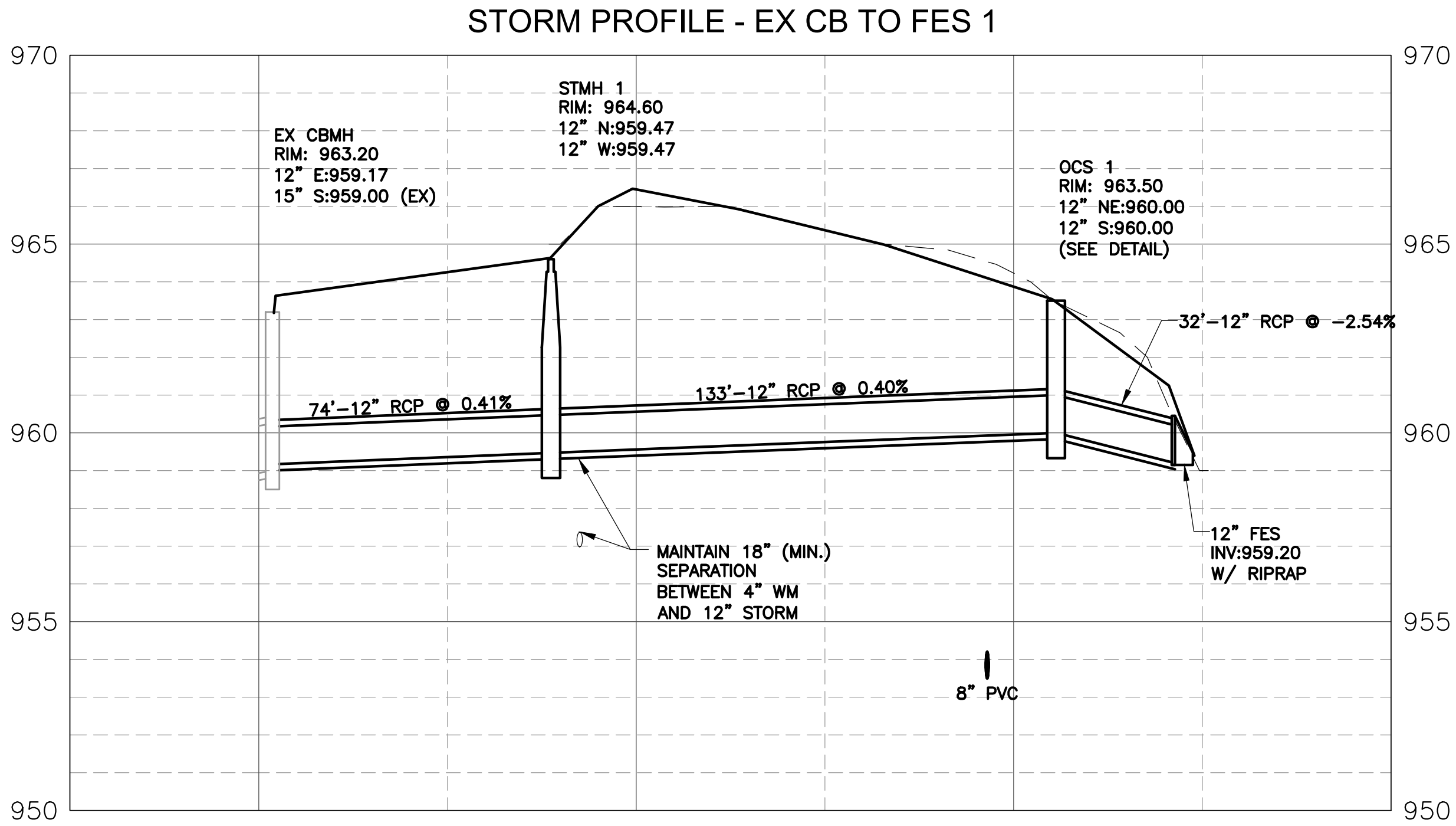
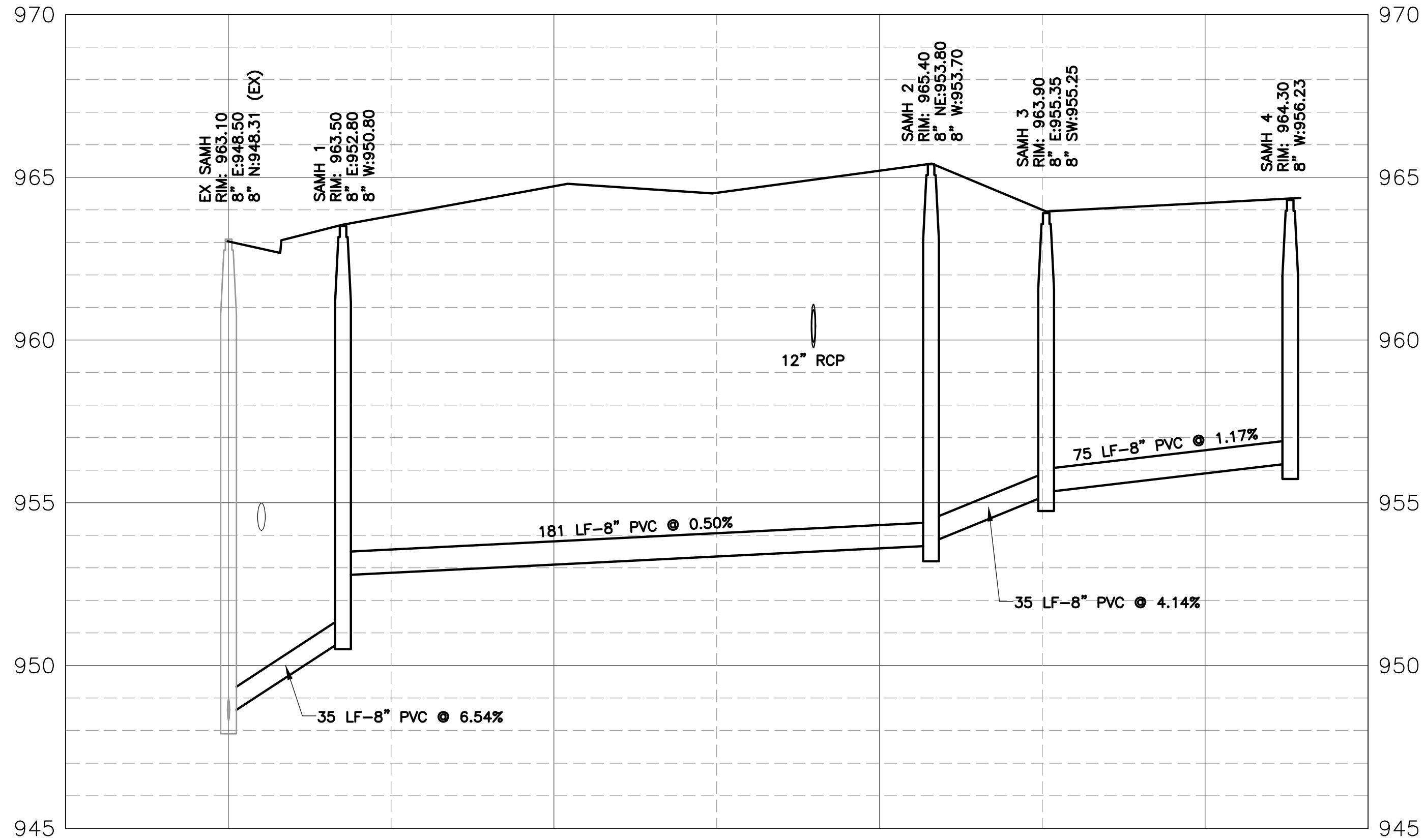


X+XX → DISTANCE OF SAN SERVICE WYE FROM DOWNSTREAM MH
XXX.X → SEWER SERVICE AT 5' PAST PROPERTY LINE
X'R → RISER HEIGHT, TYP
W=XXX.X → TOP OF CURB STOP ELEV



GENERAL NOTES:

- The subsurface utility location information in this plan is utility quality level D. This utility quality level was determined according to the guidelines of CI/ASCE 38-02, titled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data." Engineer does not guarantee the accuracy of utility locations or that all existing utilities are shown; Contractor is responsible for locating utilities prior to digging.
- Contractor shall coordinate utility connections and street disturbance with City; traffic control requirements as directed by City.
- Protect light poles and other existing utilities, signs, trees, etc. Relocation of any private utilities not directed on these plans shall be coordinated with the utility owner.
- Damaged items or property shall be repaired or replaced at Contractor's expense.
- Watermain pipe shall be CL 52 ductile iron; maintain 18" separation (min.) at crossings (less than 18" separation requires insulation).
- Wet tap
- Water service pipe shall be 1" copper, Type K, with corporation & curb stop.
- Adjust curb stop elevation as nec. with driveway grade.
- Sanitary manholes shall have poured inverts providing smooth flow transition.
- Sanitary sewer shall be 8" PVC (SDR 35) unless noted otherwise.
- Service laterals shall be PVC (Sch40) extended to 5.0' past the lot line, plugged with a gasketed plug, and marked with a steel post with top 2' painted green.
- Sanitary 4" PVC services not be laid flatter than 2.0%.
- Sanitary service bend > 45° requires cleanout, per MN Plumbing Code.
- All sanitary and water pipe and services shall have a minimum of 7.5' cover.
- Maximum spacing of sanitary cleanouts shall be 100'.
- See details for additional information.
- Sewer and water mains to be tested and/or disinfected per City requirements.
- Restore bituminous street section, concrete walks, and concrete curb & gutter per City and County standard, match existing (min.).



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ANDRUS BUILT, LLC
NORTH ST. PAUL, MN

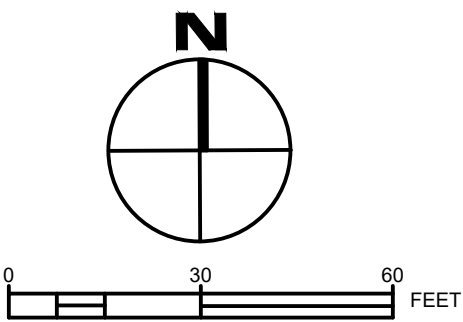
UTILITIES

SHEET NO:

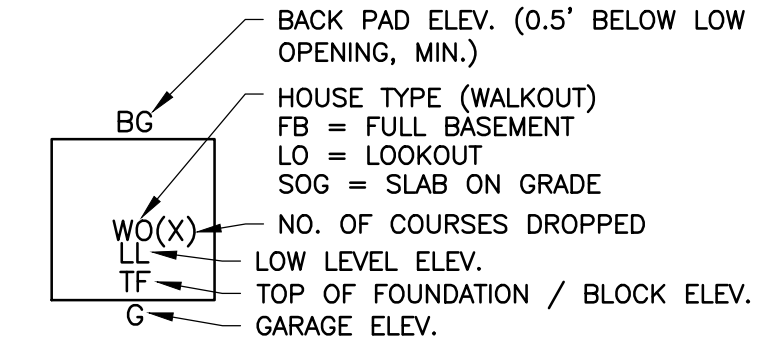
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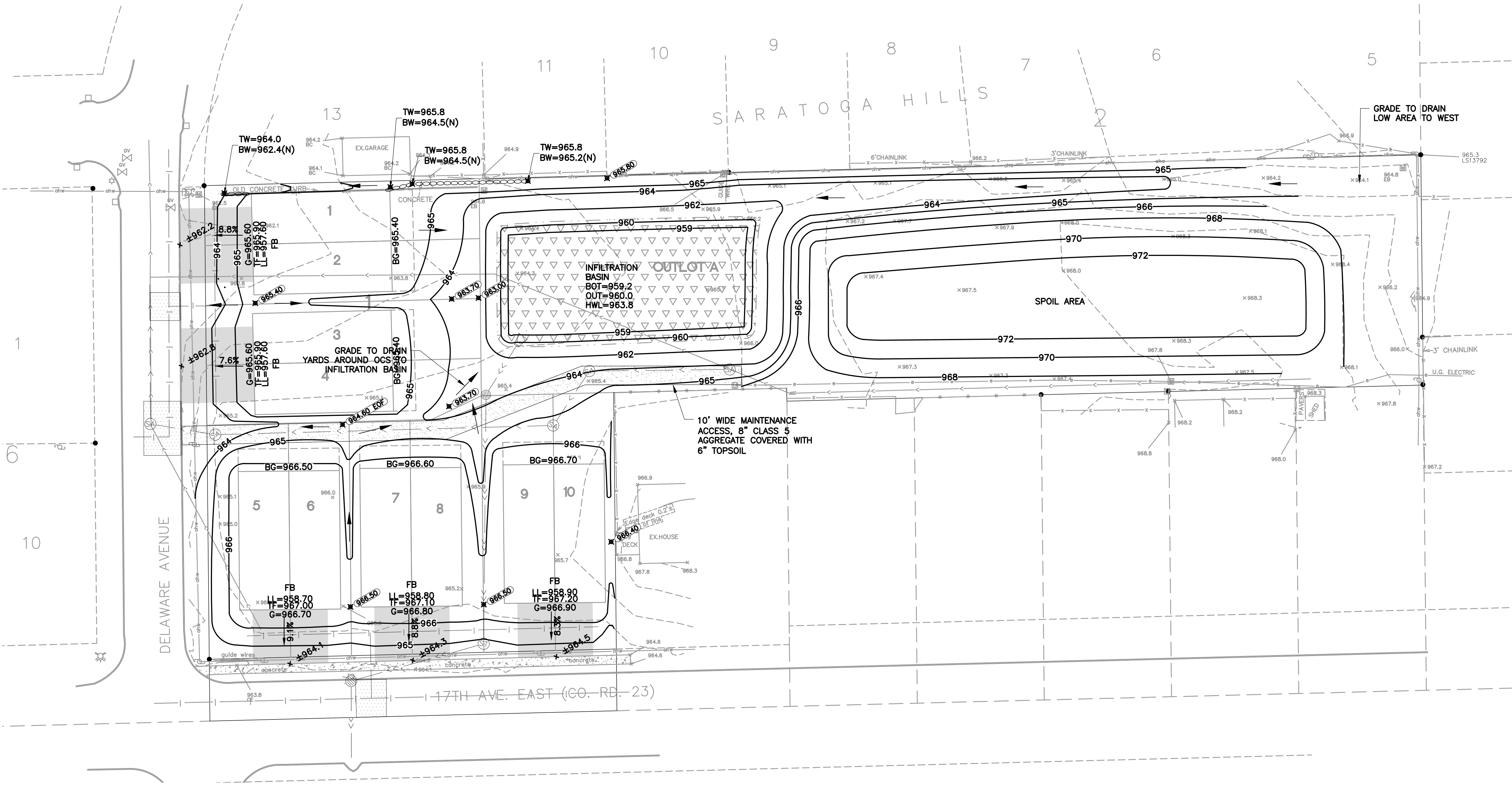
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 - Construction shall comply with all applicable governing codes.
 - Damaged items or property shall be repaired or replaced at Contractor's expense.
 - See erosion control plan and SWPPP for required controls to be installed prior to site disturbance.
 - Contractor shall install demarcation fencing at property line as necessary.
 - Contours shown are to final grade.
 - Curb point elevations are at flow line, unless noted otherwise.
 - Basin side slopes shall be 4:1 (max.) below HWL.
 - Maximum grading slope in mowed areas to be 3:1 (2:1 in natural areas).
 - Low opening on sides and back of homes to be 2.0' above pond HWL, or 965.8 (min.) including window wells.
 - Swales between lots shall be 2.0% (min.) to extent possible; not less than 1.5%.
 - Driveway grades shown indicate grade from garage to back of curb or sidewalk (if applicable).
 - Additional stockpiling may be needed; waste excess material as directed.
 - See details and note sheets for additional specifications.



BENCHMARK (ASSUMED, SEE SURVEY)	
LEGEND:	
PROPERTY LINE	—
SETBACK	---
EASEMENT	- - - -
WETLAND	WET
CONTOUR	—
SPOT ELEVATION	X
DRAINAGE DIRECTION	→
STORM SEWER / CULVERT	—>—
BITUMINOUS SURFACE	▨
RIPRAP	▩
RETAINING WALL	⊖⊖⊖⊖



TYPICAL LOT & HOUSE PAD



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DATE / REVISION:
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DELAWARE PLACE
ANDRUS BUILT, LLC
NORTH ST. PAUL, MN

GRADING

SHEET NO:
C401



Print Date: 3/25/2024 2:48 PM
File Loc: C:\CIVIL\Methods, Inc\CD\17 - Documents\17 - Projects\24006 - 17th Avenue Townhomes\17 - Drawings\17 - EROSION & SEDIMENT CONTROL\17 - EROSION & SEDIMENT CONTROL.dwg

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DELAWARE PLACE
ANDRUS BUILT, LLC
NORTH ST. PAUL, MN

EROSION & SEDIMENT CONTROL

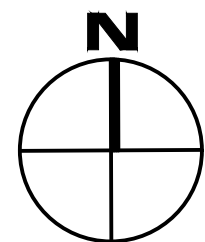
SHEET NO.

C501

SEDIMENT CONTROL & TURF RESTORATION NOTES:

1. Topsoil, vegetation, and erosion control items installed and maintained per Mn/DOT 2571-2575.
2. Perimeter sediment controls shall be installed as indicated prior to site disturbance, and shall be installed to allow for high-flow bypass or overflow to prevent failure during significant rainfall.
3. In addition to this sheet, Contractor must be familiar with the SWPPP plan sheet. SWPPP shall remain onsite at all times, as noted in "Record Retention" section of SWPPP.
4. Silt fence shall be of type indicated on the plan (Mn/DOT 3886).
5. Contractor is responsible for keeping sediment from leaving the property, including vehicle tracking. Should sediment be tracked offsite onto adjacent street, Contractor shall sweep Within 24 hours.
6. Install silt fence or sediment control log around any soil stockpiles that will be present for more than 7 days (if no perimeter controls in place to prevent sediment transport).
7. Inlet protection shall be in place on inlets throughout construction; type shall be suitable for each phase of construction.
8. Install sediment control logs around rim of bioretention basin immediately after final grading and leave in place until construction has ended and site is stabilized with vegetation.
9. Sediment control logs shall be minimum 8" diameter wood or straw (Mn/DOT 3897).
10. Devices shall be inspected weekly and after all rainfall events exceeding 1/2", and maintained as necessary to keep the intended functional condition.
11. Accumulated sediment shall be removed from sediment control devices when 1/3 of device height has been reached.
12. After rough grading is completed, and topsoil spread, areas shall be seeded and blanketed (or sodded) within 7 days. Areas not being actively worked must be covered with temporary seed within 14 days.

13. Random crushed riprap per Mn/DOT 3601 shall be of class and quantity as indicated, and shall include geotextile fabric (3733).
14. Seed (or sod) in yard areas shall be Mn/DOT Mix 25-151 (3876) residential turf, other areas may be low maintenance turf, Mix 25-131, native prairie, Mix 35-241, or approved equal.
15. Seed infiltration basin bottom and sides with Mn/DOT Mix 33-261.
16. Ditch bottoms and 3:1 slopes shall include erosion control blanket, Cat.20 (3885).
17. All other seeded areas, including infiltration basin shall be seeded (or planted) and covered with hydraulic mulch matrix (3884.B2), blanket (Cat.10 or 15, 3885), or straw mulch, Type 1 (no straw in basins).
18. Turf shall be installed by a qualified professional and/or per the Mn/DOT Seeding Manual (latest edition), at rates indicated in the manual.
19. Perimeter sediment controls shall remain in place until vegetation is growing / established in all disturbed areas.
20. Erosion during construction shall be repaired by the Contractor within 24 hours of discovery.

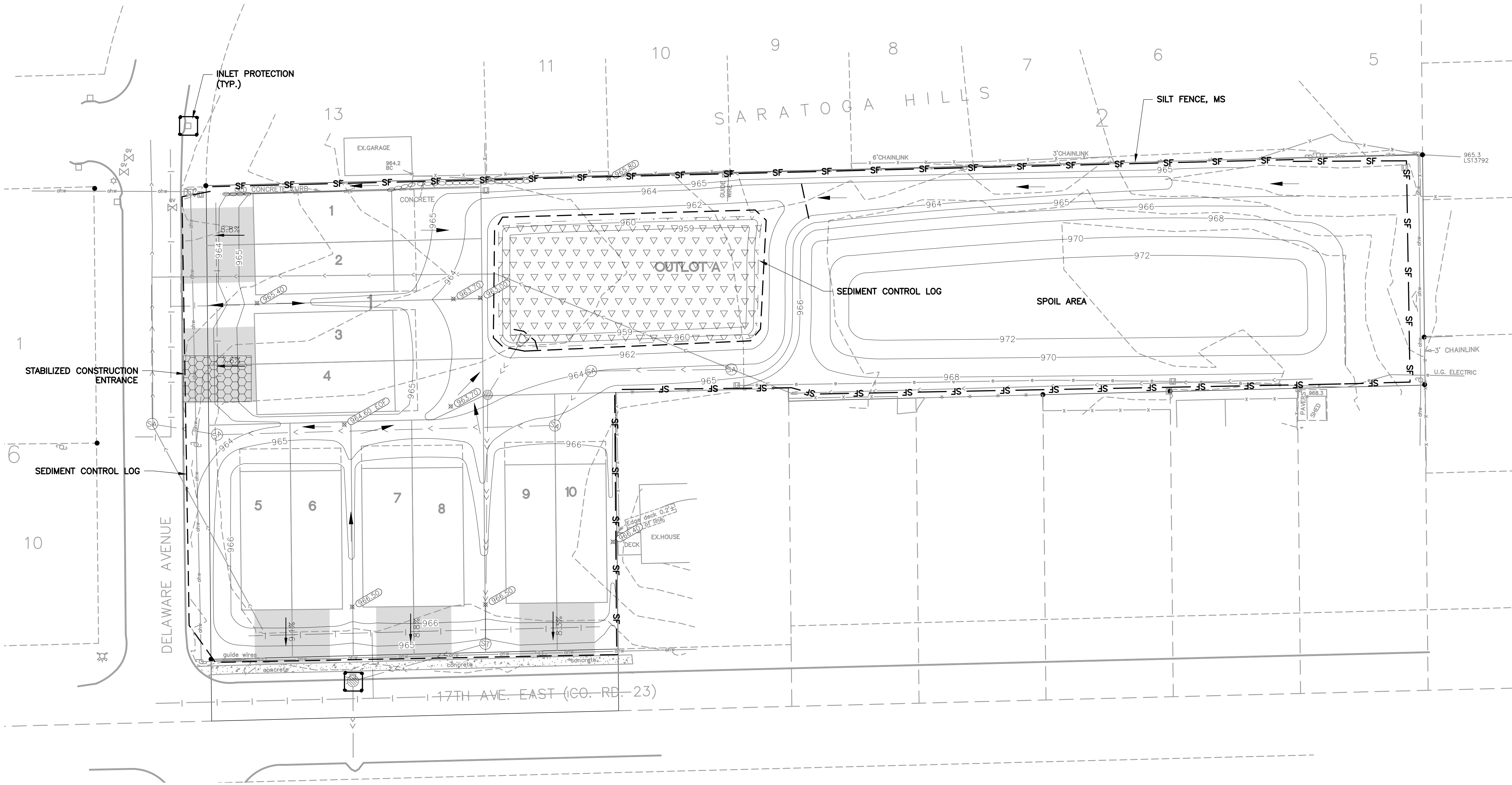


0 30 60 FEET

BENCHMARK
(ASSUMED, SEE SURVEY)

LEGEND:

PROPERTY LINE	----
INFILTRATION BASIN SEED MIX	XXXX
EROSION CONTROL BLANKET, CAT. 0, OR HYDRAULIC MULCH MATRIX	XXXX
EROSION CONTROL BLANKET, CAT. 3	XXXX
STABILIZED CONST. ENTRANCE	XXXX
SILT FENCE	SF
SEDIMENT CONTROL LOG	----
INLET PROTECTION	□
DETAIL ID: NO. / SHEET	①



Know what's below.
Call before you dig.

ALL CONSTRUCTION ACTIVITIES MUST MEET THE REQUIREMENTS OF THE MPCA'S **GENERAL PERMIT AUTHORIZATION TO DISCHARGE STORMWATER ASSOCIATED WITH CONSTRUCTION ACTIVITY UNDER THE NPDES/SDS PROGRAM (MNR100001)**. All sheets of this planset, as well as the related Project SWMP, are hereby referenced as part of this SWPPP; any related pages shall be revised as appropriate for differing site conditions. Specific reference permit sections included in parentheses throughout.

SITE AND CONSTRUCTION DESCRIPTION:

This project includes site grading for a new residential subdivision in North St. Paul, Ramsey County, MN (Lat: 45.021251, Long: -93.001876).

The site work will include disturbance of approximately 1.4 acres for the construction of five twin homes, as well as related utilities and associated site grading. Approximately 3,700 CY of material will be excavated and relocated on-site, and all areas will be stabilized and restored as indicated in the plans.

The existing site is vacant and included a church previously. No groundwater or soil contamination is anticipated (16.15).

The Contractor shall sign the MPCA NPDES Construction Stormwater Permit application as "Operator" and be solely responsible for meeting the erosion and sediment control requirements of the permit.

Disturbed Area: 1.4 acres
Pre-Construction Impervious Area: 0.00 acres
Post-Construction Impervious Area: 0.57 acres
Newly Created Impervious Area: 0.57 acres
Permanent Stormwater Treatment Required by MPCA (If >1.0 acre): NO

PERMANENT STORMWATER MANAGEMENT:

Permanent stormwater management is required by the City an Ramsey Washington Metro Watershed District (RWMWD), and is described in detail in the project Stormwater Management Plan (SWMP) report. In summary, the site has been designed to infiltrate a WQV of 1.1" from the site impervious area, as well as control rate of discharge for the design storm events. With no direct pipe inlet to the basin, pretreatment will be provided in grass swales.

Geotechnical borings have been completed to a depth of approximately 20 ft; neither mottling nor groundwater level were noted. A minimum of 3' of separation is provided (as required) from bottom of infiltration to SHWT elevation (bore limit, in this case).

Soils at the site are primarily clays near the surface, with sandy-loams at depth in various areas. The soils range in hydrologic condition from highly permeable HSG Type A soils to low permeability HSG Type D soils. Since surface soils are all clayey near surface, this Type D condition is reflected in design runoff curve numbers. Soil permeability improves at depth in the area of the proposed infiltration basin, and therefore infiltration is feasible for stormwater management.

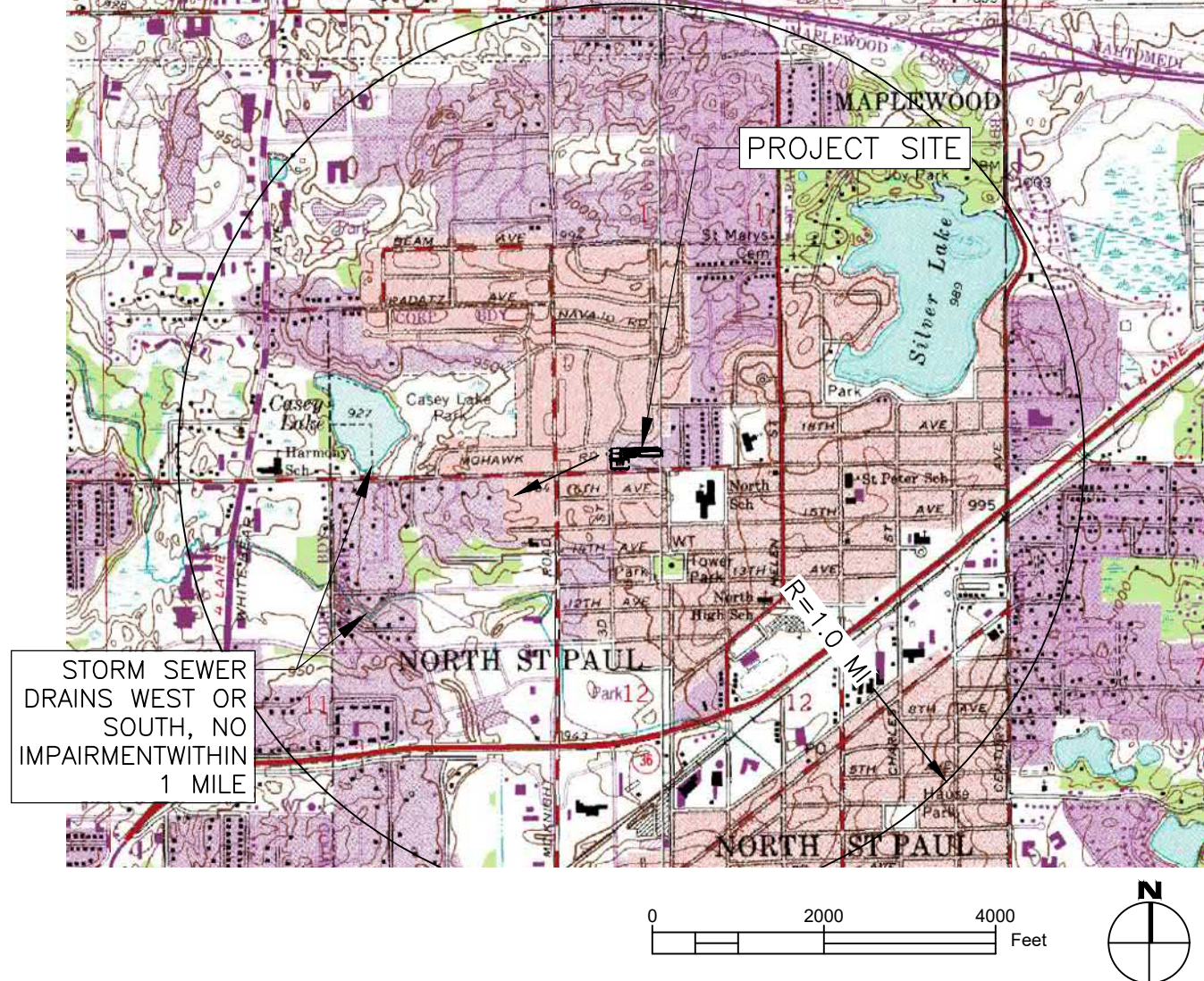
The entire property drains west and south into storm sewer in the adjacent streets. A small depression exists in the northeast corner of the property that collects runoff from nearby backyards before overflowing west through the site. A swaled outlet will be graded to drain the depression, which should help the existing drainage condition of neighboring properties.

The project site does not discharge to an Impaired Water within 1 mile, as defined by the State's Impaired Waters List.

SOILS MAP



DOWNSTREAM SURFACE WATERS AND WETLANDS



EROSION & SEDIMENT CONTROL QUANTITIES

EROSION & SEDIMENT CONTROL

- 1.The contractor shall use phased construction whenever practical to minimize disturbed area at any one time. Disturbed area shall not exceed that which can be effectively inspected and maintained.
- 2.All exposed soil areas, including stockpiles, must be stabilized as soon as possible to limit soil erosion but in no case later than 14 days after the construction activity in that portion of the site has temporarily or permanently ceased.
- 3.The following shall be installed within 24 hours of connection to surface water or property edge:
 - 3.1.Energy dissipation (riprap) at all outlet aprons
 - 3.2.Stabilization of temporary or permanent drainage swales within 200' of property boundary or connection to surface water (e.g., storm sewer inlet, drainage swale, etc.)
- 4.A vehicle tracking BMP must be installed at the site entrance where haul vehicles are entering and exiting the site, including: rock pad, slash mulch, wash rack, etc. Streets must be swept within 24 hours of discovery of offsite tracking.
- 5.Temporary stockpiles must have silt fence or other applicable sediment control device around the base of the pile.
- 6.The Contractor shall be responsible to control sediment-laden surface water from leaving site. All mobilized sediment that has left the construction zone shall be collected by the contractor and properly disposed of at no additional cost to the owner.
- 7.Any fines levied due to inadequate erosion or sediment control practices, sediment discharging from the site, etc., shall be the responsibility of the Contractor.
- 8.Inlets shall be protected from sediment at all times, with appropriate protection installed for each phase of development.
- 9.Infiltration basin shall not be excavated to final grade until contributing drainage area has been fully stabilized, unless rigorous measures are incorporated to keep sediment from draining to the basins (16.4).
10. When excavating to within 3' of final grade of infiltration basin, area shall be staked to ensure vehicles and equipment do not compact the soil in basin bottom.
11. Additional temporary BMPs may be required to reduce the potential for sediment transport during construction. If deemed necessary by onsite personnel, Engineer or Owner shall be contacted immediately for approval or guidance, if available. Otherwise best judgment shall be used to provide rapid stabilization or sediment controls as necessary to minimize potential pollutant discharge.

CONSTRUCTION IMPLEMENTATION SCHEDULE & PHASING

- 1.Install perimeter silt fence / sediment logs, and construction entrance as shown prior to site disturbance.
- 2.Complete soil stripping and rough grading of site.
- 3.Seed and stabilize area where work is completed; provide temporary stabilization as necessary.
- 4.Install sewer and water works.
- 5.Final grade infiltration basin and install protective sediment control log.
- 6.Replace topsoil and establish vegetative cover.
- 7.Complete site restoration and final stabilization measures (remove temporary controls after construction acitivity has ceased and vegetation is established).
- 8.Submit Notice of Termination (NOT) to MPCA within 30 days.

DEWATERING & BASIN DRAINING

- 1.Dewatering water, if necessary, must be discharged to a sediment control device (e.g., sediment basin or trap, filter bag, etc.) to prevent sediment-laden water with visual turbidity from discharging downstream. To the extent feasible, use well-vegetated upland areas of the site to infiltrate dewatering water before discharge. Contractor must visually check and photograph the discharge at the beginning and at least once every 24 hours of operation.
- 2.If nuisance conditions result from the discharge (e.g., cloudy or opaque water, oil film, erosion, etc.), Contractor must cease dewatering and correct the situation immediately.
- 3.If discharge water contains oil or grease, an oil-water separation or filtration device shall be used prior to discharge.
- 4.Use appropriate energy dissipation measures on all discharges to prevent erosion at discharge outlet. Discharge must not cause nuisance or erosive conditions to downstream properties or receiving channels. Excessive inundation of downstream wetlands is not permitted (if applicable).
- 5.If filters with backwash water are used, all backwash water must be hauled offsite for disposal, returned to the beginning of the treatment process, or incorporated into the site in a manner not causing erosion.
- 6.Contractors shall inspect and photograph discharge at the beginning of, and every 24 hours during, operation.

INSPECTIONS & MAINTENANCE

1. The contractor must routinely inspect the construction site and areas adjacent to the project once every 7 days during construction, and within 24 hrs of receiving more than ½" of rain in 24 hrs. Rainfall amounts must be measured by a properly installed rain gage onsite, or from a weather station within 1 mile of the project, or from a weather reporting system with site specific radar rainfall summaries (11.11).
2. All inspections and rainfalls > ½" must be recorded and retained onsite with the SWPPP. Inspections shall include: date/time, name of individual, date & amount of rainfall, findings, corrective actions, observed discharge/location/description, any proposed SWPPP amendments.
3. Inspections may be suspended when work is stopped due to frozen conditions. The Contractor's inspector must resume inspections within 24 hours after runoff occurs at the site or prior to resuming construction, whichever comes first.
4. Silt fence (or related perimeter control device) must be maintained when accumulated sediment reaches ½ the height of the device, or if device becomes ineffective (by the end of the next business day following discovery).
5. Permanent and temporary sediment basins, if applicable, shall be drained and cleaned when sediment depth reaches ½ of original storage volume; complete within 72 hrs of discovery. Must be cleaned prior to project completion.
6. Non-functional BMPs must be repaired or replaced by the end of the next business day following discovery.
7. Inspect downstream drainage system for signs of erosion or sediment buildup during each inspection; stabilize within 7 days.
8. Contractor shall inspect and photograph dewatering discharges at the beginning and every 24 hours during operation.
9. Inspect vehicle exit locations and adjacent streets; remove sediment from surfaces within 1 day.

POLLUTION PREVENTION

1. All solid waste generated at the site must be disposed of in accordance with all applicable federal and state regulations.
2. All hazardous materials must be properly stored/contained to prevent spills or leaks; materials must be properly disposed of perapplicable regulations, including Minn. Rule Ch. 7045. Restricted access storage areas must be provided to prevent vandalism.
3. Vehicle or equipment washing must be confined to a defined area (minimum of 100' from pond or drainage ditch); runoff containing any hazardous materials must be collected and properly disposed of. Defined area must be delineated with heavy-duty silt fence (incidental); no engine degreasing is allowed on-site.
4. Pesticides, herbicides, insecticides, fertilizers, treatment chemicals, and landscape materials must be under cover to prevent pollutant discharge, or protected by similar means to minimize potential contact with stormwater.
5. Concrete and other washout waste must be effectively contained – solid and liquid washout waste must not contact ground and must be disposed of properly in compliance with MPCA rules. A sign must be installed at washout area requiring personnel to utilize the proper facilities for disposal of concrete and other wastes.
6. The contractor is solely responsible for monitoring air pollution and ensuring that it does not exceed levels set by any agency or LGU. This includes dust created by work performed at the site; air pollution and dust control measures are incidental to the contract. The engineer may require additional dust control measures to be implemented, as necessary.
7. Adequate temporary restroom facilities shall be present onsite in a stable and secure location during construction operations, and shall be maintained in an adequate functioning condition.

FINAL STABILIZATION & NOTICE OF TERMINATION (NOT)

1. The Contractor must ensure final site stabilization meets the Permit requirements, and submit the NOT within 30 days.
2. Final stabilization includes uniform perennial vegetative cover of at least 70% of the expected final growth density over the entire pervious surface area, or other equivalent cover to prevent soil erosion.
3. All temporary synthetic and structural BMPs must be removed as part of final stabilization.
4. Ground or aerial photographs shall be taken and submitted with the NOT, confirming final stabilization measures.

SWPPP UPDATES & RECORD RETENTION

1. The SWPPP, all revisions to it, and inspection & maintenance records are the responsibility of the Contractor and must remain at the site during construction hours. The materials may be kept in a field office, onsite vehicle, or "SWPPP Mailbox", or be otherwise electronically available on-site.
2. This SWPPP shall be updated within 7 days to include additional or modified designs when there is a change in design having significant effect on the discharge of pollutants to surface waters or groundwater.
3. Training documentation shall be provided by Contractor as outlined below and required.
4. The SWPPP, project permits, inspection/maintenance logs, stormwater maintenance agreements, and stormwater management design calculations must be retained for 3 years after submittal of permit NOT. Contractor shall provide Owner or Engineer copies of inspection and maintenance logs prior to final payment.

TRAINING REQUIREMENTS

1. The permittees must comply with the training requirements as outlined in Section 21 of the Permit. The Contractor shall have a trained individual performing BMP installations and inspections, as required.
2. Training table (below) to be completed prior to construction, as appropriate.

RESPONSIBLE PARTIES & TRAINING SUMMARY

	COMPANY	CONTACT	PHONE	TRAINING DATE	COURSE / ENTITY	CONTENT
OWNER:				NA	NA	NA
SWPPP PREPARER:	CIVIL METHODS, INC.	KENT BRANDER, PE	763.210.5713	1/24/2022	UNIVERSITY OF MN	DESIGN OF CONSTR. SWPPPS
GENERAL CONTRACTOR / INSPECTOR:						
EROSION & SEDIMENT CONTROL INSTALLER:						
PERMANENT BMP OPERATOR / MAINTAINER:				NA	NA	NA

CIVIL METHODS, INC.

P.O. Box 28038
St. Paul, MN 55128
o:763.210.5713 | www.civilmethods.com

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DAVID M. POGGI

DATE: 03-18-2024
LIC. NO.: 44573

DESIGNED: DMP
DRAWN: DMP
CHECKED: KEB

DATE / REVISION:
03-18-2024 Preliminary Plan Review Set. NOT FOR CONSTRUCTION

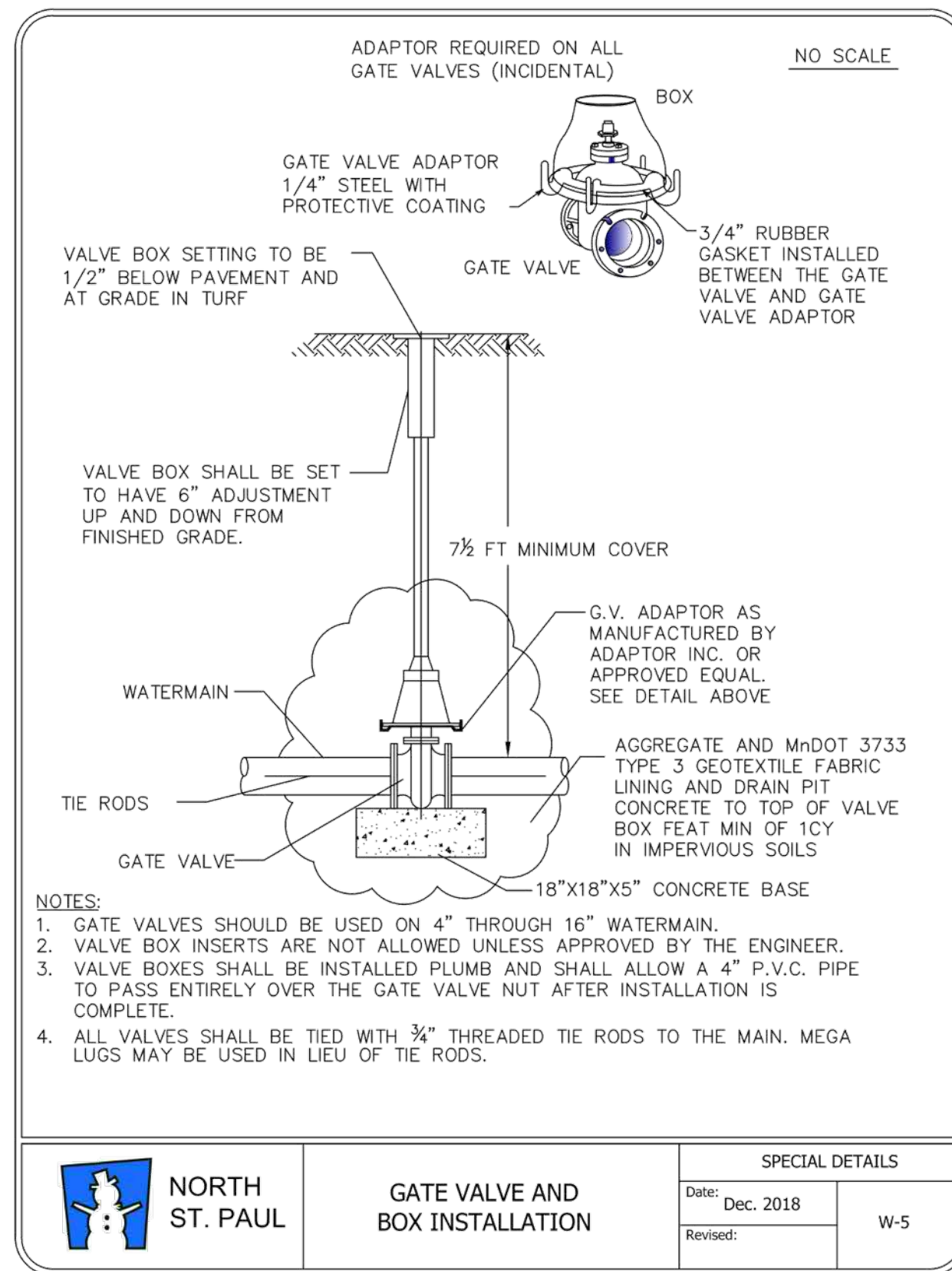
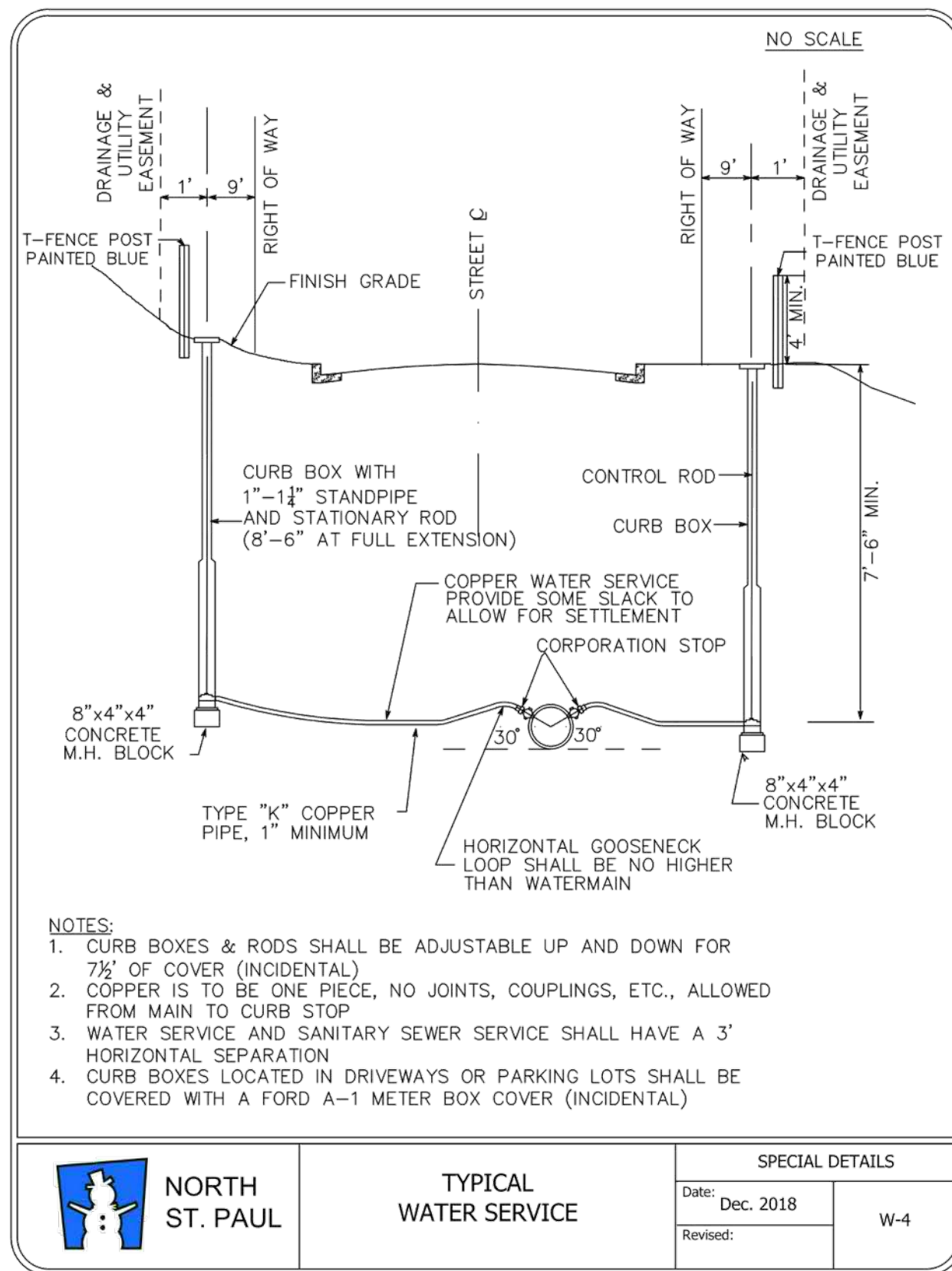
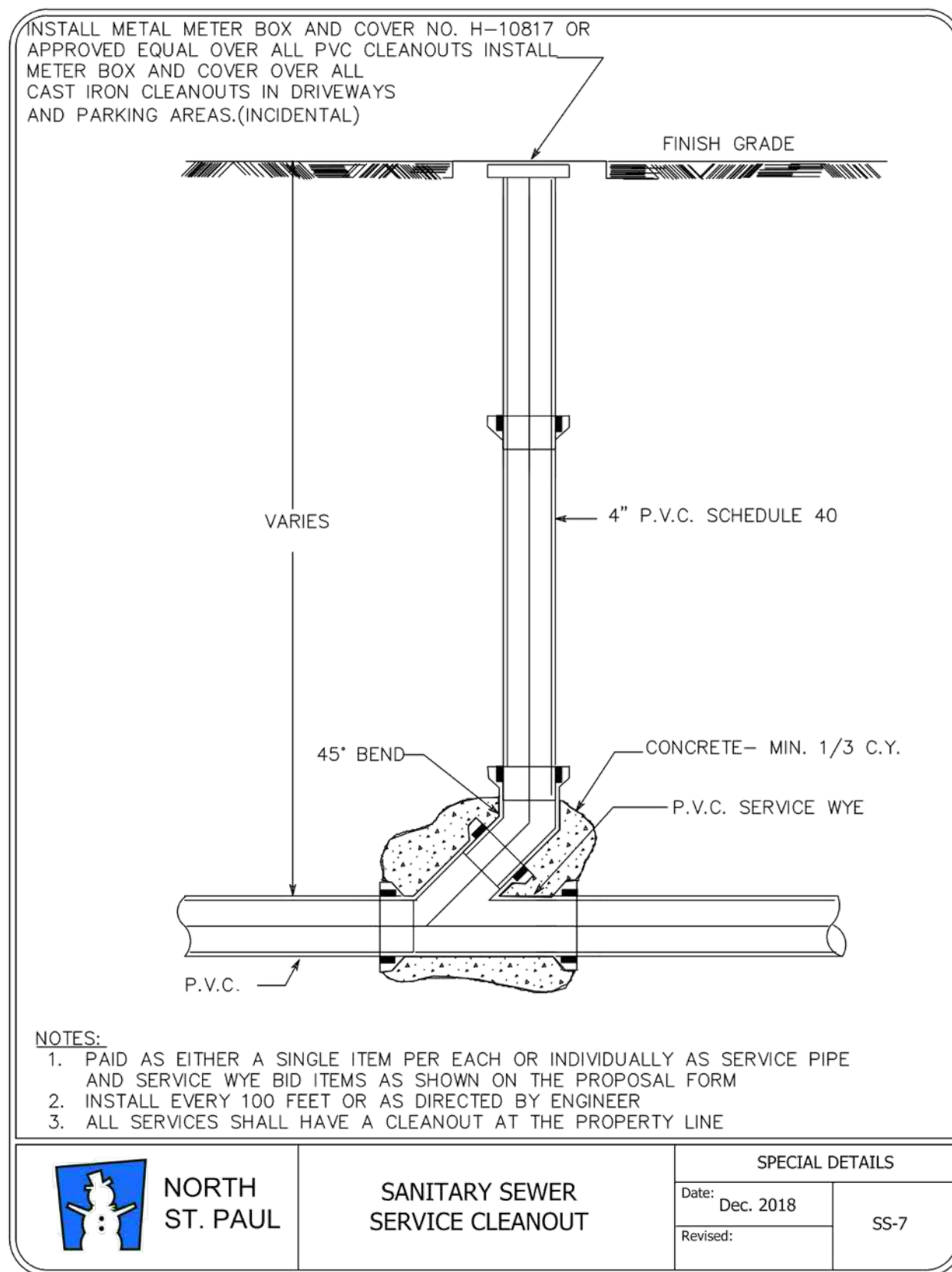
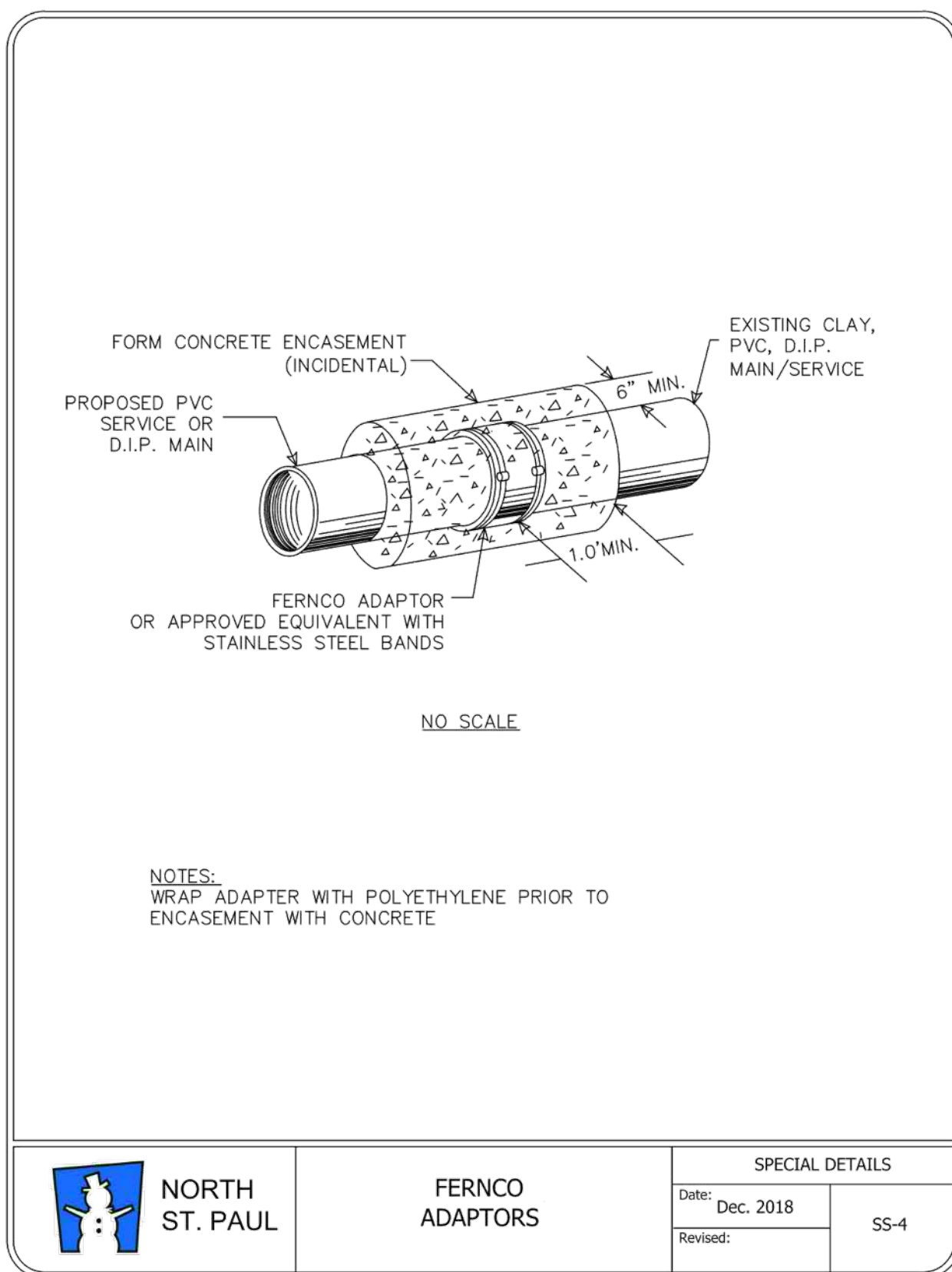
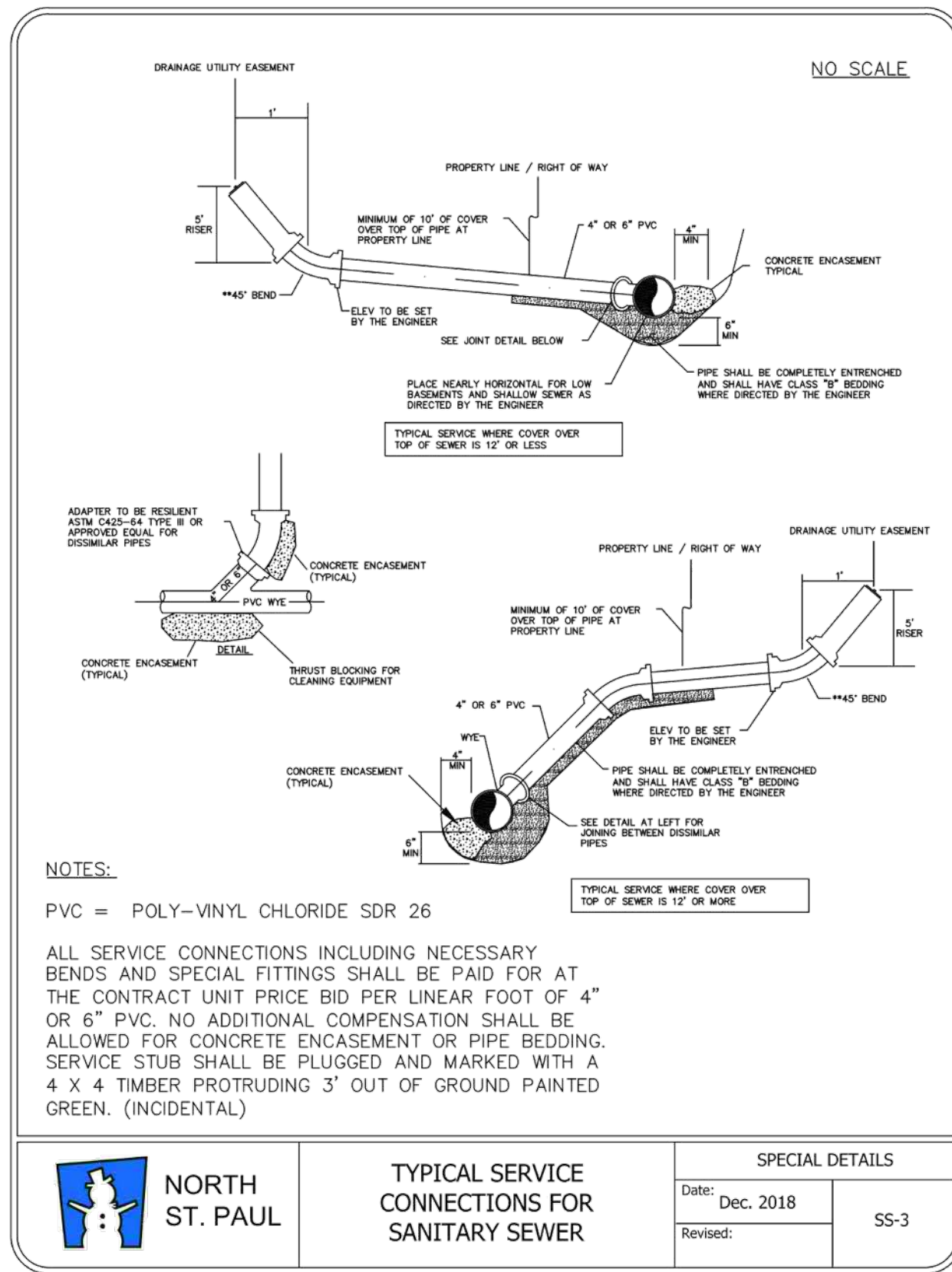
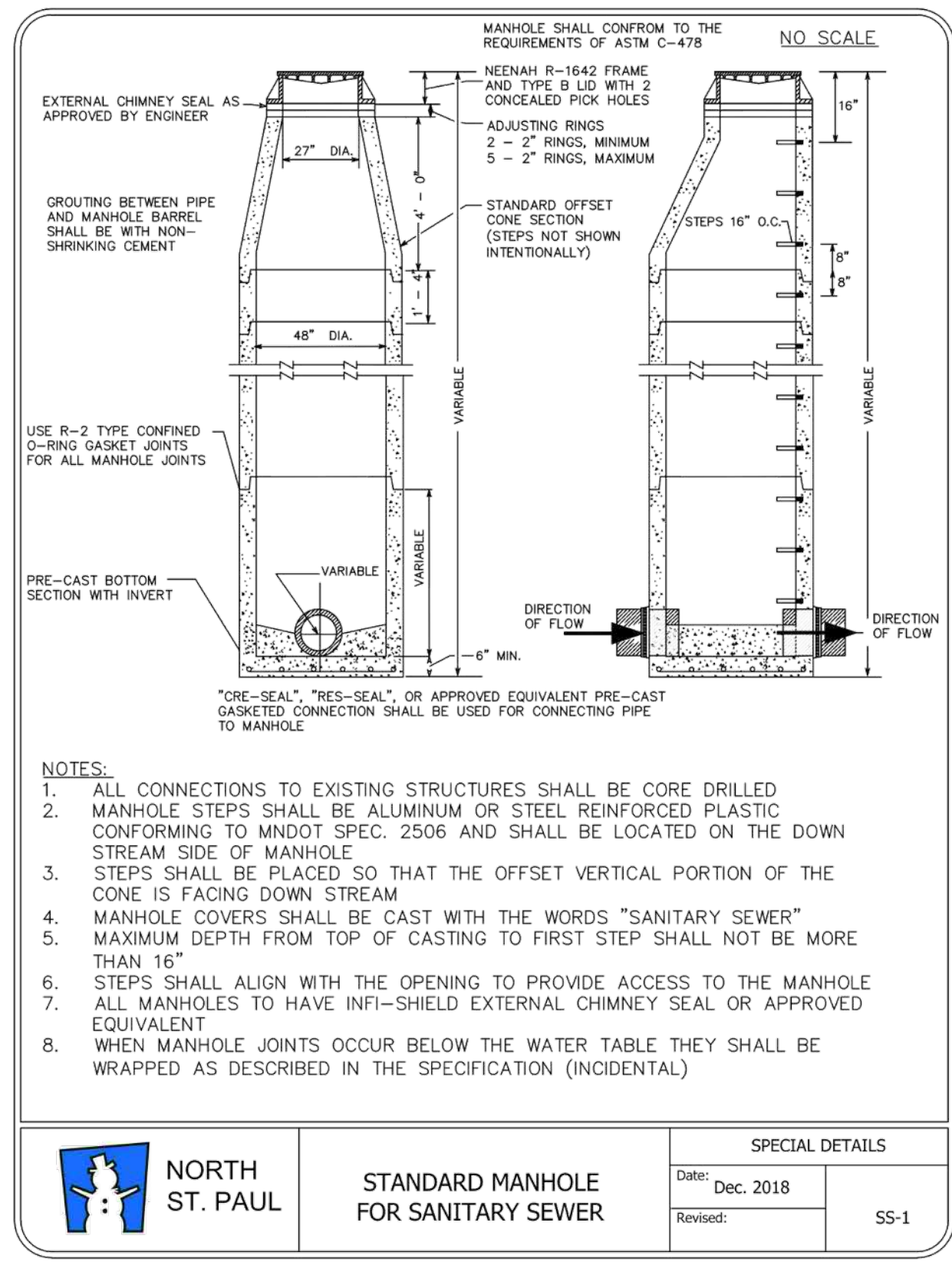
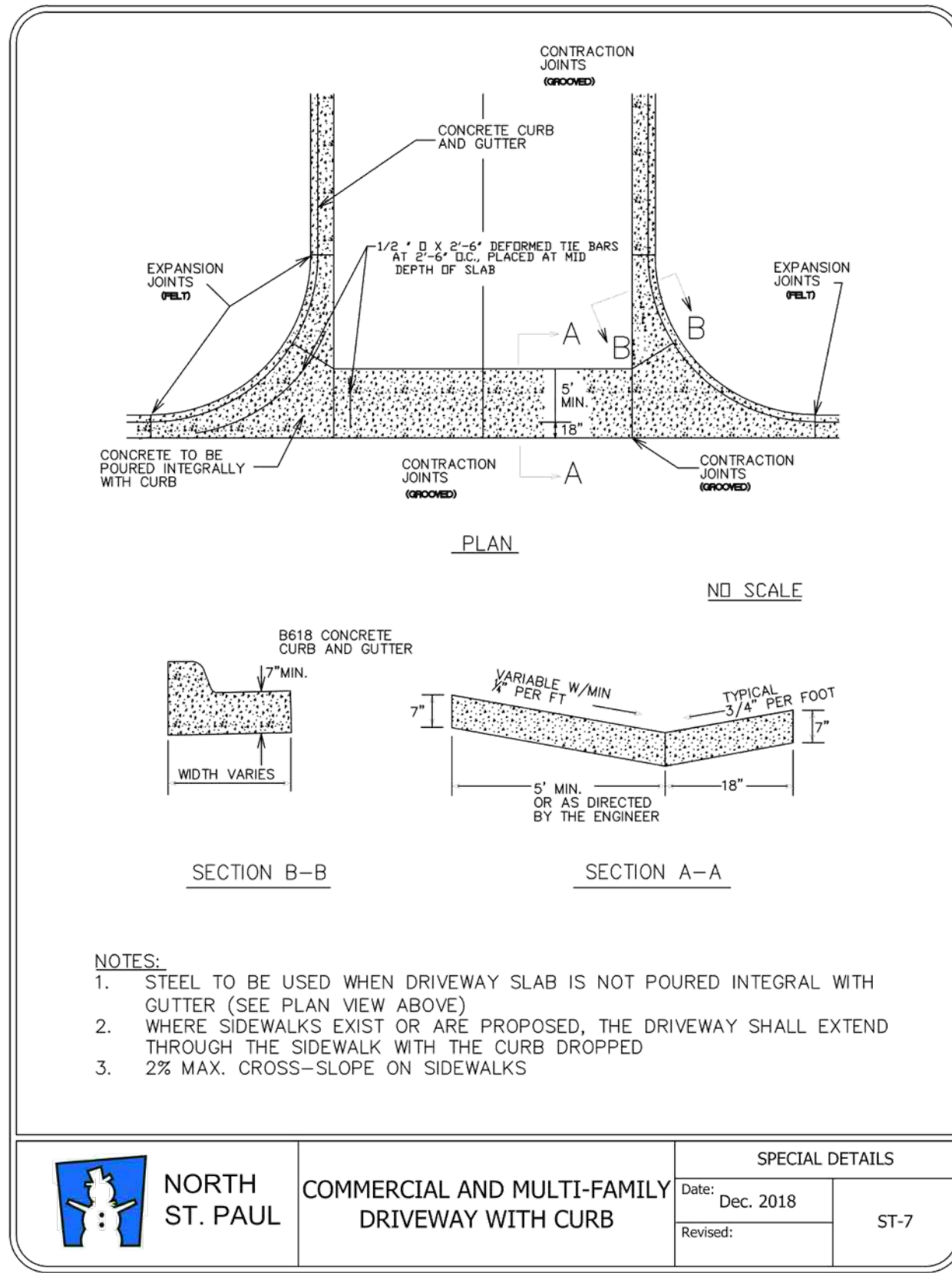
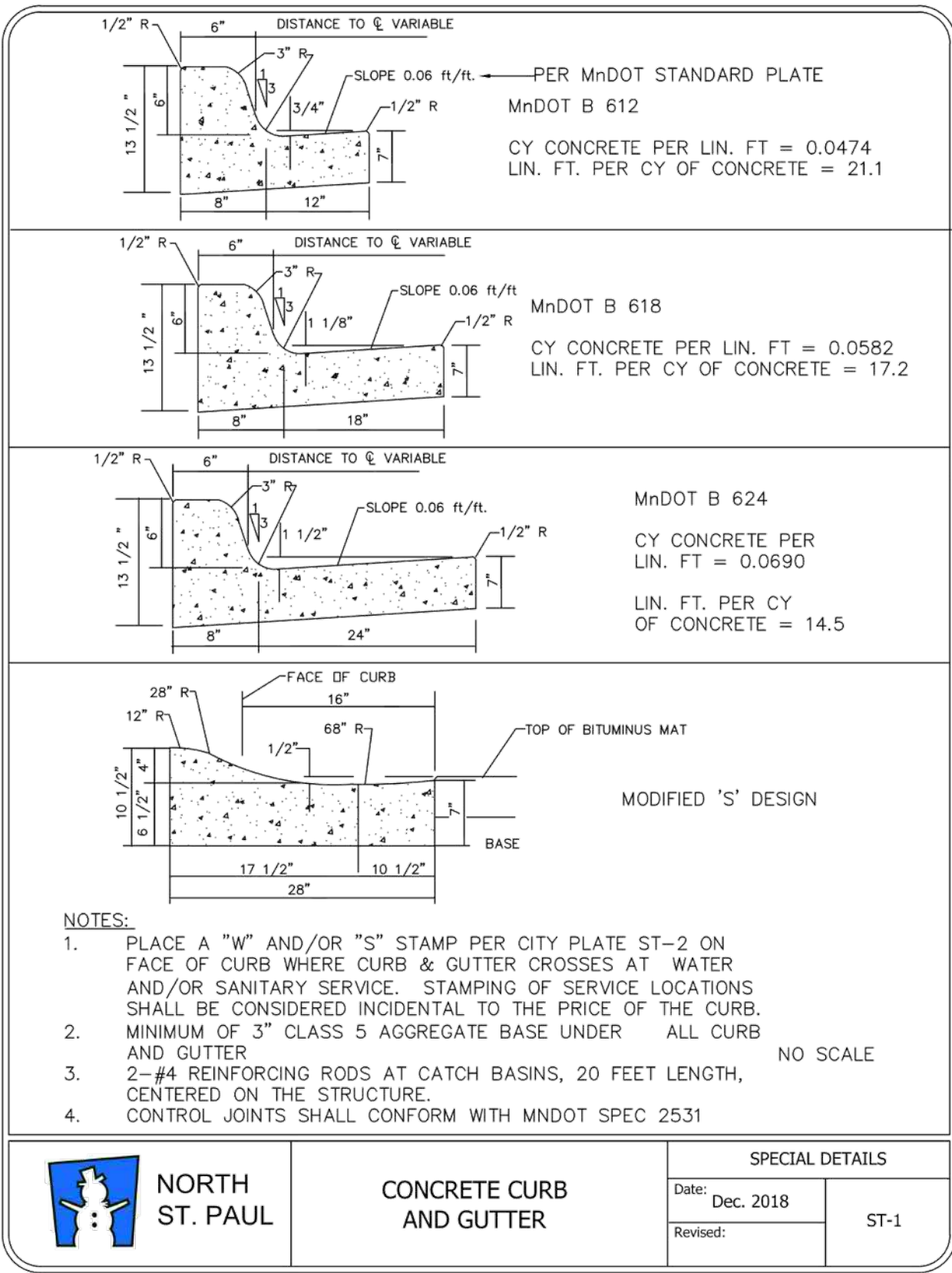
DELAWARE PLACE

ANDRUS BUILT, LLC
NORTH ST. PAUL, MN

SWPPP

SHEET NO:

C502



CIVIL METHODS, INC.

P.O. Box 28038
St. Paul, MN 55128
o:763.210.5713 | www.civilmethods.com

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DAVID M. POGGI
DATE: 03-18-2024
LIC. NO.: 44573

DESIGNED: DMP
DRAWN: DMP
CHECKED: KEB

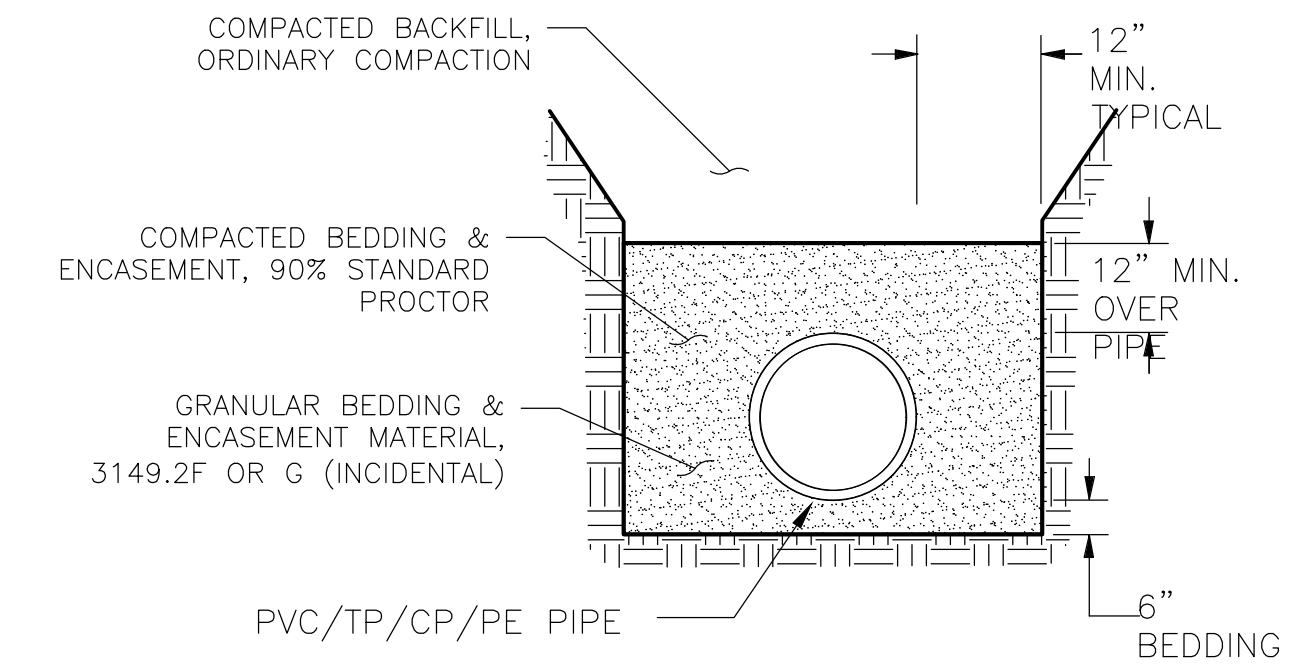
DATE / REVISION:
03-18-2024 Preliminary Plan Review Set. NOT FOR CONSTRUCTION

DELAWARE PLACE
ANDRUS BUILT, LLC
NORTH ST. PAUL, MN

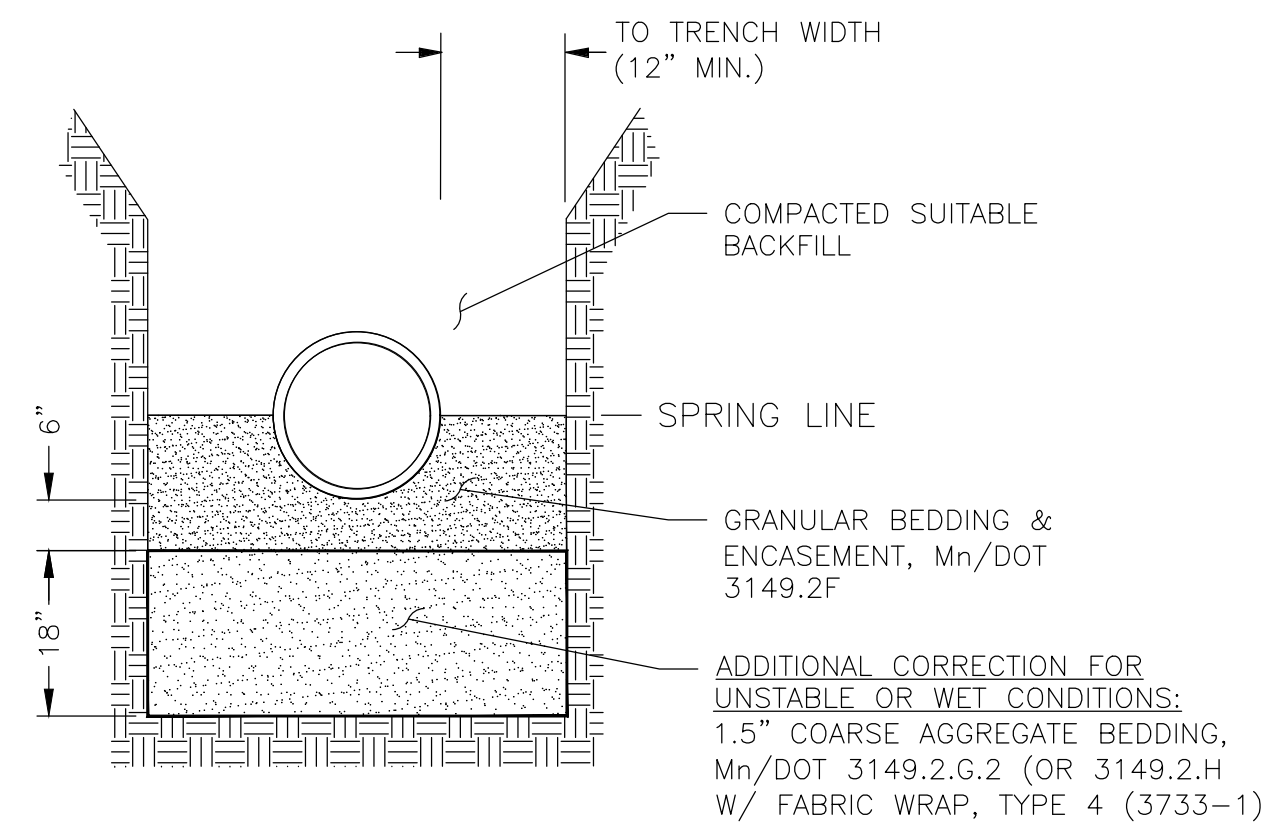
DETAILS

SHEET NO:
C601

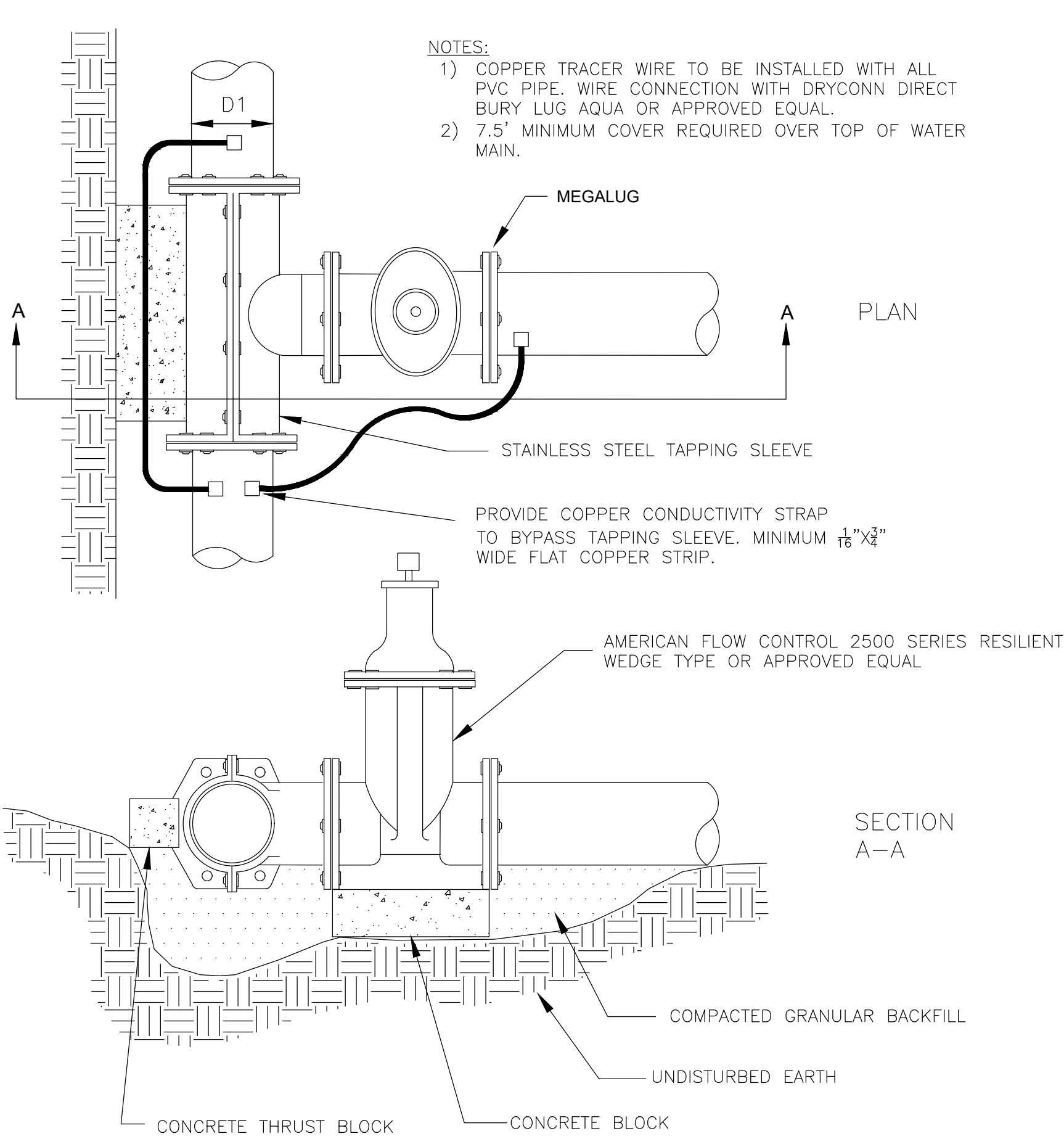
DETAILS ARE NOT TO SCALE



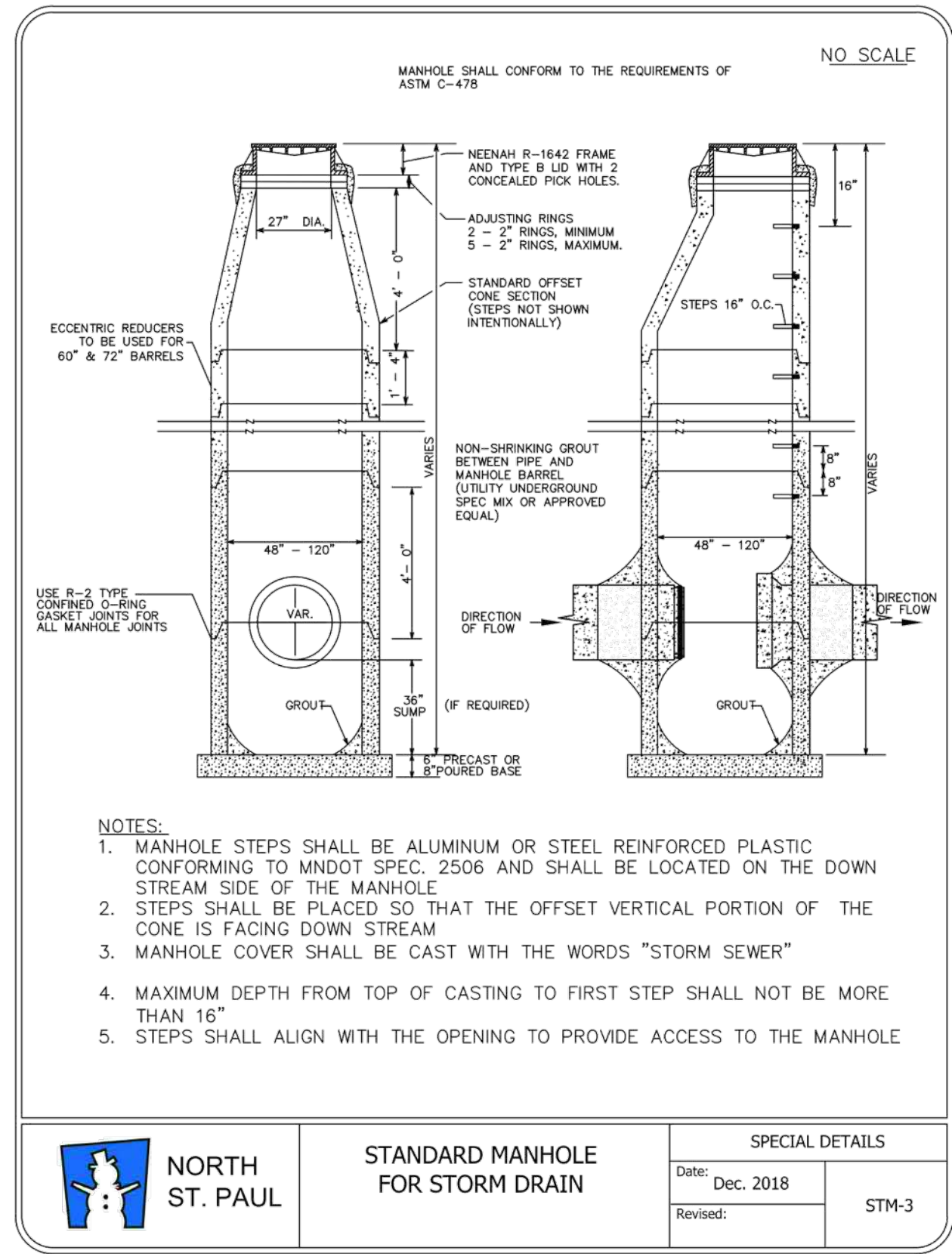
1 PIPE TRENCH – FLEXIBLE & DIP



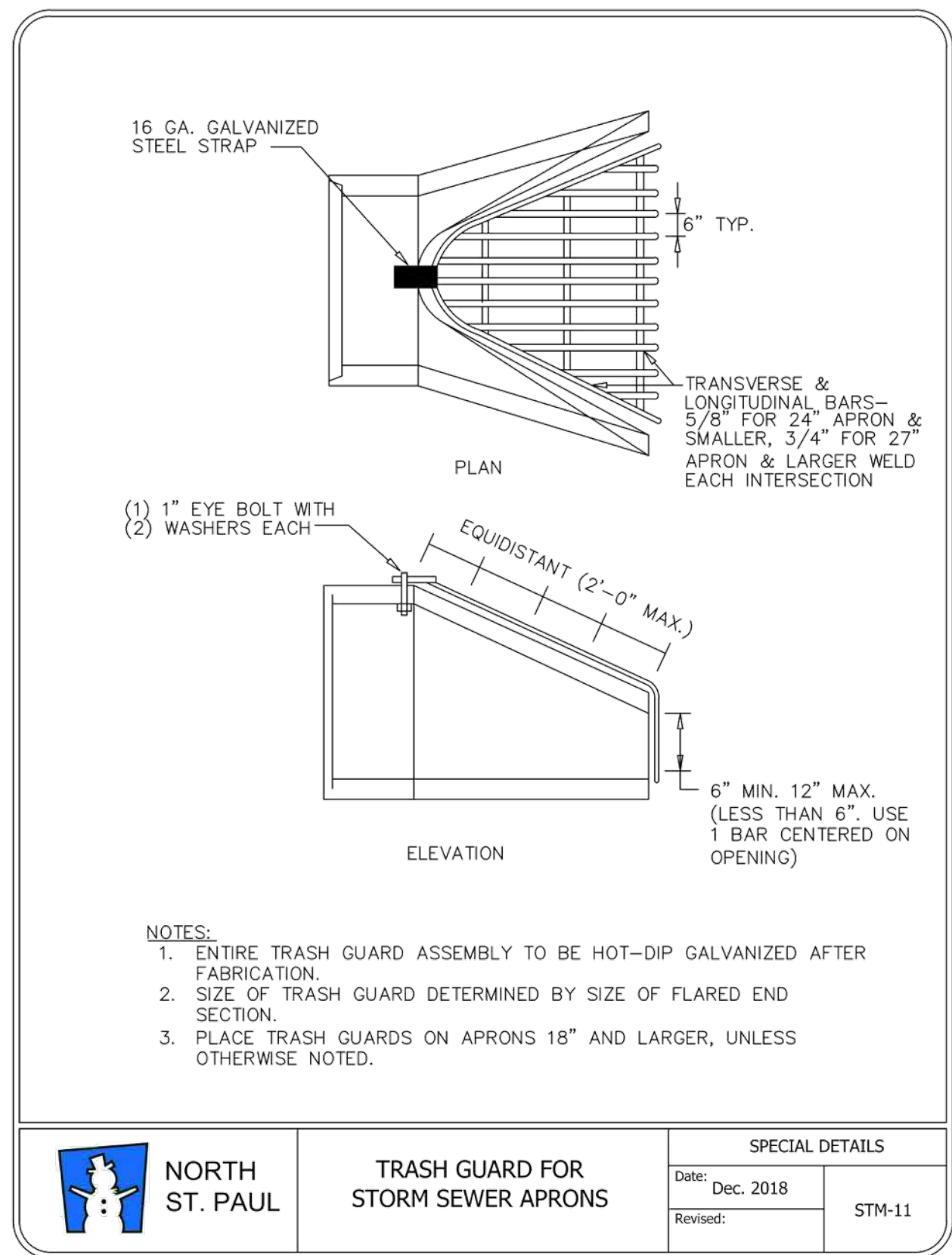
2 CONCRETE PIPE TRENCH



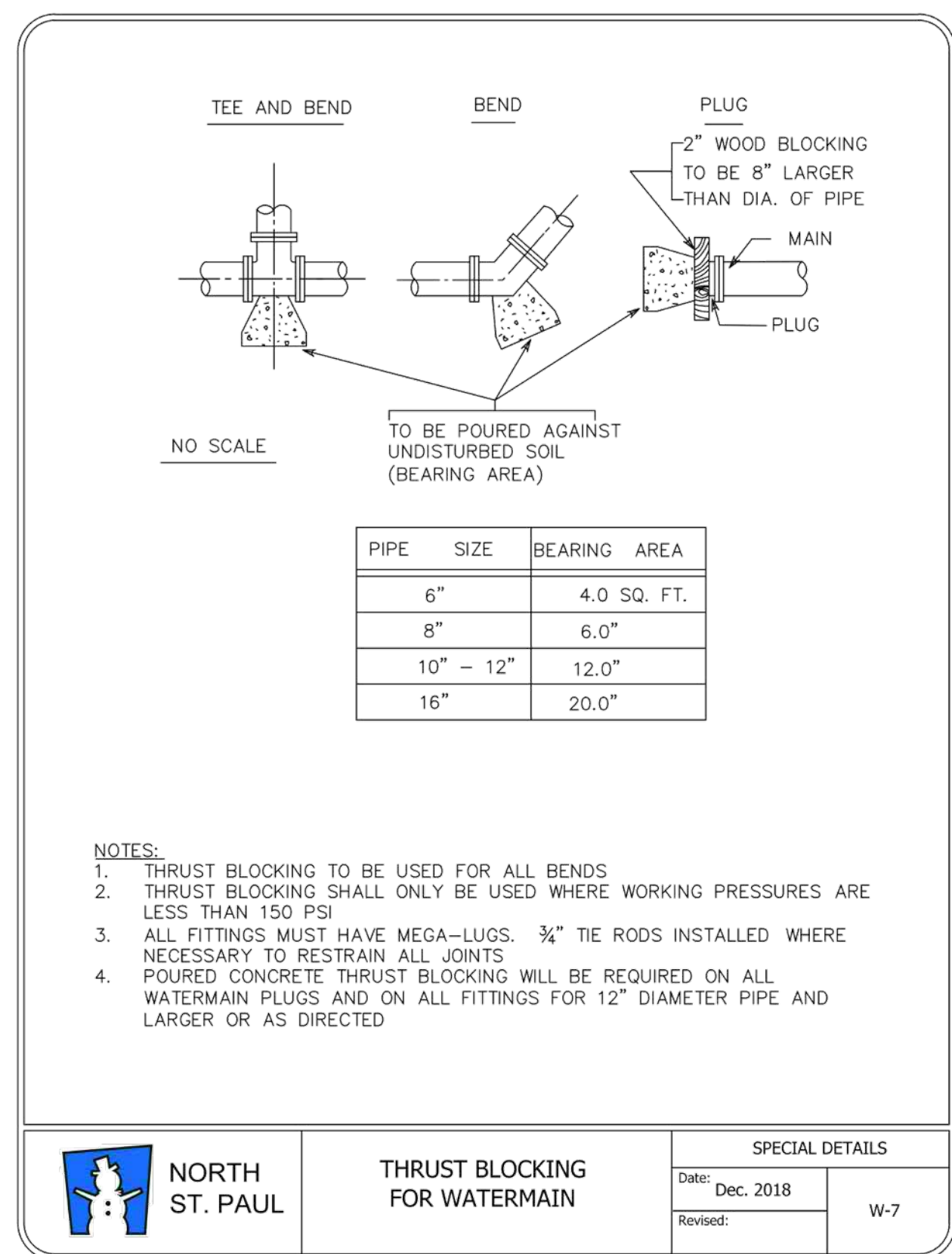
3 WATER MAIN WET-TAP



NORTH ST. PAUL STANDARD MANHOLE FOR STORM DRAIN SPECIAL DETAILS Date: Dec. 2018 Revised: STM-3



NORTH ST. PAUL TRASH GUARD FOR STORM SEWER APRONS SPECIAL DETAILS Date: Dec. 2018 Revised: STM-11



NORTH ST. PAUL THRUST BLOCKING FOR WATERMAIN SPECIAL DETAILS Date: Dec. 2018 Revised: W-7

DETAILS ARE NOT TO SCALE

CITY OF NORTH ST. PAUL

RESOLUTION #2024-###

A RESOLUTION REZONING PROPERTY LOCATED AT 2329 17TH AVENUE E, PID 012922330125, FROM R-1 SINGLE FAMILY RESIDENTIAL DISTRICT TO R2 MIXED RESIDENTIAL DISTRICT

WHEREAS, Doug Andrus of Andrus Built, LLC has the rezoning of property at 2329 17th Avenue E., legally described as follows:

The South 286 feet of the East 650 feet of the SW 1/4 of SW 1/4 of Section 1, Township 29, Range 22, EXCEPT the South 163 feet of the East 340 feet and EXCEPT the West 92.5 feet of the South 170 feet of the East 432.5 feet, Ramsey County, Minnesota.

WHEREAS, the proposed rezoning from R-1 Single Family Residential to R-2 Mixed Residential is consistent with the Comprehensive Plan; and

WHEREAS, as required by City Ordinance, the Planning Commission held a public hearing on May 2, 2024; and

WHEREAS, the Planning Commission recommended approval of the proposed rezoning based on findings in the associated staff report.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of North St. Paul that the rezoning of 2329 17th Avenue E, PID 012922330125, from R-1 Single Family Residential to R-2 Mixed Residential.

ADOPTED this ____ day of ____, 2024.

Motion by Council Member
Second by Council Member

Voting: Ayes:
Nays:
Absent:
Abstain:

John Monge, Mayor

ATTEST:

Brian Frandle, City Manager/Clerk

CITY OF NORTH ST. PAUL

RESOLUTION #2024-###

**RESOLUTION APPROVING A PRELIMINARY PLAT
FOR PROPERTY LOCATED AT 2329 17TH AVENUE E, PID 01292233012**

WHEREAS, Doug Andrus of Andrus Built, LLC has requested approval of a preliminary plat of property legally described as follows:

The South 286 feet of the East 650 feet of the SW 1/4 of SW 1/4 of Section 1, Township 29, Range 22, EXCEPT the South 163 feet of the East 340 feet and EXCEPT the West 92.5 feet of the South 170 feet of the East 432.5 feet, Ramsey County, Minnesota.

WHEREAS, the proposed plat meets the requirements of Chapter 153 of the City Ordinance and the dimensional standards of Chapter 154 as proposed to be modified through the proposed Planned Unit Development (PUD) plan submitted by the applicant; and

WHEREAS, the proposed plat is consistent with the Comprehensive Plan; and

WHEREAS, as required by City Ordinance, the Planning Commission held a public hearing on May 2, 2024; and

WHEREAS, the Planning Commission recommended conditional approval of the preliminary plat based on findings in the associated staff report.

NOW THEREFORE BE IT RESOLVED, the preliminary plat for 2329 17th Avenue E, PID 012922330125, is hereby approved with the following conditions:

1. Ramsey County review and approval on final plat. Any comments or requirements of Ramsey County shall be incorporated into the final plat, along with any changes to the final PUD plans that may be needed to accommodate Ramsey County platting requirements.
2. All existing drainage and utility easements to be applied for vacation by the applicant, the vacation granted and recorded at Ramsey County prior to recording of the final plat.
3. Final permanent drainage and utility easements to be dedicated on the final plat to the satisfaction of the City Engineer.
4. Positive action by the City Council on rezoning of the property from R-1 to R-2 with a Planned Unit Development Overlay.
5. Payment of park dedication fees at the time of building permit issuance.

ADOPTED this ____ day of ____, 2024.

Motion by Council Member
Second by Council Member

Voting: Ayes:
Nays:
Absent:
Abstain:

John Monge, Mayor

ATTEST:

Brian Frandle, City Manager/Clerk

CITY OF NORTH ST. PAUL

RESOLUTION #2024-###

**A RESOLUTION APPROVING A PRELIMINARY PLANNED UNIT DEVELOPMENT
AND SITE PLAN FOR PROPERTY LOCATED AT 2329 17TH AVENUE E, PID
012922330125**

WHEREAS, Doug Andrus of Andrus Built, LLC has requested approval of a preliminary planned unit development (PUD) and site plan at property legally described as follows:

The South 286 feet of the East 650 feet of the SW 1/4 of SW 1/4 of Section 1, Township 29, Range 22, EXCEPT the South 163 feet of the East 340 feet and EXCEPT the West 92.5 feet of the South 170 feet of the East 432.5 feet, Ramsey County, Minnesota.

WHEREAS, the proposed PUD meets the requirements of City Code Chapter 154.008(C) and is consistent with the Comprehensive Plan; and

WHEREAS, as required by City Ordinance, the Planning Commission held a public hearing on May 2, 2024; and

WHEREAS, the Planning Commission recommended conditional approval of the preliminary PUD based on findings in the associated staff report.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of North St. Paul that the preliminary planned unit development for 2329 17th Avenue E, PID 012922330125, is hereby approved with the following conditions:

1. A Developer's Agreement shall be prepared to the satisfaction of the City Attorney and approved by the City Council for execution, including development securities in an amount acceptable to the City Engineer.
2. Positive action by the City Council on rezoning of the property from R-1 to R-2 and approval of a preliminary and final plat of the same.
3. Revision of the landscaping plan to increase the total number of trees to ten for compliance with Section 154.010(F)3(a)ii of the City Code.
4. Revision of plans and the stormwater management plan to satisfy all engineering comments included in this memo on the currently submitted development information prior to City Council conditional approval of the Preliminary/Final PUD, and any subsequent engineering comments prior to issuance of demolition/grading/building permits.
5. Easements shall be added to the final plat as required by the City Engineer.
6. Final hydrant locations and turnaround dimensions shall be approved by the Fire Chief
7. The applicant is responsible for obtaining all necessary permits for the project from the City and all applicable outside agencies, including but not limited to Ramsey County,

Ramsey Washington Metro Watershed District, MPCA (NPDES and sanitary sewer), and MDH (Water main).

8. The sanitary sewer shall be public. The water and stormwater management pond and related infrastructure shall be privately owned and maintained.

ADOPTED this ____ day of ____, 2024.

Motion by Council Member
Second by Council Member

Voting: Ayes:
Nays:
Absent:
Abstain:

John Monge, Mayor

ATTEST:

Brian Frandle, City Manager/Clerk



To	Date
Honorable Mayor Monge and City Council	May 7, 2024

Agenda Placement # VIII.B

City Business Action Items & Recommendations

Subject

Contract with HGA for Park Planning and Design Services

Background/Facts

In February 2024, the City solicited proposals from experienced professional park planning and design consultants to develop a park design and project plan for three community parks: McKnight Fields, presently a 21.5-acre athletic complex, a new 2-acre passive park, and a new 0.34-acre pocket park. The City received 13 proposals from qualified firms and the proposal review committee consisting of three Parks and Recreation Commissioners and two staff members interviewed three of these firms. The proposal review committee and the Park and Recreation Commission recommend approval of a contract with HGA to complete the planning design services.

Recommended Action

Approve and authorize the City Manager and City Attorney to execute a contract with HGA

Attachments

1. HGA Interview Slides
2. HGA Proposal (Scope of Work)
3. HGA Draft Contract
4. Resolution Selecting HGA

Respectfully submitted,
Brandy Howe, Community Development Director



City of North St. Paul

Park Planning Design Services

Interview: April 17, 2024



AGENDA

1. Introductions
2. HGA Overview
3. Our Approach
4. Design Thinking
5. Questions/Discussion



TEAM INTRODUCTIONS

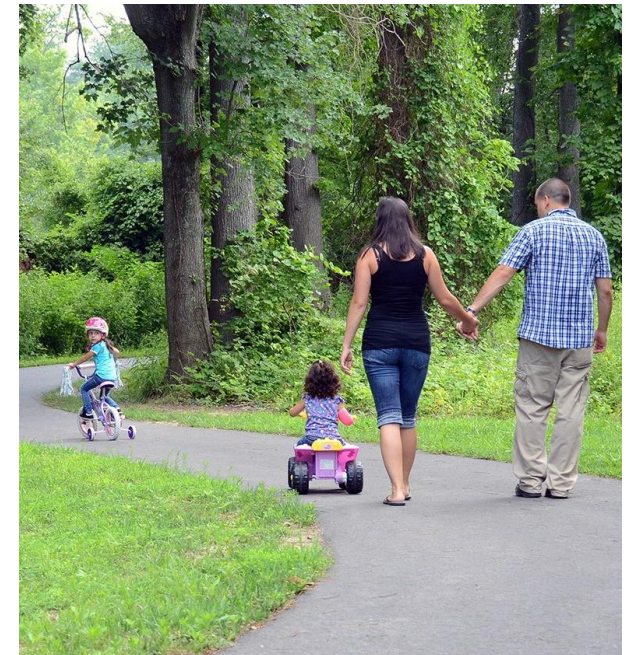


TRYGVE HANSEN
ASLA, SITES AP, LEED AP BD+C
PROJECT PRINCIPAL & MANAGER





KENT HIPPI
ASLA, PLA
PROJECT LANDSCAPE ARCHITECT



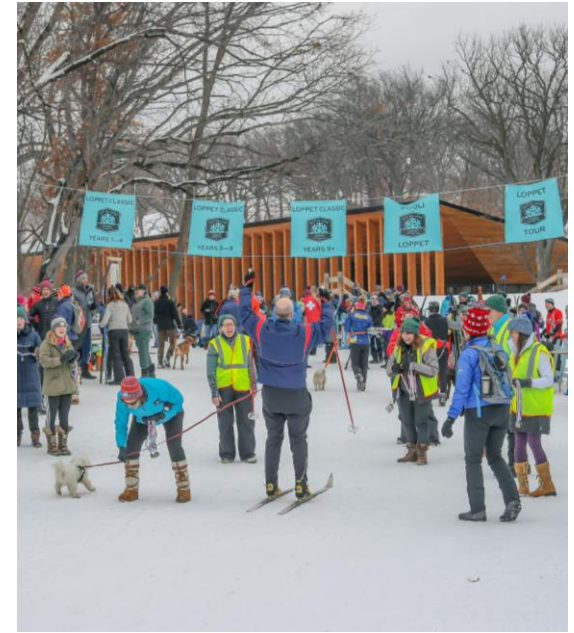


NOAH EXUM
IIDA, NCIDQ
EQUITY DESIGN STRATEGIST &
ENGAGEMENT COORDINATOR



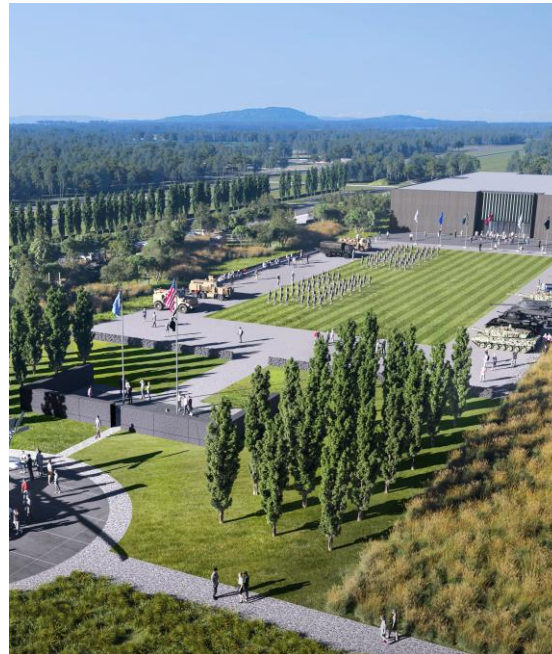


ERIK HANSEN
PE
CIVIL ENGINEER





KAITLIN SCHALOW
AIA, LFA
PROJECT ARCHITECT
ENGAGEMENT FACILITATOR



FULL PROJECT TEAM



TRYGVE HANSEN
ASLA, SITES AP, LEED AP BD+C
PROJECT PRINCIPAL & MANAGER



KENT HIPPI
ASLA, PLA
LANDSCAPE ARCHITECT



NOAH EXUM
IIDA, NCIDQ
**EQUITY DESIGN STRATEGIST &
ENGAGEMENT COORDINATOR**



ERIK HANSEN
PE
CIVIL ENGINEER



KAITLIN SCHALOW
AIA, LFA
**PROJECT ARCHITECT
ENGAGEMENT FACILITATOR**



JESSICA CLARK
ASLA
LANDSCAPE DESIGNER



SARAH JORCZAK
PE, LEED AP BD+C
STRUCTURAL ENGINEER



CHRYSANTHI STOCKWELL
LC, IALD
LIGHTING & ELECTRICAL DESIGNER

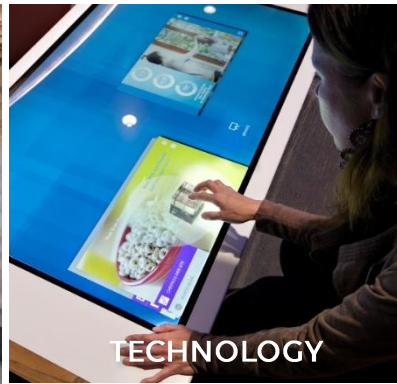
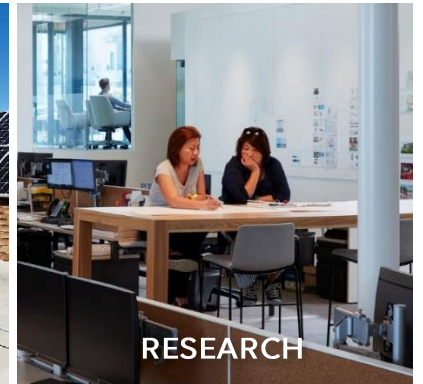
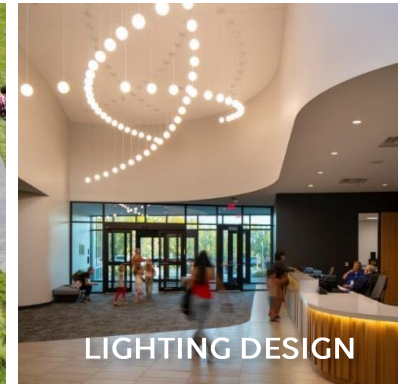


JOE TARLIZZO
LEED AP BD+C
COST ESTIMATOR

HGA OVERVIEW

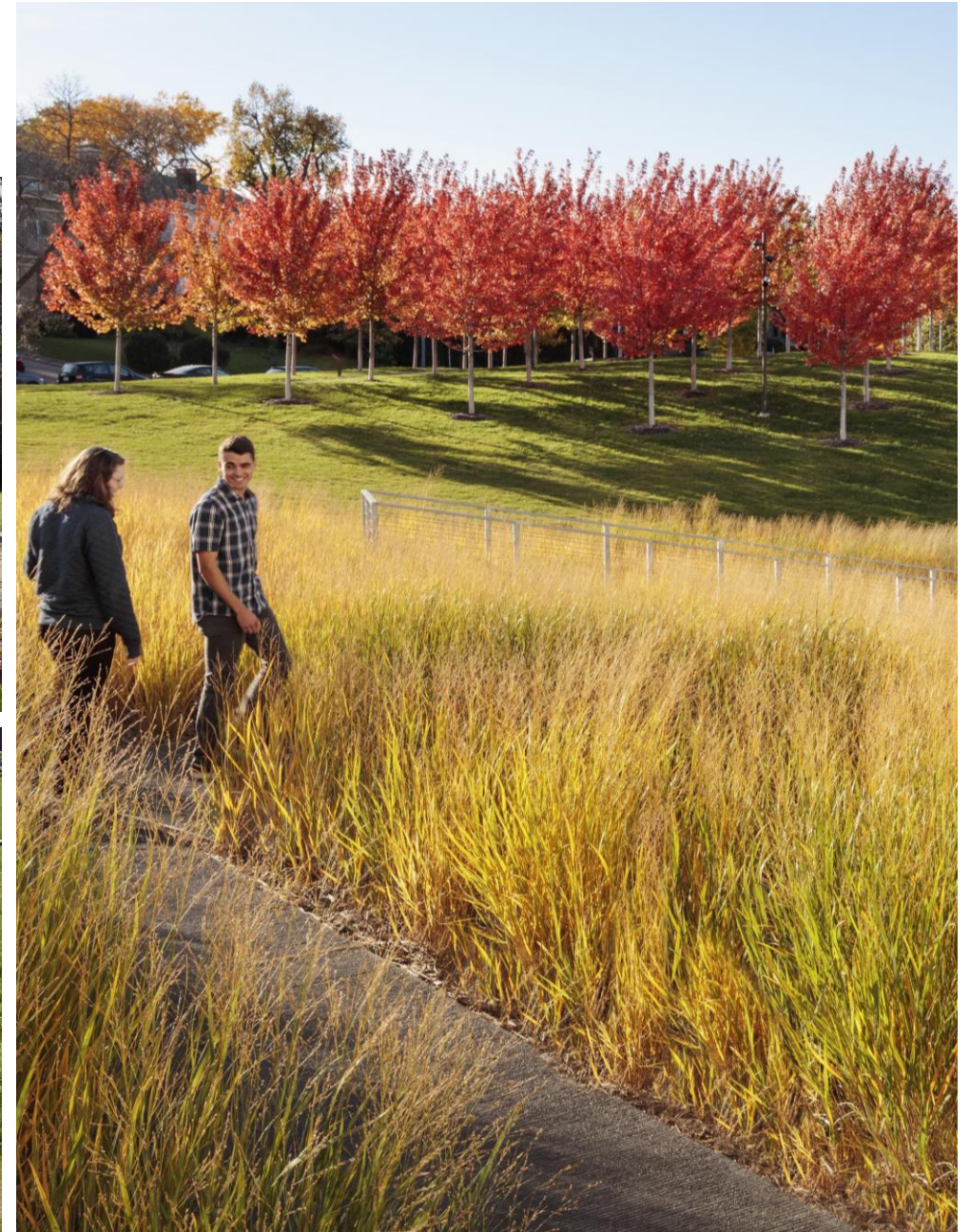
INTEGRATED FULL-SERVICE TEAM UNDER ONE ROOF

HGA offers a full complement of architecture, engineering, planning, and design services. These in-house resources are available to be seamlessly integrated into our clients' design process, as needed. Our interdisciplinary approach allows us to offer great value to our clients with single-source delivery efficiencies.



SITE STUDIO

LANDSCAPE & CIVIL



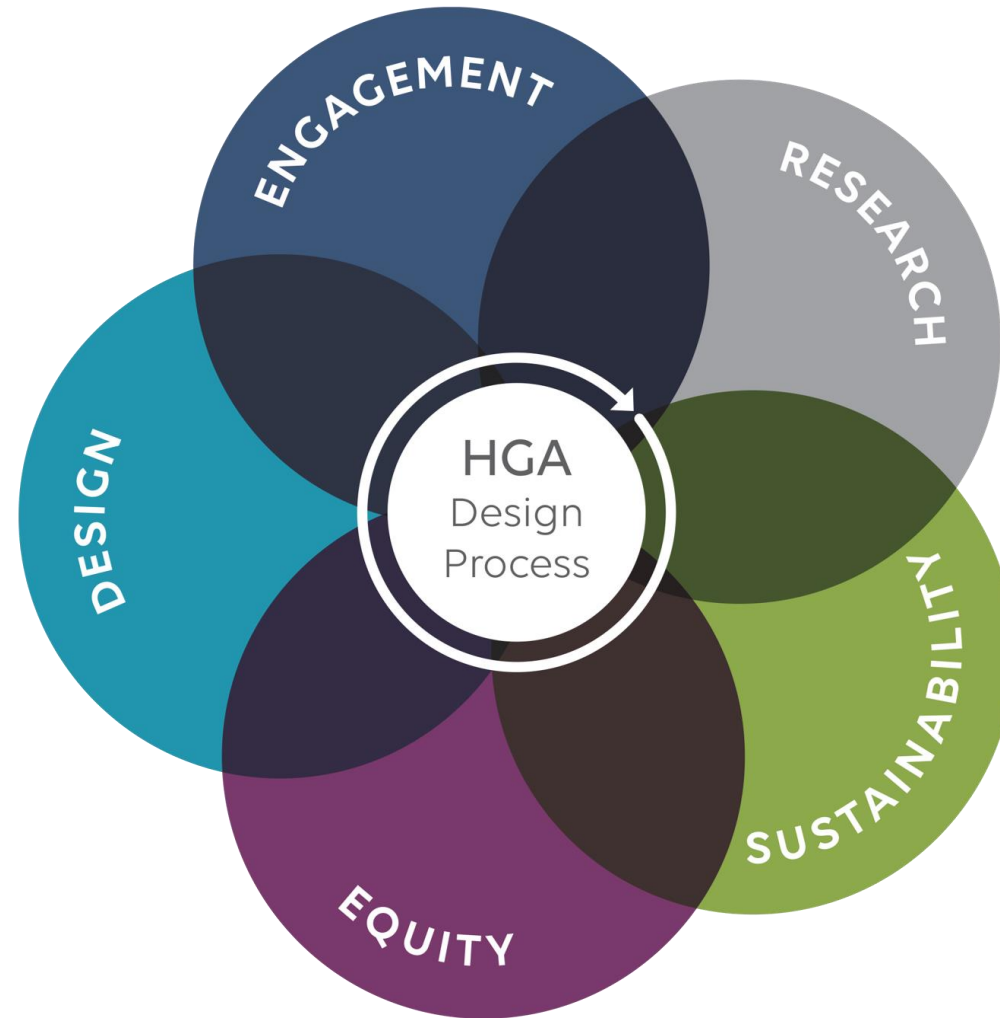
PARKS + RECREATION STUDIO



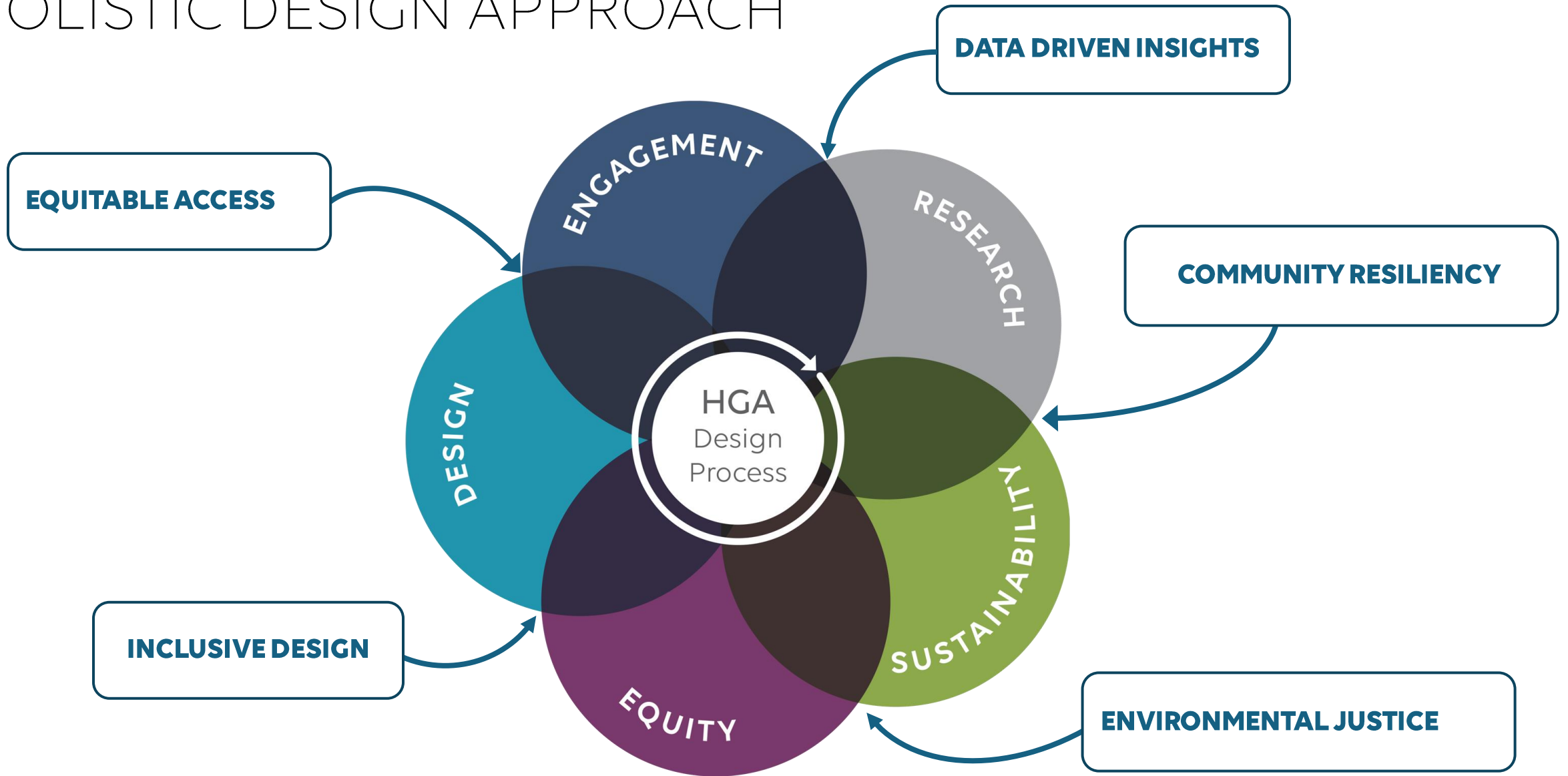
APPROACH & PROCESS

INTEGRATED AE FIRM

HOLISTIC DESIGN APPROACH

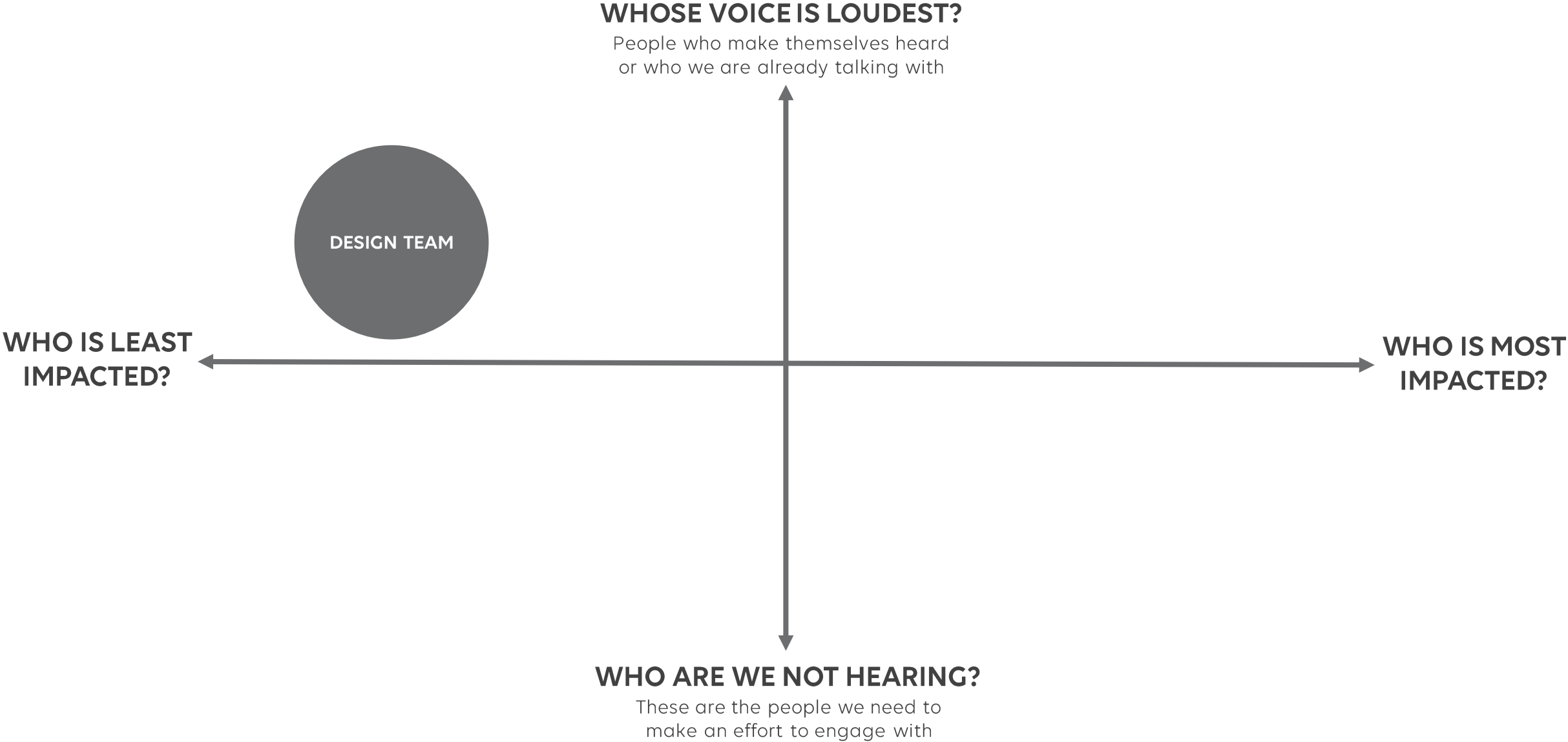


INTEGRATED AE FIRM HOLISTIC DESIGN APPROACH



LENSES FOR SUCCESS

ENGAGEMENT STRATEGY

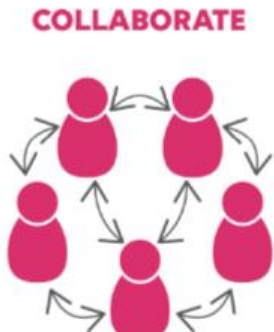


ENGAGEMENT STRATEGY



SPECTRUM OF PUBLIC PARTICIPATION

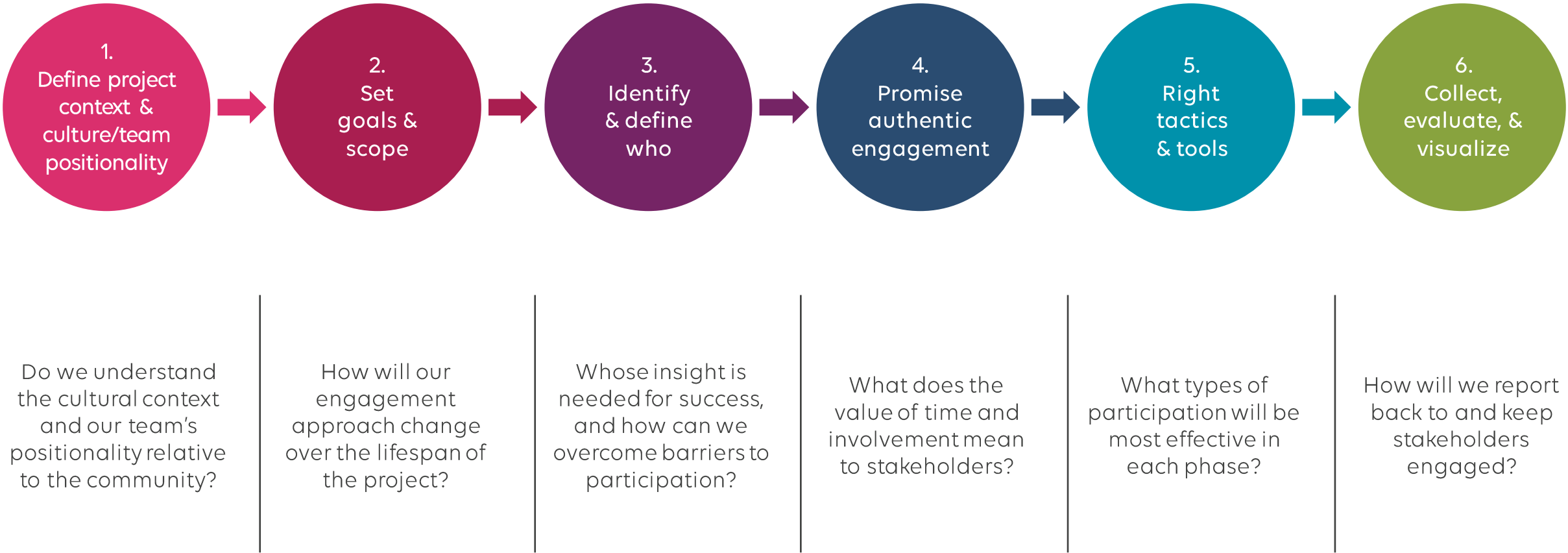
IAP2’s Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public’s role in any public participation process. The Spectrum is used internationally, and is found in public participation plans around the world.



Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem alternatives, opportunities, and/or solutions.	To obtain public feedback on analysis, alternatives, and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To place final decision-making in the hands of the public
Promise to the Public	We will keep you informed	We will keep you informed, listen and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decision to the maximum extent possible	We will implement what you decide
Example Techniques	- Fact sheets - Websites - Open houses	- Public comment - Focus groups - Surveys - Public meetings	- Workshops - Deliberative polling	- Citizen advisory committees - Consensus-building - Participatory decision-making	- Citizen juries - Ballots - Delegated decision

BUILDING AN ENGAGEMENT STRATEGY

Equitable Community Involvement Process



BUILDING AN ENGAGEMENT STRATEGY

Inclusive Tools and Methods of Authentic Engagement



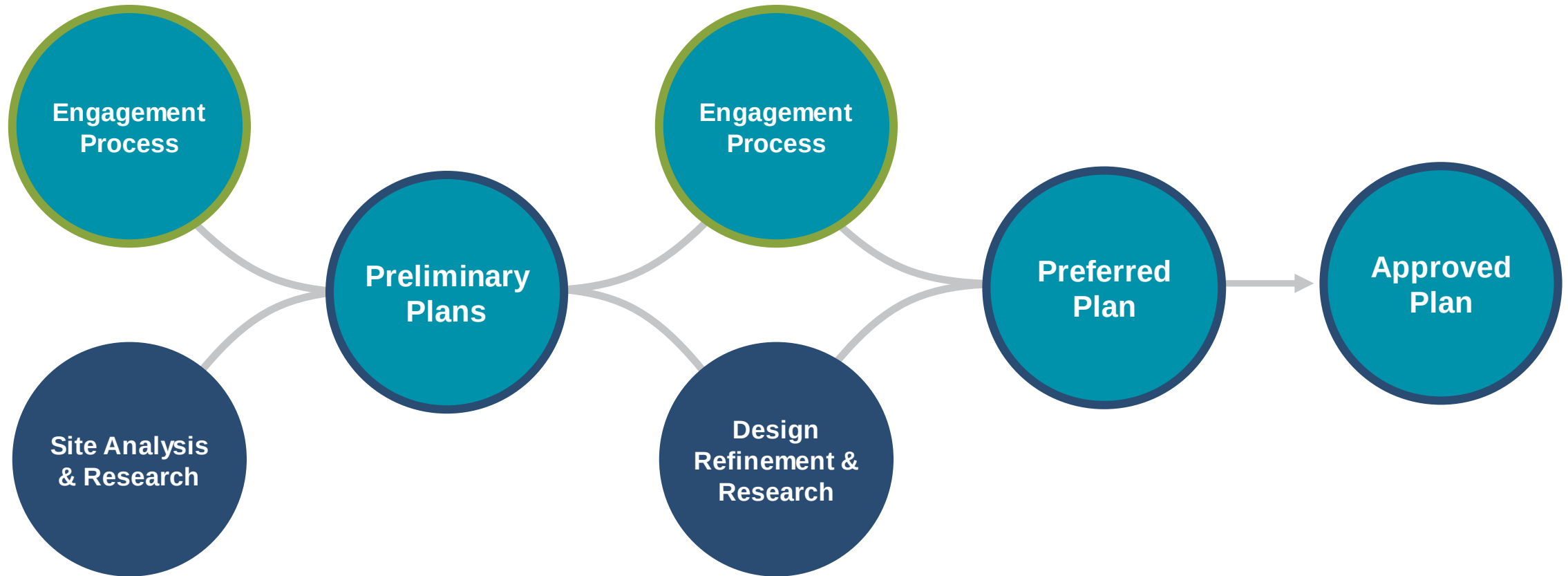
BUILDING AN ENGAGEMENT STRATEGY

Wood Lake Nature Center Case Study

	SURVEY (PAPER OPT. ON SITE)	INTERACTIVE WORKSHOP	FOLLOW-UP WORKSHOP	PRECEDENT TOURS	INTERCEPT INTERVIEWS
WLNC STAFF & VOLUNTEERS					
LATINO COMMUNITY					
PEOPLE WITH DISABILITIES					
SCHOOL GROUPS					
NEIGHBORS & EXISTING VISITORS					
GENERAL PUBLIC					

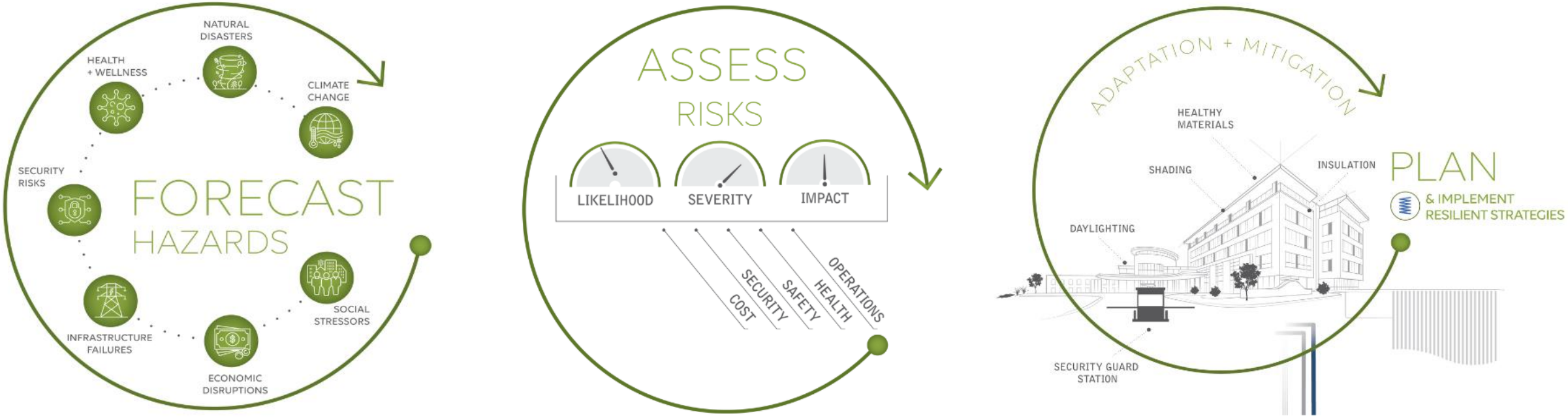
DESIGN THINKING

OVERALL PROCESS



- Existing resources & use patterns
- Circulation
- Utilities
- Topography & drainage
- Views

RESILIENCE & SUSTAINABILITY



- Stormwater
- Biodiversity
- Habitat
- Energy consumption
- Air quality
- Human health



PLAYFUL

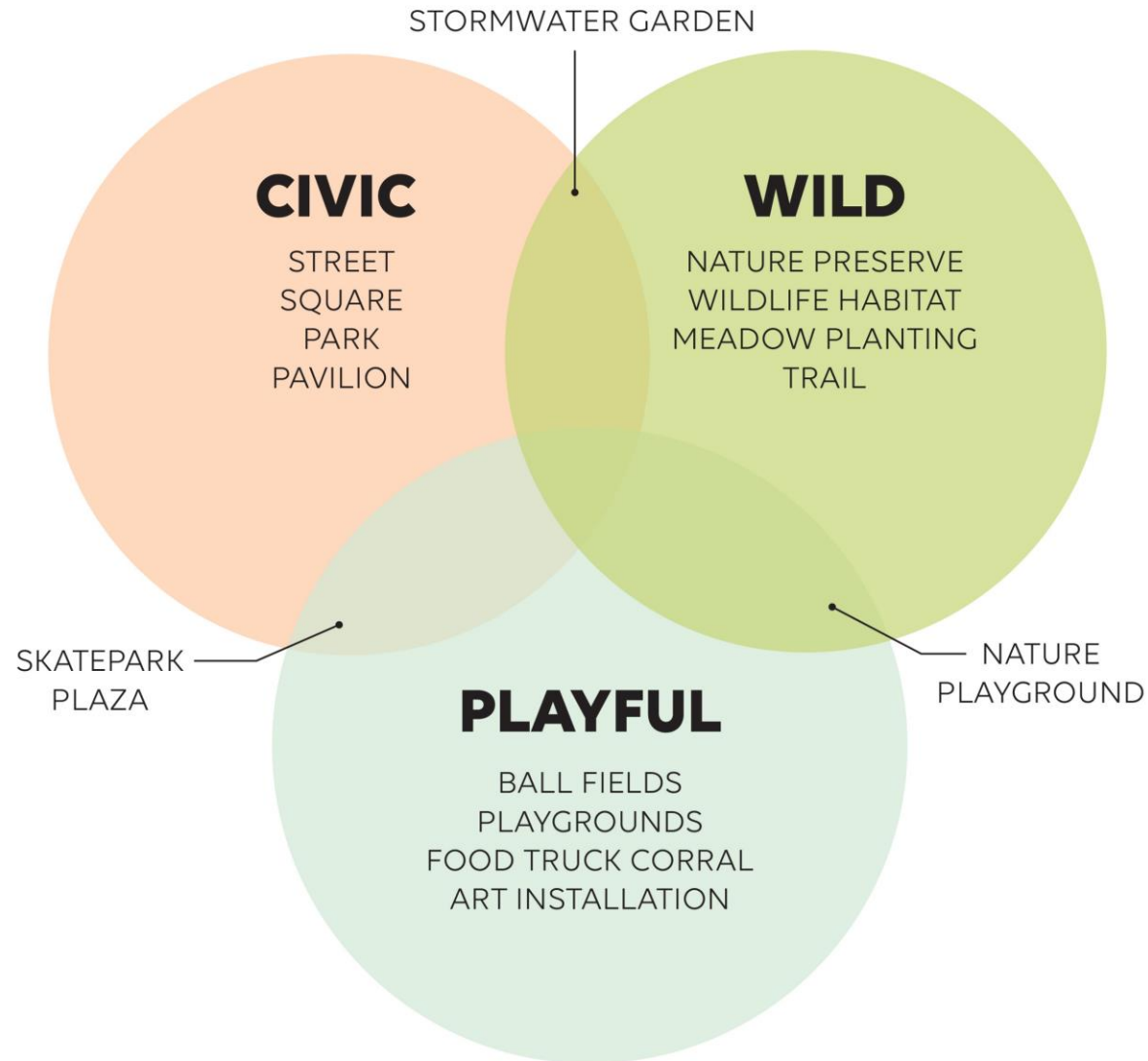


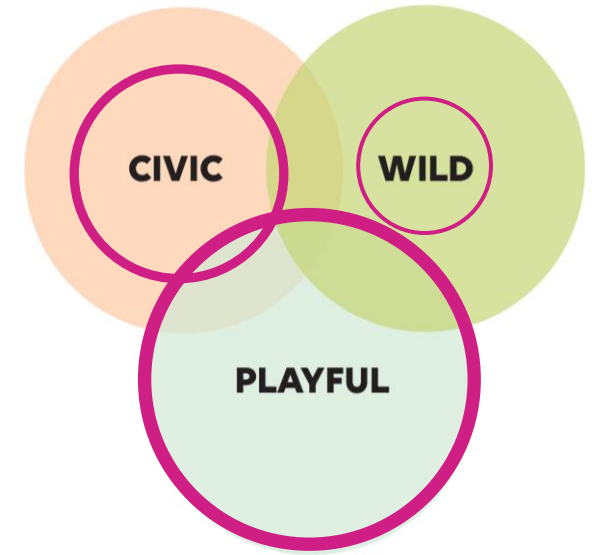
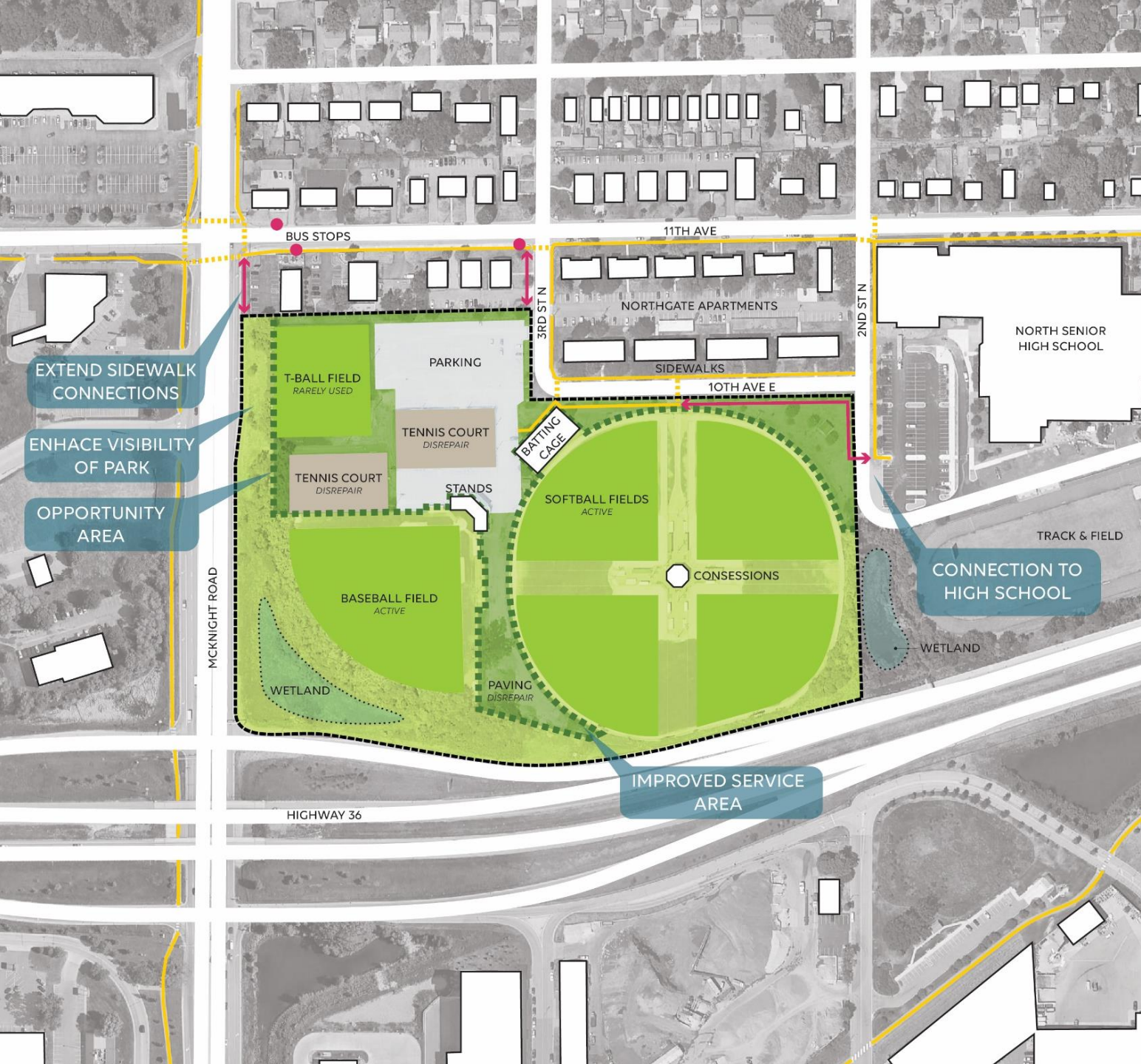
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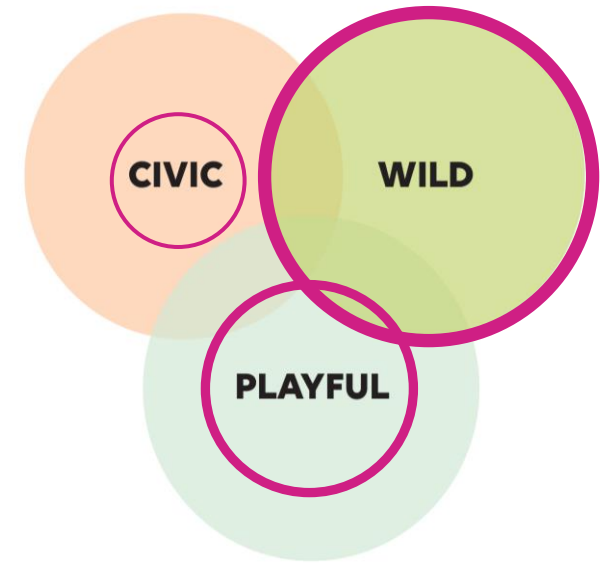
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PUBLIC SPACE TYPOLOGIES

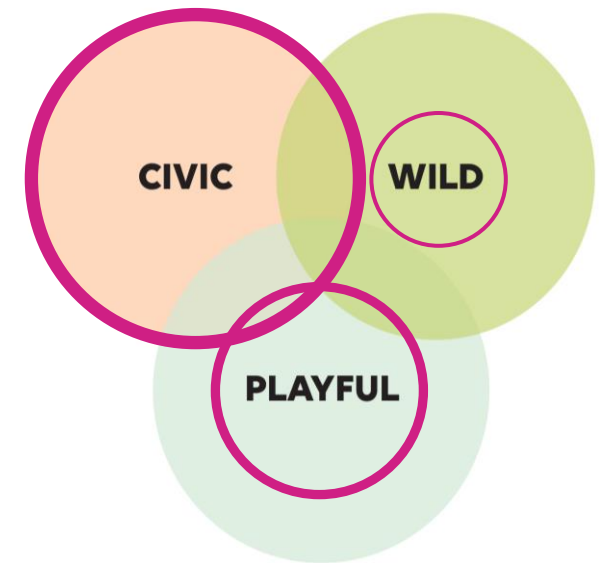








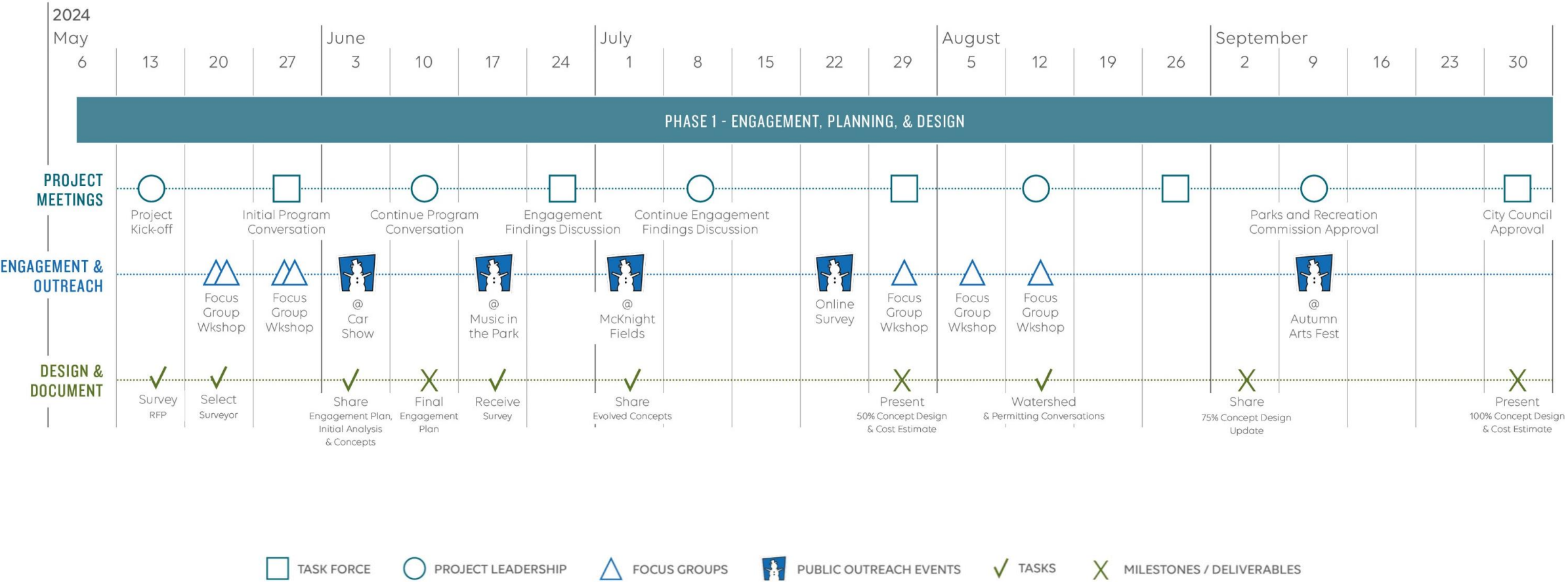






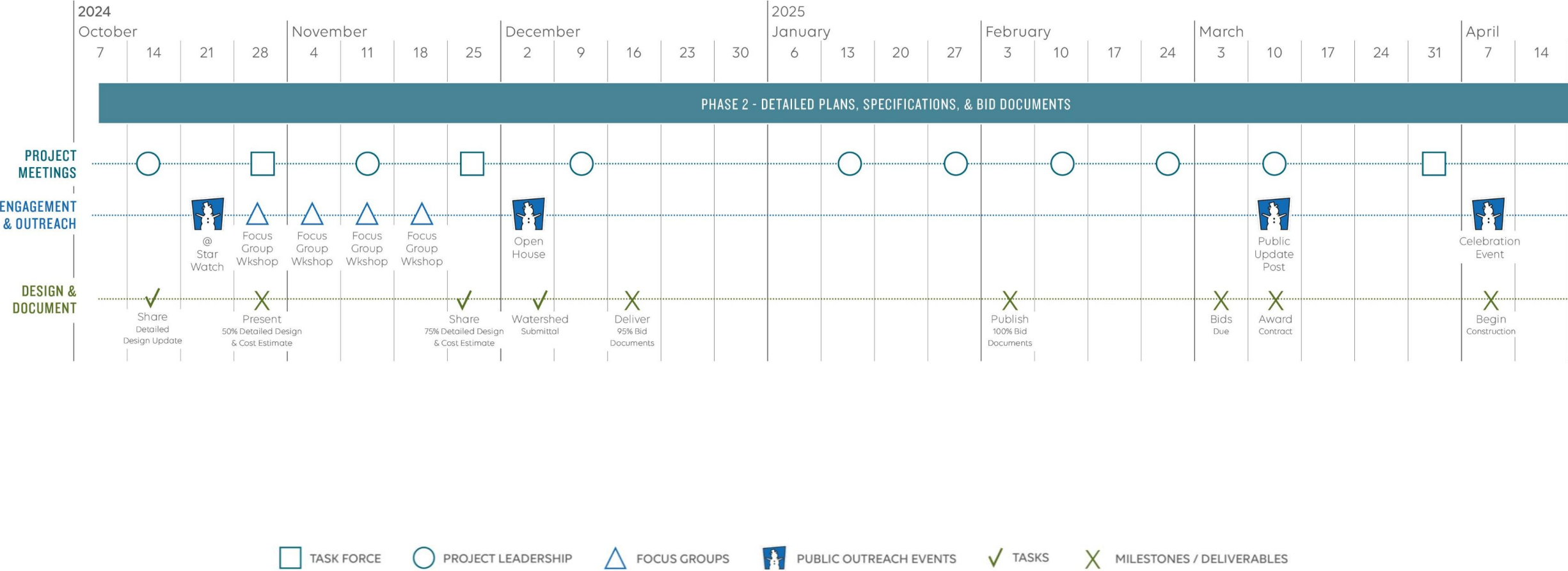
Work Plan & Schedule

PHASE 1



Work Plan & Schedule

PHASE 2



QUESTIONS / DISCUSSION



HGA

PROPOSAL PREPARED FOR
CITY OF NORTH ST. PAUL
PARK PLANNING DESIGN SERVICES



Marcus Performing Arts Center | South Lawn Enhancement Project | Milwaukee, Wisconsin
Cover photo: Dakota County | Whitetail Woods Regional Park | Farmington, Minnesota

March 15, 2024

Brandy Howe, Community Development Director
2400 Margaret Street | North St. Paul, MN 55109
brandy.howe@northstpaul.org

Re: City of North St. Paul Park Planning Design Services Proposal

Dear Brandy and Members of the Selection Committee:

We are thrilled to submit this proposal in response to your three-park planning and design services RFP. At HGA, we believe that public parks are essential to urban life and that every park space has the potential to provide important social and ecological benefits to communities. While parks are often well-loved, cities evolve and public spaces require periodic updates to better serve their constituents. We like to think of parks as “mirrors of community,” and the park design process is an opportunity to take the pulse of current community values and create new spaces that better meet community needs. We applaud the city for undertaking its “Parks and Open Space Master Plan” and understand that this RFP represents the initial effort to implement principles developed in the plan at three high priority park sites. We believe that HGA’s holistic design expertise, history of working with local municipalities on community-focused projects, and full-service team make us the perfect partner to support you in this effort.

PROVEN RECORD

At HGA, we follow a holistic design process to create sustainable, resilient, and equitable outcomes for our clients. This approach begins with thoughtful research and community engagement and leads to informed design solutions. Central to this process is our equity and engagement expertise which helps ensure that a wide range of stakeholders and community members are involved and kept central to the design process.

COMMUNITY-FOCUSED

We have a passion for municipal projects because they allow our designers and engineers to shape the spaces that people experience near home within their communities. Our team has partnered with numerous metro area cities on public park projects, and we understand how to lead a process which can negotiate project challenges and generate beautiful spaces which support community needs.

FULL-SERVICE TEAM

We believe that the best outcomes are informed by multiple perspectives—the interdisciplinary structure of HGA ensures this. As a park project, this effort will be led by HGA’s Landscape Architecture Studio with the support of several design and engineering disciplines strategically integrated throughout the process. By working together, our efforts are efficient, coordinated, and guided by a shared vision, and we can readily adapt to evolving project needs by tapping into additional in-house services.

We hope to become your trusted partner in shaping the future of these three parks. Please let me know if you have any questions on the following scope and fee. Thank you for your consideration.

Sincerely,


Trygve Hansen, PLA, SITES AP, LEED AP BD+C
Project Principal | 612.758.4523 | thansen@hga.com

We acknowledge receipt of
addendum dated 3/4/2024



Loppet Foundation/Mpls Parks & Rec | The Trailhead | Minneapolis, Minnesota

PROPOSAL CONTENTS

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“

We design for the celebration of human life.

DICK HAMMEL
Co-Founder, HGA



Walker Art Center | Wurtele Upper Garden
Minneapolis, Minnesota

HGA PROFILE & RESUMES

LANDSCAPE ARCHITECTURE

We believe that great design can not only complete a built environment, but also transform it. Based on keen insight of our clients’ needs and thorough site research, our expert teams create landscapes with stories—past and present—that foster a sense of unique place through ecological and social narratives.

As a nationally awarded studio within an interdisciplinary firm, our team combines thirty years of experience in the healthcare, private, public, arts, and culture sectors with leadership in sustainable site development and contemporary design collaboration. Two of our principals are part of the first group of landscape architects in the nation to earn the SITES Accredited Professional (SITES AP) credential through Green Building Certification Inc., solidifying our leadership in sustainable landscape design and development.

Whether we are planning a jewel-box rooftop garden or a sprawling corporate campus, our landscape architects include clients and users as partners in the planning process. Our designers search for insight into what makes a site special to the client, how it will be used, and how it can be planned for long-term sustainability.

INTEGRATED INTERDISCIPLINARY SERVICES

HGA offers a full complement of architecture, engineering, planning, and design services. These resources are available for seamless integration into the design process as needed. This in-house expertise is an added resource that allows us to nimbly respond through project development.

BEST-IN-CLASS SOLUTIONS

Established in 1953, HGA is a nationally recognized, multi-disciplinary firm built on the belief that enduring, impactful design results from the inspired application of original insight into the human condition.

The drive for deep understanding shapes the way we collaborate with each client and deploy the diverse resources within our firm. It’s how we deliver unexpected solutions that bring added value. Ultimately, it’s the way we create a legacy for our clients and ourselves.

We invest ourselves in our clients’ businesses, serving as a strategic partner in addition to our architecture and engineering services. HGA’s success with clients and projects across the country comes from our core

strengths of design quality, thought leadership, and project execution.

Our clients tell us that we listen to them and generate creative planning and design solutions that are also practical, constructible, reasonable to operate, and a joy to work in. Companies also choose us because of our outstanding service and thoughtful design solutions. The result is that 80% of our business is repeat business.

We distinguish ourselves from our competitors by delivering enduring impact through original insights. The early stages of our process are informed by research and driven by data, so **we are able to build consensus early in the process to avoid costly rework later on.**

70
YEARS IN BUSINESS

1,000+
REGIONAL & NATIONAL AWARDS FOR EXCELLENCE INCLUDING:
125 AIA HONOR AWARDS, 6 AIA/SCUP AWARDS
14 U.S. GREEN BUILDING COUNCIL AWARDS
50 ASLA MN AWARDS, 3 ASLA HONOR AWARDS

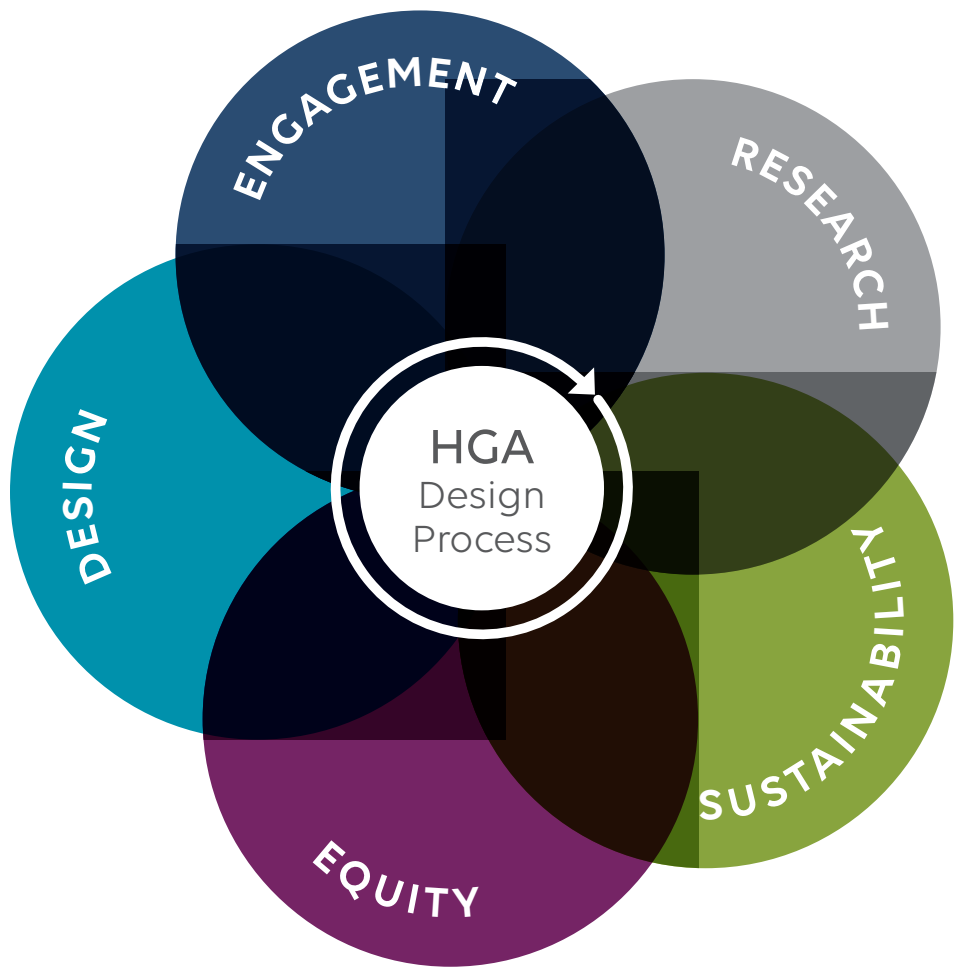
5X
TOP 25 FIRMS, ARCHITECTURAL RECORD’S TOP 300

INSIGHT TO IMPACT

HGA EMPLOYS A HOLISTIC, RESEARCH-BASED APPROACH TO DESIGN

At HGA, we believe holistic design creates sustainable, resilient, and equitable outcomes that exceed our clients’ goals and improve the human experience. By leveraging interdisciplinary expertise, thoughtful research, and the engagement of a diversity of stakeholders, this approach results in a better project and an enduring impact.

In addition to the insight from our design teams, our unique collective of in-house specialists—process engineers, design thinking specialists, evidence-based researchers, and others—work together to help us understand what is critical to the quality of our clients’ work, and thus to ours. On this foundation of fresh understanding, we help clients create purposeful design with an enduring impact.



WE ARE A JUST ORGANIZATION

Designed like a nutrition label by the International Living Future Institute (ILFI), the JUST label provides an objective view of how we are contributing to a more equitable and inclusive world. Insight gained from this process will inform the firm’s strategic goals and initiatives.



EQUITY IN ACTION

Equity is a living, breathing part of HGA. It is woven into the fabric of our culture. It is reflected in our strategy, our people, our design, and our community engagement. Design to support equity, accessibility, and inclusion means approaching every project with empathy for all users, the history and context, and thinking beyond long-held beliefs to consider alternative points of view that can disrupt systemic imbalances impacting our communities. We look forward to exploring these topics with you as we strive to create a welcoming and inclusive park design.

NOT JUST GOOD DESIGN... DESIGN FOR GOOD

Every act of sustainable design, engineering, planning, and construction contributes to our common future. At HGA, we embrace this as both a responsibility and an opportunity. With vision and strategy, we have made progress toward sustainability commitments, built a portfolio of projects with innovative and elegant solutions, and aligned our internal structure and processes to position our company and clients to create the greatest possible impact.

RESEARCH IS FOUNDATIONAL TO OUR WORK

At HGA, we are driven by curiosity which propels us to dig deeper to uncover insights and innovative solutions that help our clients and communities thrive. Our Design Insight Group (DIG) is a growing collective of Lean process engineers, practice-based researchers, design thinkers, anthropologists, and data scientists, who help clients rethink and reshape their future through the design process. DIG works with clients and project teams, bringing expert insights and engaging collaboratively with clients to facilitate discovery, research hypotheses, and advocate for meaningful change.

WHERE INGENUITY MEETS INTUITION

HGA’s award-winning Digital Practice Group is organized around advancing the future of practice to create a positive, lasting impact through design. We believe the intersection of architecture, design, and technology must center on people. The digital tool set has enabled us to provide more intuitive and empathetic ways to explore and innovate. Our goal is to transform the design process through empathy, by pioneering new methods of understanding.

INTERDISCIPLINARY TEAM

LEADERSHIP & MAIN PROJECT CONTACTS

HGA's locally-based team will be led by Project Principal & Manager **Trygve Hansen**, Project Landscape Architect **Kent Hipp**, and Equity Design Strategist & Engagement Coordinator **Noah Exum**. They will be dedicated to the day-to-day success of the project. Each meeting will be attended by one or more of them.

REQUIRED EXPERTISE

HGA is committed to ensuring the City is well-served on this project, and we have selected staff with park and community design expertise to support your needs. **Trygve Hansen** brings deep knowledge of the local landscape and experience on many of HGA's award winning projects to his practice. He has strong relationships with the HGA team and has worked closely with many of the team members on previous projects. Newer to HGA, **Kent Hipp** brings innovative design thinking and experience with a wide range of public projects throughout the United States to the team. **Noah Exum** brings the lens of equity and inclusivity to every step of our process, to ensure we are serving all members of the community. Beyond this core group, each of our supporting team members will contribute their insight to our holistic design process and help us achieve a great outcome.

COMMITTED & ABLE TO DELIVER

We have committed resources who are not only available but bring the skills and experience necessary. Our team is committed to providing excellent service and delivering this project on time and within budget.



TRYGVE
HANSEN

ASLA, SITES AP,
LEED AP BD+C

PROJECT PRINCIPAL & MANAGER

With over 17 years of experience, Trygve is responsible for leading site design teams on the development of a wide range of projects, each one reflecting the client's needs and responding to the potential opportunities that each site brings. His experience within a full-service integrated architecture and engineering firm has established collaboration and engagement as fixtures in his design and leadership process—always seeking to integrate the right expertise and insight into original solutions. He brings expertise in site design, stormwater management, playground design, knowledge of plant materials and communities, and layout/detailing.

SELECTED EXPERIENCE

Harley-Davidson Foundation | Davidson Park
Milwaukee, Wisconsin

City of St. Louis Park | Westwood Hills Nature Center
St. Louis Park, Minnesota

City of Golden Valley | Brookview Community Center
Golden Valley, Minnesota

Dakota County | Whitetail Woods Regional Park
Farmington, Minnesota

Minneapolis Park and Recreation Board & DNR Joint Venture | Fort Snelling Outdoor Skills Adventure Center
St. Paul, Minnesota

Loppet Foundation/Mpls Parks & Rec | The Trailhead
Minneapolis, Minnesota

Scott County | Cedar Lake Farm Regional Park
New Prague, Minnesota

MN Public Radio HQ | Pocket Park
St. Paul, Minnesota

St. Paul Academy | Upper School Addition & Renovation
St. Paul, Minnesota

EDUCATION / AFFILIATIONS

Master of Landscape Architecture | Bachelor of Environmental Design
University of Minnesota

Licensed Landscape Architect
Minnesota, Wisconsin



KENT
HIPPI

ASLA, PLA

PROJECT LANDSCAPE ARCHITECT

Kent is a skilled landscape architect with over 11 years of experience. In each of his projects, he is driven by a desire to create high performance landscapes which connect others to nature and foster community wellbeing. As a project leader, he spearheads design and development of the landscape scope and ensures that project goals are met. He has experience with a wide variety of project types throughout the United States, and is especially knowledgeable in site design, detailing, and implementation.

SELECTED EXPERIENCE

MNCPPC | Caroline Freeland Urban Park Facility Plan
Bethesda, Maryland*

City of Alexandria | Potomac Yard Linear Park
Alexandria, Virginia*

City of Charlottesville | McIntire Park East Planning
Charlottesville, Virginia*

City of Richmond | Cannon Creek Trail
Richmond, Virginia*

City of Danville | River District Revitalization
Danville, Virginia*

Town of Blacksburg | College Avenue Promenade
Blacksburg, Virginia*

Brookside & Vint Hill Playgrounds and Depot Park
Town of Warrenton | Warrenton, Virginia*

Ramsey County Gibbs Farm
St. Paul, Minnesota

*Prior to joining HGA

EDUCATION / AFFILIATIONS

Master of Landscape Architecture (MLAII)
Harvard University Graduate School of Design

Bachelor of Landscape Architecture, Minor in Horticulture
Virginia Tech School of Architecture + Design

Licensed Landscape Architect
Minnesota, California



NOAH
EXUM

IIDA, NCIDQ

EQUITY DESIGN STRATEGIST & ENGAGEMENT COORDINATOR

As Equity Design Strategist & Engagement Coordinator, Noah researches and develops programming and design tools that integrate equity into every part of HGA's design process. Leveraging a background in community organizing and his experience as an interior design practitioner, Noah brings a unique lens to project work, helping to contextualize space and place, facilitate stakeholder engagement, and develop design solutions that advance equity and inclusion.

SELECTED EXPERIENCE

City of Richfield | Wood Lake Nature Center
Education/Visitor Center | Richfield, Minnesota

City of Woodbury | Central Park Renovation
Woodbury, Minnesota

Avana Southview | Clubhouse and Pool Renovation
Inver Grove Heights, Minnesota

Avana Northlake Apartments | Outdoor Fitness Center & Gathering Space Addition
Germantown, Maryland

Collins Crossing Apartments | Outdoor Amenity Revitalization
Carrboro, North Carolina

Carleton College | Comprehensive Facilities Plan
Northfield, Minnesota

Accenture | Tenant Improvement
Philadelphia, Pennsylvania

Boston Scientific | Weaver Lake 4 Office Building | Weaver Lake 3 ACR & Breakout Space
Maple Grove, Minnesota

Northwestern Mutual | Office Relocation
Minneapolis, Minnesota

*Prior to joining HGA

EDUCATION / AFFILIATIONS

Bachelor of Science, Interior Design
University of Minnesota

Bachelor of Arts, Fine and Studio Arts
Macalester College

International Interior Design Association
Member

NCIDQ # 37393



**ERIK
HANSEN**
PE

CIVIL ENGINEER

Erik has more than 20 years of experience providing comprehensive site design solutions. His background includes the preparation of plans, specifications, and reports for site development and other infrastructure projects, stormwater management, and public and private street and utility design.

SELECTED PROJECTS / EDUCATION / AFFILIATIONS

City of Golden Valley | Brookview Community Center
City of St. Louis Park | Westwood Hills Nature Center
Dakota County | Whitetail Woods Regional Park
Loppet Foundation/Mpls Parks & Rec | The Trailhead
Bachelor of Civil Engineering University of Minnesota
Licensed Engineer Minnesota
American Society of Civil Engineers Member



**CHRYSANTHI
STOCKWELL**
LC, IALD

LIGHTING & ELECTRICAL DESIGNER

Chrysanthi's background in engineering has been helpful to develop integrated lighting that enhances both interior and exterior landscape and community spaces. Chrysanthi nurtures the needs of the entire design team, making sure the occupant experience is at the forefront of decision making.

SELECTED PROJECTS / EDUCATION / AFFILIATIONS

The Blake School | Early Learning Center
Dakota County | Whitetail Woods Regional Park
Mpls Parks & Rec Board | Water Works Pavillion
Village of Egg Harbor | Community Center
Mpls Parks & Rec Board | Logan Park Pavillion
Master of Architectural Engineering Univ. of Nebraska-Lincoln
National Council on Qualifications for the Lighting Professions LC Credential



**JESSICA
CLARK**
ASLA

LANDSCAPE DESIGNER

Jessica is passionate about creating sustainable urban landscapes that provide people with the opportunities to connect with their natural landscape. She will collaborate with the design team to ensure that the open spaces are aesthetically pleasing, environmentally appropriate, and reflect a comprehensive site design.

SELECTED PROJECTS / EDUCATION / AFFILIATIONS

Ramsey County | Gibbs Farm
State of Minnesota | MN Military & Veterans Museum
Grace Church | Campus Renovation
Village of McFarland | Municipal Community Center
Bachelor of Landscape Architecture, Emphasis in Urban Design Iowa State University
Certified Landscape Designer Michigan
Certified Green Industry Professional (CGIP)



**JOE
TARLIZZO**
LEED AP BD+C

COST ESTIMATOR

Joe has 25 years of experience as a project estimator specializing in community facilities. Joe is particularly adept in design pre-construction services and conceptual estimating and uses many resources including HGA's community building database and national and regional market information.

SELECTED PROJECTS / EDUCATION / AFFILIATIONS

City of Golden Valley | Brookview Community Center
City of St. Louis Park | Westwood Hills Nature Center
City of Richfield | Wood Lake Nature Center
Dakota County | Whitetail Woods Regional Park
Loppet Foundation/Mpls Parks & Rec | The Trailhead
Bachelor of Science, Construction Engineering NDSU
Certified Professional Constructor AIC Construction Certification Commission



**KAITLIN
SCHALOW**
AIA, LFA

PROJECT ARCHITECT

Having practiced architecture, interior design, and landscape architecture, Kaitlin brings a strong interdisciplinary focus to her work. As co-director of HGA's national Community Action social impact group, she successfully facilitates, leads, and supports engagement activities. She will support the team through project construction.

SELECTED PROJECTS / EDUCATION / AFFILIATIONS

City of Richfield | Wood Lake Nature Center
Ramsey County | Gibbs Farm
State of Minnesota | MN Military & Veterans Museum
City of Bloomington | Standard Park Pavillion
Master of Architecture University of Minnesota
B.S. Interior Design Focus: Landscape Arch UW-Madison
Licensed Architect Minnesota



**SARAH
JORCZAK**
PE, LEED AP BD+C

STRUCTURAL ENGINEER

Sarah has 24 years of structural analysis experience on a variety of construction types including landscape parks and community centers. She is an expert at facilitating open coordination and cross-discipline communication. Her organizational skills and her collaborative style make her a valued member of the HGA team.

SELECTED PROJECTS / EDUCATION / AFFILIATIONS

Harley-Davidson Foundation | Davidson Park
City of St. Louis Park | Westwood Hills Nature Center
Dakota County | Whitetail Woods Regional Park
City of Plymouth | Plymouth Community Center
City of St. Paul | Arlington Hills Library & Recreation Center
Bachelor of Science Civil Engineering Purdue University
Licensed Structural Engineer Minnesota



The Blake School Early Learning Center | Hopkins, Minnesota

PROJECT UNDERSTANDING & APPROACH

PROJECT UNDERSTANDING

We understand that the scope of work includes the planning and design of three parks, each with its own unique opportunities and requirements.

MCKNIGHT FIELD COMPLEX

The largest park, the McKnight Field Complex, is an existing facility with a recreational focus. It contains a mixture of ball fields, tennis courts, and supporting structures in varying states of repair. Interestingly, the areas that need the most attention are all consolidated in the northwest corner of the site, which is a valuable and highly accessible portion of the property. Taken collectively, these areas present a clear opportunity to introduce a new site layout and program which can better support community needs.

POCKET PARK

The Pocket Park is an existing space which was created in 2011 after the realignment of North St. Paul Drive and is located adjacent to 7th Ave, the downtown business district, and community center. In our review of the park master plan survey, we found that residents were interested in improving a downtown park, but there were differing opinions about what specific improvements were needed. Navigating through these competing opinions will require a creative design and engagement approach.

PASSIVE PARK

The third space, the Passive Park, is a proposed facility which is located on 3rd Street, across from the new Gateway at McKnight Ridge townhome development. The site is currently home to a young mixed hardwood forest, and we agree that this setting would be perfect for a low-impact design with pathways and a nature play area. Trails were cited as one of the most important amenities for residents in the community survey, and this park could provide residents with a new experience of "nature nearby".

With the exact program for these sites undefined, this project needs a team that understands and embraces the possibilities. Our interdisciplinary expertise in planning, documentation, and project delivery allows us to explore all opportunities with the confidence that we will achieve the goals we set out to fulfill. The following section provides an outline of the approach we would take for this project.

PHASE 1 APPROACH

ENGAGEMENT & PLANNING

We begin our design process with rigorous site research and observation. We will procure the site survey and document existing site conditions through interviews, site visits, and photography, and assess the condition of the existing facilities. Our team will develop a base map, and site analysis package which identifies opportunities and constraints on each site.

We will review existing policy documents and plans to better understand current goals and ensure our work is situated within this larger framework. We have initiated this process and identified three key documents which are informing this approach: the Comprehensive Plan 2040, 2022 Park Improvement Plan, and Draft 2024 Parks and Open Space Master Plan. Our interdisciplinary team will also provide insight into any additional regulatory constraints, such as stormwater management requirements, which we will also need to consider.

The park master plan outlines the demographic shifts that are occurring in North St. Paul and states that the park planning and programming process should respond to these changes. Since 2000, the city has become more racially diverse, it has more residents under age 19, and it also has a significant number of residents who are disabled or below the poverty level.

Keeping these shifts in mind, we believe this effort deserves a firm well-versed in community engagement, who can partner with you to ensure the parks work for everyone. We believe in engagement that educates, builds consensus, and informs design. We will support engagement efforts through community-driven design, delivering interactive and meaningful events and materials, building trust, and countering engagement fatigue.

Our team members Noah Exum and Kent Hipp will help shape an authentic engagement process and identify opportunities for equitable, inclusive programming and design solutions. We have provided further detail of specific milestones in our work plan, and the "engagement framework" spread provides an overview of the thinking that guides our process.



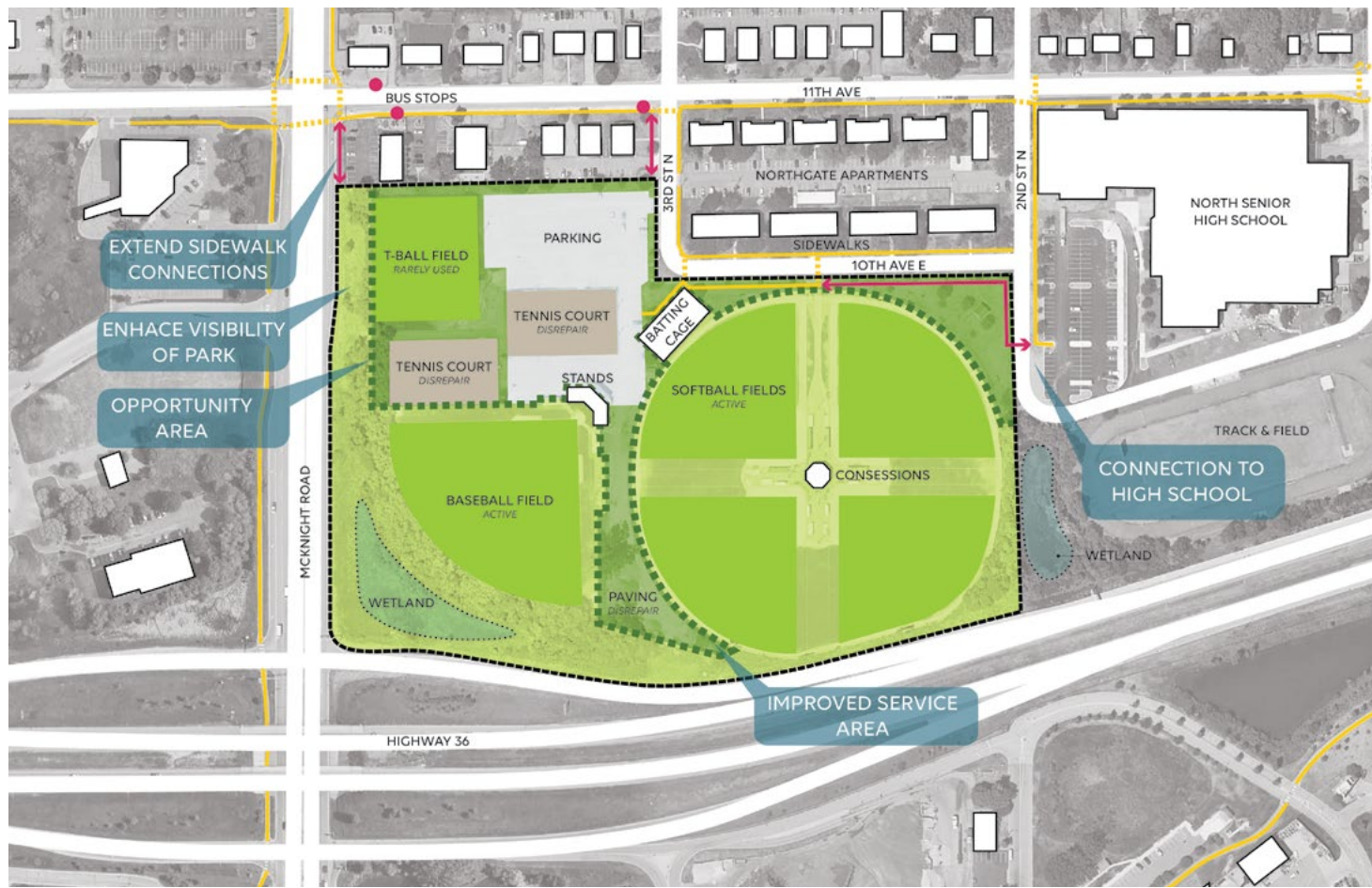
Park system and land-use plan diagram



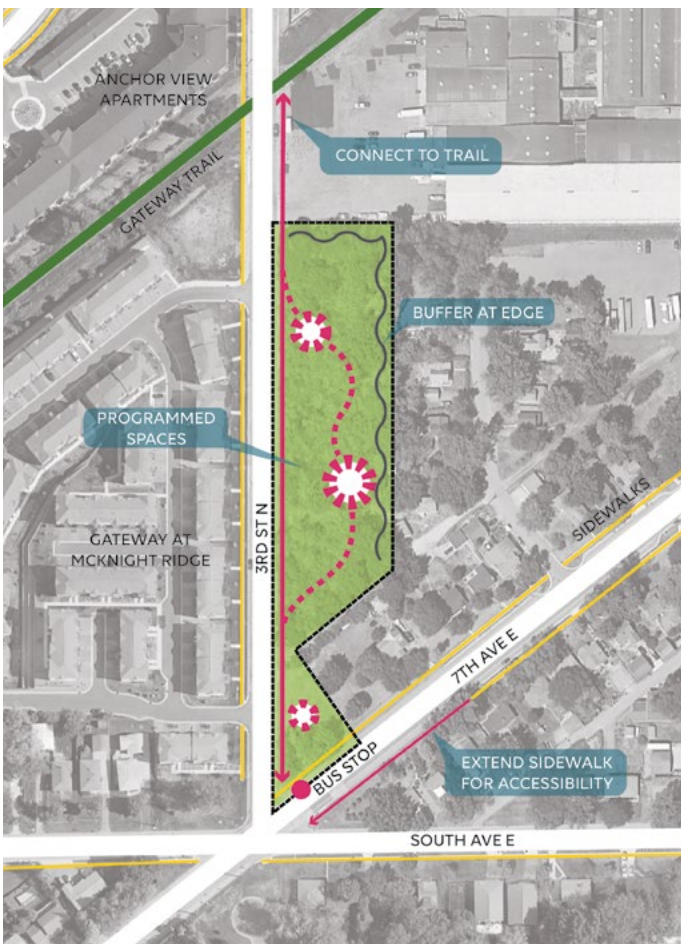
View of the proposed "passive park" from 3rd Street



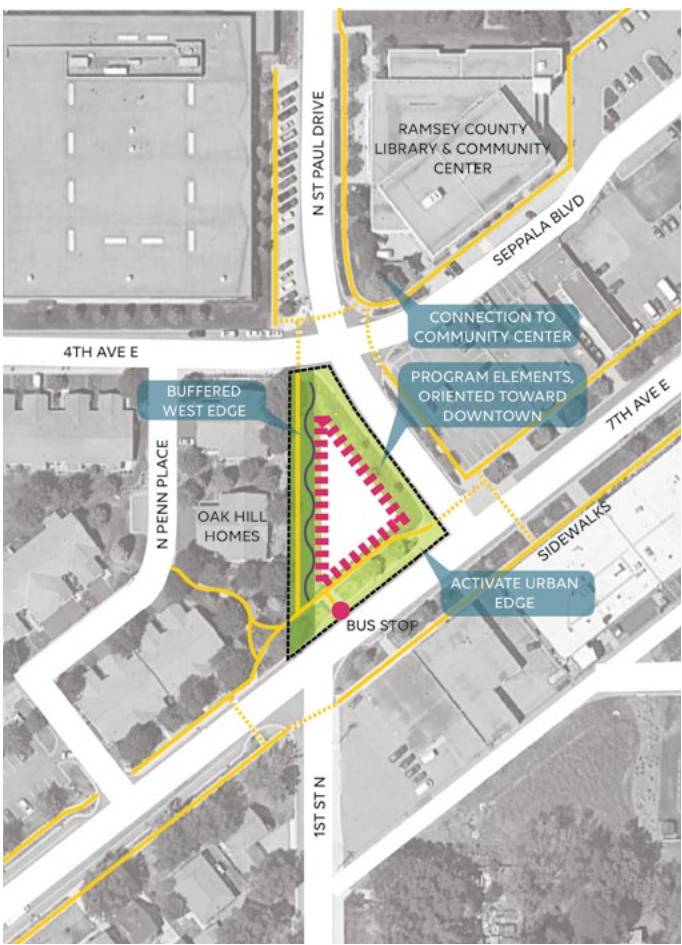
The T-ball field at McKnight Athletic Complex



McKnight Athletic Complex opportunities plan diagram



Passive Park opportunities plan diagram



Pocket Park opportunities plan diagram

DESIGN

Concurrent to engagement with city staff, key stakeholders, and the wider community, we will analyze site conditions, demographics, current recreation trends, existing facilities, and any additional recommendations found in the comprehensive parks plan to create a program of requirements for each site. Once we have reached an initial consensus on the program, the HGA team will develop schematic design concepts for each of the sites, exploring ways these elements might be organized and expressed.

Our concepts will be rooted in our commitment to designing sustainable, inclusive spaces which uplift and inspire. We will embed holistic design thinking and work with our interdisciplinary team to gain insight and ensure we are incorporating lessons learned during the site analysis and engagement process. Exploring a range of ideas will enable us to have a robust discussion with you about the possibilities presented, aligning the city's priorities, budget, and feasibility before presenting designs to the community.

Our team has great expertise in developing illustrative plans and imagery, and we are confident that we can successfully communicate our design ideas in a way that the community will be able to understand and evaluate during a second round of engagement.

When a final preferred plan has been selected for each park, the HGA team, supported by cost estimator Joe Tarlizzo, will develop a package with pricing information to present to the city. Once approved, these plans would constitute the scope of work for inclusion in Phase 2.

PHASE 2 APPROACH

DETAILED PLANS, SPECS, AND BID DOCUMENTS

During the second phase, we will refine the preferred plans and develop detailed construction documents. We will further explore the look, feel, and character of the landscape spaces and provide specifications for products, materials, and plantings. Along the way, we will continue to rely on the holistic design process to ensure our design decisions are grounded in research and align with equity and sustainability goals. We will strive to develop solutions which are durable, use less carbon, and support

local industry. We will tailor our planting palette to site conditions and the city's management capacity, and we will keep an eye toward the future to ensure our spaces have the capacity to adapt to a changing climate.

Our work will depend upon close coordination with our interdisciplinary team. Throughout this phase, we will work with our engineering and design partners to ensure their plans support the project goals. The interdisciplinary organization of HGA gives us great strength in this effort and enables efficient and effective collaboration. We will also be reaching out to share our preliminary plans with all relevant utilities and regulatory agencies to solicit input and ensure the proposed work aligns with their needs.

The community engagement process can continue through this phase, if desired. This would allow residents to be involved in the more detailed design decisions, and provide input on specific elements like public art and custom elements that demand further detailed design development.

This phase culminates in a final set of plans and specifications which provide everything a contractor

needs to execute the project. The project team members are well versed in this process and have great expertise in developing clear and concise landscape construction documents.

Because the exact scope of Phase 2 will be determined in Phase 1, we have elected to only submit a fee for the first phase at this time. We understand that the city would like for the consultant to submit their fee for the Phase 2 work no later than June 2024. We estimate that this will be possible for us to do, so long as we have agreed upon the final program of requirements by that time.

PROJECT DELIVERY

Our fee assumes that the city would lead the bidding and contractor selection process with input from HGA. During construction we would work closely with the city and contractor to ensure the construction progress meets the expectations established in the bid documents. We will attend regular meetings and readily respond to any Submittals and RFIs to keep construction progress on track. Along the way, we will explore continued opportunities for community outreach, such as partnering with local schools to share in the construction process.



SCALABLE ENGAGEMENT FRAMEWORK

We believe that successful community spaces rely on the insights, contributions, and support of the people who use them. HGA's holistic design process includes equitable, inclusive, and authentic engagement with city staff and community stakeholders using the IAP2 Spectrum of Public Participation. We utilize an adaptable engagement framework grounded in the following key strategies and stages:

IDENTIFYING STAKEHOLDERS

We will work with you to identify stakeholders and locate them within the ecosystem of North St. Paul, exploring potential impacts of these projects and championing the work of existing advocates. Throughout the process, developing and strengthening relationships will be instrumental in producing results that authentically reflect your growing community.

FOSTERING EQUITY & INCLUSION

Before jumping to specific engagement tools, we work with you to understand your strategic and DEI objectives. We discuss the "why", "who", and "what" to frame the "how". Together, we will co-create an engagement and communication strategy that uses the right tools at the right time to overcome barriers to participation, meet people where they are, and **define how participation will inform decision making.** These essential steps are often overlooked, leading to misperceptions and false expectations which limit the diversity of voices heard throughout an impactful project such as this.

BUILDING CONSENSUS

Participation, in our framework, is about more than just asking people what they want. We work to understand the core feelings, experiences, and hopes of stakeholders, then facilitate interactive and meaningful conversations exploring the many different ways the built environment can impact them. This encourages thinking beyond a single solution and helps build consensus on what matters most.

FOCUSING ON MOMENTS THAT MATTER

Moments that matter are experiences that strongly influence our perception of a space in unique ways. As public resources at the center of civic life, parks have the power to strengthen community and shape culture, where a single moment can spark a lifelong connection or sense of belonging. Throughout the discovery phase, we will look for moments that matter, and during the ideation phase, we will anchor our design solutions to opportunities to encourage that spark.

GATHERING INFORMATION

To achieve diversity of input, we offer opportunities for active and passive engagement through in-person synchronous and asynchronous digital and social platforms. HGA combines insights from interviews and interactive workshops with quantitative data to pinpoint key challenges and opportunities, then uses reframing techniques to turn them into generative planning prompts.

TURNING INSIGHTS INTO ACTION

Through stakeholder engagement we build understanding, which helps avoid potential backlash and prevent repetitive design iterations. By grounding our work in the insights and data we collect, we can design more efficiently and with greater empathy, acknowledging local history and culture to create innovative, thoughtful, and inspiring designs that promote connection and a sense of belonging to the North St. Paul community.

CREATING EXCITEMENT

Engagement doesn't end with design—it's an ongoing opportunity to build and maintain excitement for the future of North St. Paul. From design renderings to educational opportunities, we can work with leadership and communications staff to keep your community invested in what's next.

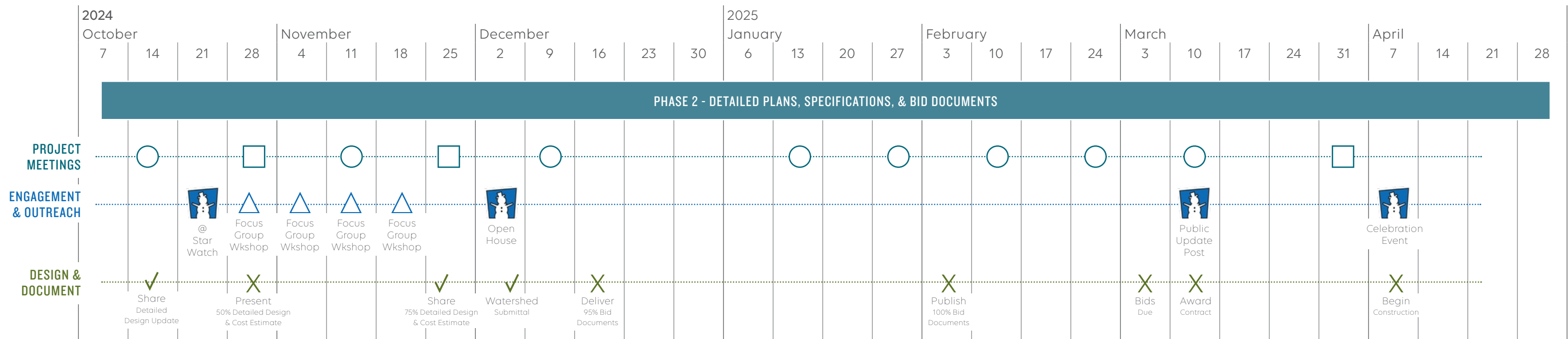


PHASE 1



WORK PLAN & SCHEDULE

PHASE 2



PHASE 2 - DETAILED PLANS, SPECS. & BID DOCUMENTS

The Phase 2 schedule and work plan is focused on delivering a project(s) that can begin construction at the end of the 12 month-duration, Spring 2025, as defined in the RFP. This summary provides a general outline of the tasks and deliverables we expect for this phase, but it will need to be revisited and refined once Phase 1 has been completed.

MEETINGS

□ TASK FORCE

The group from Phase 1 will continue meeting, however, frequency will decrease during the document delivery and bidding process.

○ PROJECT LEADERSHIP

Project leaders will continue to meet bi-weekly to share progress, with a pause for winter holidays.

△ FOCUS GROUPS

We continue stakeholder involvement and outreach by meeting with each of the groups engaged in Phase 1 to review the design and solicit their feedback.

👤 PUBLIC OUTREACH EVENTS

We will continue to leverage scheduled activities for engagement. As the design is finalized, we will shift

from soliciting feedback to showcasing the project and summarizing how stakeholder and public input has informed the design.

✓ TASKS

- Obtain Topographic, Boundary and Utility Survey - Verify if City is in possession of current information and help prepare RFP for surveys, if required.
- Identify site plan review and stormwater management plan requirements.
- Initiate conversations with permitting agencies including discussions of opportunities for partnership and initiatives.
- Draft and refine Public Engagement plan in collaboration with Task Force.
- Identify staff and stakeholders for engagement.
- Develop, present and review Concepts for sites - two or three options per site.

50%-75% DETAILED DESIGN TASKS

Upon approval by the City Council of the Phase 1 scope and budget, HGA will proceed with the preparation of detailed design drawings to define more precisely the character of the project and the materials to be used.

- Prepare color graphics for presentation to the Owner group and public.

- Prepare planting and irrigation plans.
- Select hardscape materials and prepare layout and materials plans. Prepare landscape details.
- Prepare erosion and sediment control, grading, drainage, utility, and stormwater management plans with Civil Engineer.
- Prepare lighting plans with Lighting Designer.
- Prepare outline specifications.
- Prepare and review cost estimates.

95%-100% BID DOCUMENTS TASKS

Upon Client's approval of the 75% scope and budget, HGA will develop drawings and technical sections of specifications to construct the work.

- Adjust the documents for value-engineering.
- Prepare final layout and material plans locating and identifying site elements.
- Prepare final irrigation and planting plans.
- Prepare final details with information required for construction, installation, and finishing of landscape components.
- Prepare final erosion and sediment control, grading, drainage, utility, and stormwater management plans with Civil Engineer.
- Prepare final lighting plan with Lighting Designer.
- Write technical specifications.

BID PHASE

Based on the approval of Bid Documents and latest construction budget, HGA shall assist the Clients in obtaining bids. This work shall occur in the period prior to awarding a construction contract and after the completion of Bid Documents. Our scope would include preparing addenda, LSKs and responses to RFIs, reviewing substitutions, contractor fees, and schedule.

CONSTRUCTION PHASE

HGA will make periodic visits to the site to become familiar with the progress and aesthetic quality of construction and to determine if the work is proceeding in accordance with project design intent. Our scope would include attending meetings to review progress, preparing addenda, responses to RFI's, and bulletins, observing installation of site features and quality of workmanship, review and provision of punch lists, and Record Drawings.

✗ MILESTONES / DELIVERABLES

- 50% Detailed Design & Cost Estimate
- 75% Detailed Design & Cost Estimate
- Submit construction documents for Ramsey-Washington Metro Watershed District and City engineer review.
- 95% Bid Documents
- 100% Bid Documents

REFERENCES & PROJECT EXAMPLES



Surly Brewing Company | Destination Brewery | Minneapolis, Minnesota



Kellogg Peak Initiative | Milwaukee, Wisconsin

PROJECT SUCCESS STORIES

We define success solely through the success of our clients. After the project is fully realized, does it meet and exceed the vision of the communities it serves? We believe there is no better endorsement of our work than the objective recommendation of our clients. We nurture long-term client relationships long after a project is complete and encourage you to contact our references who have recent experience working with HGA and our team members.

With 70 years of firm experience designing for environmental education, creating restorative and resilient landscapes, and facilitating meaningful engagement, our team will harness our interdisciplinary knowledge to bring

new insight to your project. We are adept at working with multiple, diverse stakeholders and are excellent stewards of public funds. Our expertise coupled with the deep understanding we will develop about your project and community will result in a design process to help the City of North St. Paul provide quality recreational amenities that are relevant and funtional into the future, and are welcoming and accessible for all residents.

The following pages showcase recent success stories from community and landscape projects that highlight our strengths in architectural planning, design, and engagement.



Collaboration with Heatherwick Studio
Renderings provided by Devisual



A LANDMARK URBAN PUBLIC PARK & COMMUNITY PROJECT

DAVIDSON PARK
HARLEY-DAVIDSON FOUNDATION
MILWAUKEE, WISCONSIN

Collaborating with Heatherwick Studio (London), HGA is transforming four acres of surface parking at the headquarters campus into a new urban public park. With this unique landscape architecture project, a cross-disciplinary HGA design team is integrating a layered set of goals and required outcomes including flexible community use/engagement opportunities, passive play/exploration landscapes, and green infrastructure for stormwater capture.

Poised to be a landmark project for the City of Milwaukee, Near Westside Community and the Harley-Davidson brand, the holistic design includes overlay of first nation symbolism developed through design engagement with the Forest County Potawatomi tribal leadership, and inclusion of Independence First, an accessibility advocacy group, to help maximize access for all.

Central to the park is the Davidson Park—an iconic multipurpose and flexibly programmable gathering space carved into a sloping site with the historic Harley-Davidson buildings as a backdrop. Integrated design and engineering solutions accompanied by diligent coordination with the client and local utilities has

fostered an outcome that supports the ambitious design aspirations and the public community-oriented program.

Fundamental to the project is sustainability, resiliency, ecology, and the educational opportunities it creates. The park is enrolled in the USGBC Sustainable SITES Initiative, and upon completion is anticipated to be the first SITES Certified project in Wisconsin. The design integrates a dynamic system of green infrastructure including native bioswales, permeable pavers, and cisterns to capture 750,000 gallons of stormwater—significantly contributing to regional infrastructure and environment by lessening the burden on an aging combined sewer system and reducing urban runoff into Lake Michigan.

PROJECT DATA

Services Provided: Landscape architecture, civil engineering, lighting design, structural engineering, electrical engineering, architecture, and technology systems design

HGA Team: Trygve Hansen, Sarah Jorczak

Size: 4 acres

Cost: \$20M

Completion: 2024 anticipated

Contact: Joyce Koker, Program Manager
Harley-Davidson Motor Company
414.217.6388 | Joyce.Koker@harley-davidson.com



A COMMUNITY DESTINATION & EXEMPLAR FOR SUSTAINABILITY STRATEGIES

WESTWOOD HILLS NATURE CENTER

CITY OF ST. LOUIS PARK
ST. LOUIS PARK, MINNESOTA

The Westwood Hills Nature Center (WHNC) is a an all season, state-of-the-art, community-focused destination that inspires and challenges visitors of all ages, backgrounds, and abilities to experience the natural world in a new way. A Net Zero building, the WHNC is an exemplar for sustainability strategies.

The new facility is an interpretive center and special events venue with expanded public exhibits and flexible learning spaces for a variety of environmental education programs. The site design expands an existing specimen prairie creating outdoor classroom spaces and improved visitor access and parking.

HGA's design provides a high-performance building envelope, form, and layout to take advantage of solar and wind angles on site. Energy use is offset by rooftop solar PV panels. These and other sustainable features are expressed in the design to serve as a teaching tool for visitors.

SITE PLANNING

Minnesota's four major landscape biomes are represented in the cultivated landscape of the Westwood Hills Nature Center. As the Center's exhibits provide visitors and program participants with an interpretive gateway to the surrounding landscape, the building and site design itself reflect an analogous threshold to the site. The building is flanked by trailheads into the nature center and is situated as a physical threshold between prairie to the south and deciduous forest to the north.

PROJECT DATA

Services Provided: Landscape architecture, architectural/ design, civil engineering, electrical engineering, mechanical engineering, MEP engineering, structural engineering, LEED services, and lighting design

HGA Team: Trygve Hansen, Erik Hansen, Sarah Jorczak, Joe Tarlizzo

Size: 160-acre nature park; 13,363 SF new construction

Cost: \$12.6M

Completion: 2019

Contact: Jason T. West, Recreation Superintendent
City of St. Louis Park, Operations & Recreation
952.924.2554 | jwest@stlouispark.org



AN ENERGIZED COMMUNITY ATTRACTOR

BROOKVIEW COMMUNITY CENTER
CITY OF GOLDEN VALLEY | GOLDEN VALLEY, MINNESOTA

The new Brookview Community Center is the culmination of a two-year public task force visioning and predesign effort by the City of Golden Valley facilitated by HGA's team. The project vision was to provide an energized community attractor that would activate its site, expand seasonal use, increase current program offerings for all ages and demographics, and create a premier facility to position Golden Valley as a vibrant and attractive 21st Century city.

The challenge was to weave together golf and other fitness/recreational programs with community gathering and dedicated spaces for seniors to create an asset to be shared by all residents. HGA created a complete existing building and site assessment, facilitated programming and design workshops with the Community Center Task Force, sought consensus among multiple stakeholders, and presented design ideas for community center facilities on three sites.

These efforts lead to the creation of a revamped community destination that offers improved parking,

circulation, and outdoor amenity spaces. Now a central gathering place for the community, the new building replaced the existing building, right-sized and expanded program spaces, and provides a welcoming destination for residents.

Of particular importance was activating the facility in its winter off-season by using the lawn bowling facilities for curling, grooming trails for snowshoeing and fat tire biking, and providing fire pits for warming. The new building and site also serves as an enhanced revenue generator.

PROJECT DATA

Services Provided: Programming, architectural/design, MEP engineering, civil and structural engineering, technology, lighting, interior/design, landscape architecture and cost estimating

HGA Team: Trygve Hansen, Erik Hansen, Joe Tarlizzo

Size: 38,000 SF new construction

Cost: \$14M

Completion: 2018

Contact: Ben Disch, Brookview Golf Operations Manager
City of Golden Valley
763.512.2315 | bdisch@brookviewgolf.com



TENNIS COURT RESURFACING & CAMPUS ENHANCEMENTS

ST. CATHERINE UNIVERSITY | ST. PAUL, MINNESOTA

The recent St. Catherine University facilities improvement project consisted of three key components.

1. Replacing existing tennis courts while retaining original configuration
2. Resolving surface drainage issues near home plate area of the softball field
3. Creating a properly graded area for a new, strategically located playground

This involved a range of site work, including the demolition and clearing of the existing tennis courts and the installation of new tennis court surfacing, markings, nets, and fencing. Additionally, it encompassed sidewalk

removal and replacement, site grading, earthwork, surface drainage enhancements, stormwater management facilities, and turf restoration along with new plantings.

PROJECT DATA

Services Provided: Tennis court design, stormwater management and design, playground layout and design, construction administration

HGA Team: Trygve Hansen

Size: 2.3 acres

Cost: \$1.26M

Completion: Spring 2024

Contact: Lisa Babbs, Director of Facilities Management
St. Catherine University
651.690.6523 | lbabbs518@stkate.edu



WOOD LAKE NATURE CENTER ENGAGEMENT STRATEGIES

CITY OF RICHFIELD | RICHFIELD, MINNESOTA

HGA is currently working with Wood Lake Nature Center's (WLNC) naturalists, staff, and stakeholder groups in partnership with the City of Richfield to replace the outdated WLNC building—the city's first major building project in over 10 years—with one that better supports their education, community, and conservation goals. Understanding the deep connection people have to this beloved community resource, as well as the changing demographics of their growing city, Richfield staff knew authentic engagement with diverse participation across the community would be key to the project's success.

In addition to building design and landscape architecture, HGA developed an equitable engagement strategy which has included surveys, training volunteers to conduct

interviews, and interactive workshops with staff and key stakeholder groups such as students, people with disabilities, and Spanish-speaking visitors.

PROJECT DATA

Services Provided: Architectural/design, landscape, engineering, lighting, interior design, FF&E, cost estimating,

HGA Team: Noah Exum, Kaitlin Schalow, Erik Hansen, Joe Tarlizzo

Size: 15,000 SF

Construction Budget: \$18M

Completion: Currently in schematic design, expected completion is spring 2026

Contact: Karl Huemiller, Recreation Services Director
City of Richfield
612.861.9387 | khuemiller@richfieldmn.gov



Inspired spaces for BUILDING COMMUNITY & CONNECTING TO NATURE

- 1 WHITTIER CLINIC Minneapolis, MN
- 2 RAVINE REGIONAL PARK LOWER LANDING TRAILHEAD Washington County, MN
- 3 SELIG-JOSEPH-FOLZ THEATER IN KADISH PARK Milwaukee, WI
- 4 WHITETAIL WOODS REGIONAL PARK Farmington, MN
- 5 AON CENTER PLAZA Chicago, IL

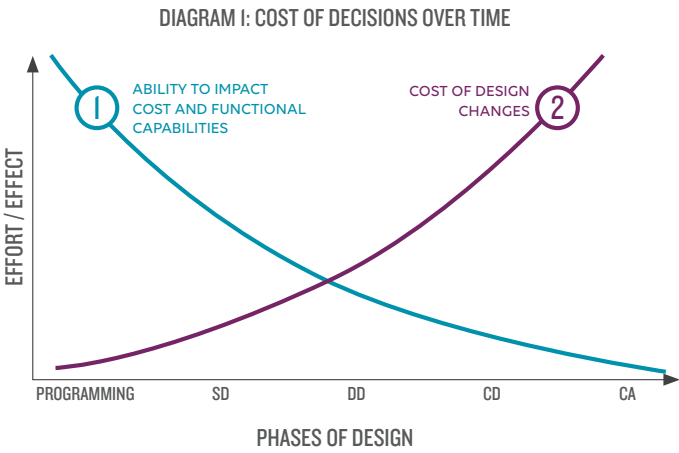
- 6 THE BLAKE SCHOOL EARLY LEARNING CENTER Hopkins, MN
- 7 COUNTRYSIDE COMMUNITY CHURCH Omaha, NE
- 8 WALKER ART CENTER WURTELE UPPER GARDEN Minneapolis, MN
- 9 TRESTLE PARK Milwaukee, WI
- 10 NORMANDALE COMMUNITY COLLEGE Bloomington, MN

FEE PROPOSAL

We are pleased to provide a fee based on our current understanding of the project scope. We suggest structuring the fees as a percentage of construction budget. Our fee is based on an estimated construction budget range of \$2 - 4.5M. HGA is competitive in the marketplace and looks forward to negotiating a fee that reflects the scope of services desired for the North St. Paul Park Planning project.

COST MANAGEMENT

We take our fiscal project responsibilities seriously and consider the budget at every step of the process. The best time to impact project cost is in the earliest stages. As the project progresses, opportunities for savings diminish (see diagram 1). At every stage of the project, we will work to strike a balance between your aspirations and fiscal realities. We will optimize the allocated budget for these projects and explore cost-effective design strategies that will take into consideration both first cost and long-term implications on efficiency, durability, and maintenance.



We have developed our work plan to make cost estimating a key part of the design process. We will review cost at several milestones throughout the project, and this will allow us to make adjustments according to your budget. It's critical that we incorporate estimates early in the process, so that we are always presenting "real options" to the community and giving ourselves the best chance to reach a consensus on the design direction. We will also include an estimate in our presentation to the City Council prior for approval prior to proceeding with Phase 2.

PHASE 1

ENGAGEMENT, PLANNING, & DESIGN

HGA services will primarily consist of overall project management, landscape architecture, engagement coordination and strategy, civil engineering, and cost estimating. We will involve additional disciplines—architecture, lighting, structural, and electrical engineering as required.

For Phase 1 services, we propose a not to exceed fee of \$60,000. This includes all meetings, tasks, and deliverables proposed in the work plan and schedule. We understand this generally aligns with the current budgeting for Phase 1 work and feel it is appropriate to achieve the desired outcomes. Below is a breakdown of the anticipated involvements.

DISCIPLINE / ROLE	% OF TOTAL
Project Management	20%
Landscape Architecture & Design	40%
Engagement Coordination	25%
Civil Engineering	10%
Cost Estimating	5%
PROPOSED PHASE 1 FEE	\$60,000

PHASE 2

DETAILED PLANS, SPECIFICATIONS, & BID DOCUMENTS

Though the exact program still needs to be defined, Phase 2 HGA services will likely consist of overall project management, landscape architecture, civil engineering, and cost estimating. We expect that some community engagement will continue in Phase 2, to solicit input and take advantage of educational opportunities through delivery of the project. We expect that the Phase 2 program will likely require input from our engineering disciplines including lighting design, electrical and structural engineering, and potentially architecture.

We have provided an estimated minimum fee for each park site below. These figures are based on our experience of similar scale efforts. We will provide a revised NTE fee during Phase 1 after the scope has been further defined. Typically, HGA fees for park projects range from 5% to 10% of the construction budget, and we anticipate this to be true for this project.

PARK SITE	EST. MIN. FEE
Pocket Park	\$40,000
Passive Park	\$25,000
McKnight Athletic Complex	\$90,000
ESTIMATED MINIMUM PHASE 2 FEE	\$155,000

ASSUMPTIONS & CLARIFICATIONS

- Client will lead the bidding and contractor selection process with HGA support.
- Client will provide HGA with all information, surveys, reports, tests, professional recommendations, and any other related items requested by HGA to provide its professional services. HGA may rely on the accuracy and completeness of these items.
- Client will furnish the site survey with description of the physical characteristics, wetland delineation, legal limitations, and utility locations of the site, and a written legal description of the property.
- Client will advise HGA of any known or suspected contaminants at the project site. Client shall be solely responsible for all subsurface soil conditions and any environmental site assessments required.
- Client will furnish the services of geotechnical engineers when such services are requested by HGA.
- Client will obtain and pay for all necessary inspections and permits from authorities with jurisdiction over the project.
- Client will establish and periodically update an overall budget allocation for the project.
- Virtual reality modeling and presentations are excluded.
- LEED or other sustainability certification associated services are excluded.



Selig-Joseph-Folz Theater in Kadish Park | Milwaukee, Wisconsin



HGA

420 North 5th St, Ste 100
Minneapolis, MN 55401
612.758.4000
HGA.COM



DRAFT AIA® Document B102™ – 2017

Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services

AGREEMENT made as of the «30th» day of «April» in the year «2024»
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

«CITY OF NORTH ST. PAUL »« »
«2400 Margaret Street »
«North St. Paul, MN 55109 »
« »

and the Architect:
(Name, legal status, address and other information)

«HAMMEL, GREEN AND ABRAHAMSON, INC. » «(HGA) »
«420 North 5th Stret, Suite 100 »
«Minneapolis, MN 55401 »
« »

for the following (hereinafter referred to as "the Project"):
(Insert information related to types of services, location, facilities, or other descriptive information as appropriate.)

«Parks and Open Space Master Plan – planning and design of the existing McKnight Field Complex, the existing Pocket Park, and the proposed Passive Park located in North St. Paul, Minnesota
«» »
«HGA Commission Number: TBD»

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

ELECTRONIC COPYING of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

TABLE OF ARTICLES

- 1 ARCHITECT'S RESPONSIBILITIES
- 2 OWNER'S RESPONSIBILITIES
- 3 COPYRIGHTS AND LICENSES
- 4 CLAIMS AND DISPUTES
- 5 TERMINATION OR SUSPENSION
- 6 COMPENSATION
- 7 MISCELLANEOUS PROVISIONS
- 8 SPECIAL TERMS AND CONDITIONS
- 9 SCOPE OF THE AGREEMENT

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

§ 1.1 The Architect shall provide the following professional services:

(Describe the scope of the Architect's services or identify an exhibit or scope of services document setting forth the Architect's services and incorporated into this document in Section 9.2.)

«PHASE I – ENGAGEMENT AND PLANNING

- .1 Conduct site research by reviewing the site survey and other documentation regarding the existing site conditions as well as conduct interviews, visit the site and take photograph to assess the condition of the existing facilities.
- .2 Develop a base map and site analysis package which identifies opportunities and constraints for each site.
- .3 Review existing policy documents and plants to better understand current goals and ensure work is situated within the larger framework as more thoroughly described in the proposal dated March 15, 2024, attached hereto and incorporated by reference.
- .4 Provide additional insight into regulatory constraints such as stormwater management requirements as described in Exhibit A.
- .5 Support community engagement efforts through community-driven design, delivering events and materials as more thoroughly described in Exhibit A.

PHASE II – APPROACH [NOT CURRENTLY AUTHORIZED]

- .6 Provide detailed plans, specs and bid documents as more thoroughly described in Exhibit A.

ASSUMPTIONS AND UNDERSTANDINGS

- .7 The attached proposal, Exhibit A, is only incorporated into this agreement by reference to set forth the scope of services. Any provision that purports to: (a) limit liability, (b) allocate responsibility of risk (including indemnity, guarantee, warranty, or otherwise), (c) obligate the Architect or any third party in any way, (d) identify or include additional services, (e) provide payment provisions (including amount, timing, or process

of payment), (f) provide insurance requirements, or (g) set conditions, exceptions, or other provisions and/or qualifications to services to be performed shall not be deemed a part of this agreement. »

§ 1.1.1 The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 1.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 1.3 The Architect identifies the following representative authorized to act on behalf of the Architect with respect to the Project.

(List name, address, and other contact information.)

«Ted Lee »

«HGA »

«420 North 5th Street, Suite 100 »

«Minneapolis, MN 55401 »

§ 1.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 1.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 6.2.3.

§ 1.5.1 Commercial General Liability with policy limits of not less than «one million dollars» (\$ «1,000,000») for each occurrence and «two million dollars» (\$ «2,000,000») in the aggregate for bodily injury and property damage.

§ 1.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than «one million dollars» (\$ «1,000,000») combined single limit for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 1.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 1.5.1 and 1.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy.

§ 1.5.4 Workers' Compensation at statutory limits.

§ 1.5.5 Employers' Liability with policy limits not less than «one million dollars» (\$ «1,000,000») each accident, «one million dollars» (\$ «1,000,000») each employee, and «one million dollars» (\$ «1,000,000») policy limit.

§ 1.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than «five million dollars» (\$ «5,000,000») per claim and «ten million dollars» (\$ «10,000,000») in the aggregate.

§ 1.5.7 **Additional Insured Obligations.** If requested by the Owner, to the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 1.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 1.5.

ARTICLE 2 OWNER'S RESPONSIBILITIES

§ 2.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 2.2 The Owner identifies the following representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.
(List name, address, and other contact information.)

«Brandy Howe »
«Community Development Director »
«City of North St. Paul »
«2400 Margaret Street »
«North St. Paul, MN 55109 »
«Email: brandy.howe@northstpaul.org »

§ 2.3 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 2.4 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 2.5 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 2.6 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 3 COPYRIGHTS AND LICENSES

§ 3.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 3.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 3.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for the purposes of evaluating, constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 5 and Article 6. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in

performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Sections 5.3 or 5.4, the license granted in this Section 3.3 shall terminate.

§ 3.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 3.3.1. The terms of this Section 3.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 5.4.

§ 3.4 Except for the licenses granted in this Article 3, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 3.5 Except as otherwise stated in Section 3.3, the provisions of this Article 3 shall survive the termination of this Agreement.

ARTICLE 4 CLAIMS AND DISPUTES

§ 4.1 General

§ 4.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 4.1.1.

§ 4.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 4.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 5.7.

§ 4.2 Mediation

§ 4.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 4.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 4.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 4.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 4.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

[☒] Arbitration pursuant to Section 4.3 of this Agreement

[☐] Litigation in a court of competent jurisdiction

[☐] Other *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 4.3 Arbitration

§ 4.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 4.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 4.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 4.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 4.3.4 Consolidation or Joinder

§ 4.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 4.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 4.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 4.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 4.4 The provisions of this Article 4 shall survive the termination of this Agreement.

ARTICLE 5 TERMINATION OR SUSPENSION

§ 5.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 5.2 If the Owner suspends the Project or part thereof, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 5.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 5.4 Either party may terminate this Agreement upon not less than thirty (30) days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 5.5 The Owner may terminate this Agreement upon not less than thirty (30) days' written notice to the Architect for the Owner's convenience and without cause.

§ 5.6 If the Owner terminates this Agreement for its convenience pursuant to Section 5.5, or the Architect terminates this Agreement pursuant to Section 5.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 5.7 In addition to any amounts paid under Section 5.6, if the Owner terminates this Agreement for its convenience pursuant to Section 5.5, or the Architect terminates this Agreement pursuant to Section 5.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

«Five percent 5% of the total Basic Services fee as described in Section 6.1.»

.2 Licensing Fee, if the Owner intends to continue using the Architect's Instruments of Service:

«N/A»

§ 5.8 Except as otherwise expressly provided herein, this Agreement shall terminate
(Check the appropriate box.)

[☒] One year from the date of commencement of the Architect's services

[☐] One year from the date of Substantial Completion

[☐] Other

(Insert another termination date or refer to a termination provision in an attached document or scope of service.)

If the Owner and Architect do not select a termination date, this Agreement shall terminate one year from the date of commencement of the Architect's services.

§ 5.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 3 and Section 5.7.

ARTICLE 6 COMPENSATION

§ 6.1 The Owner shall compensate the Architect as set forth below for services described in Section 1.1, or in the attached exhibit or scope document incorporated into this Agreement in Section 9.2.

(Insert amount of, or basis for, compensation or indicate the exhibit or scope document in which compensation is provided for.)

«PHASE I

On an Hourly Rate basis at a multiple of 2.55 Direct Personnel Expense (DPE) not to exceed (NTE) \$60,000.00, plus Reimbursable Expenses.

PHASE II

After completion of Phase I, upon written authorization to proceed and subject to an amendment to this Agreement, Architect shall revise the Phase II proposed fee based on the outcomes of Phase I which is currently estimated NTE \$155,000.00 (minimum), plus Reimbursable Expenses. »

§ 6.2 Compensation for Reimbursable Expenses

§ 6.2.1 Reimbursable Expenses are in addition to compensation set forth in Section 6.1 and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and
- .12 Other similar Project-related expenditures.

§ 6.2.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus «five» percent («5» %) of the expenses incurred.

§ 6.2.3 **Architect's Insurance.** If the types and limits of coverage required in Section 1.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 1.5, and for which the Owner shall reimburse the Architect.)

«N/A»

§ 6.3 Payments to the Architect

§ 6.3.1 Initial Payments

§ 6.3.1.1 «»«»Intentionally Omitted

§ 6.3.2 Progress Payments

§ 6.3.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid «thirty» («30») days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

«1» % «per month. Objections to invoices not made in writing within 30 days of invoice date are deemed waived.»

§ 6.3.2.2 The Owner shall not withhold amounts from the Architect's compensation for any claimed damage or expense to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 6.3.2.3 Records of Reimbursable Expenses and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 7 MISCELLANEOUS PROVISIONS

§ 7.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 4.3.

§ 7.2 Except as separately defined herein, terms in this Agreement shall have the same meaning as those in AIA Document A201™-2017, General Conditions of the Contract for Construction.

§ 7.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 7.4 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties may use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 7.4.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™-2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

§ 7.5 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 7.6 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 7.7 The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site, including, but not limited to, asbestos, polychlorinated biphenyl (PCB), mycotoxins and bacterial substances.

§ 7.8 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 7.8 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 5.4.

§ 7.9 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 7.9.1. This Section 7.9 shall survive the termination of this Agreement.

§ 7.9.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 7.9.

§ 7.10 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 8 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:
(Include other terms and conditions applicable to this Agreement.)

- «.1 For Additional Services that may arise during the course of the Project, upon written approval, the Owner shall compensate the Architect as follows:

At the rate of 2.55 times the Direct Personnel Expense (DPE) of Architect's personnel providing the Services unless mutually agreed upon otherwise.

DPE is defined as the direct salaries of the Architect's personnel engaged on the Project and the portion of cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, employee retirement plans and similar contributions.

- .2 Compensation for Architect's consultants shall be the amount invoiced to the Architect plus twenty percent (20%).
- .3 All notices, requests, demands, and other communications required herein to be in writing shall be deemed to have been duly delivered after being delivered, emailed or mailed by first class to the other party at the address specified on page 1.
- .4 The failure of one party to insist upon or enforce, in any instance, strict performance by the other party of any of the terms of this Agreement, shall not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon such terms or right on any future occasion.
- .5 In no event shall either party have any claim or right against the other party for any failure of performance where such failure of performance is caused by or is the result of causes beyond the

reasonable control of the party due to any occurrence commonly known as a “force majeure,” including, but not limited to: acts of God; fire, flood, or other natural catastrophe; acts of any governmental body; labor dispute or shortage; national emergency; epidemic or pandemic; quarantine restrictions; insurrection; riot; act of terror or terrorism; war; or invasion.»

ARTICLE 9 SCOPE OF THE AGREEMENT

§ 9.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 9.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B102™–2017, Standard Form Agreement Between Owner and Architect
- .2 N/A
- .3 Exhibits:
(Check the appropriate box for any exhibits incorporated into this Agreement.)

[« »] AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204–2017 incorporated into this Agreement.)

«N/A»

[«X»] Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement.)

«Exhibit A – Proposal Dated March 15, 2024»

- .4 Other documents:
(List other documents, including the Architect’s scope of services document, hereby incorporated into the Agreement.)

«N/A»

This Agreement entered into as of the day and year first written above.

«CITY OF NORTH ST. PAUL »

«HAMMEL, GREEN, AND ABRAHAMSON,
INC. »

OWNER (Signature)

« » « »

(Printed name and title)

ARCHITECT (Signature)

«Ted Lee, Associate Vice President » « »

(Printed name, title, and license number, if required)

NORTH ST. PAUL

RESOLUTION #__

**AUTHORIZING EXECUTION OF A CONTRACT WITH HGA TO
COMPLETE PARK PLANNING AND DESIGN SERVICES**

WHEREAS, in February 2024, the City solicited proposals from experienced professional park planning and design consultants to develop a park design and project plan for three community parks—McKnight Fields, presently a 21.5-acre athletic complex, a new 2-acre passive park, and a new 0.34-acre pocket park; and

WHEREAS, the City received thirteen proposals from qualified firms and the proposal review committee consisting of three Parks and Recreation Commissioners and two staff members interviewed three of these firms; and

WHEREAS, the proposal review committee recommended to the Park and Recreation Commission a contract with HGA to complete the planning design services; and

WHEREAS, the Park and Recreation Commission agreed with the subcommittee's recommendation and thus recommend to City Council approval of a contract with HGA.

NOW THEREFORE BE IT RESOLVED, that the City Council of North St. Paul hereby authorize the Mayor and City Manager to execute a contract, in a form first approved by the City Attorney, with HGA for park planning and design services as outlined in Exhibit A.

ADOPTED this ____ day of ____, 2024.

Motion by Council Member
Second by Council Member

Voting: Ayes:
Nays:
Absent:
Abstain:

John Monge, Mayor

ATTEST:

Brian Frandle, City Manager/Clerk

EXHIBIT A
HGA PROPOSAL FOR PARK PLANNING AND DESIGN SERVICES