

There is no workshop scheduled.

**CITY OF NORTH ST. PAUL
CITY COUNCIL
REGULAR MEETING AGENDA
JANUARY 8, 2019
6:30 PM**

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

- I. CALL TO ORDER** **Acting Mayor Jan Walczak will call the meeting to order. Following the Oaths of Office she will then turn the meeting over to Mayor Terry Furlong.
- II. OATH OF OFFICE FOR NEWLY ELECTED OFFICIALS**
Terry Furlong
Candy Petersen
Scott Thorsen
- III. PLEDGE OF ALLEGIANCE**
- IV. ROLL CALL**
Council Member Thorsen
Council Member Petersen
Council Member Walczak
Council Member Sonnek
Mayor Furlong
- V. ADOPT AGENDA**
- VI. PRESENTATIONS**
- VII. CONSENT AGENDA**
 - A. December 18, 2018 regular meeting minutes.
 - B. General accounts payable: \$687,106.57.
 - C. Memorandum of Agreement with the History Cruzers for the 2019 Car Shows
 - D. Resolution approving authorized signatories for the City of North St. Paul
 - E. Resolution appointing Scott Duddeck as the responsible authority for Data Practices Act
- VIII. MEETING OPEN TO THE PUBLIC**
Note: This is a courtesy extended to persons wishing to address the council who are not on the agenda. A completed public comment form should be presented to the Deputy Clerk prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.
- IX. PUBLIC HEARINGS**

X. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

- A. 2019 City Council meeting calendar
- B. 2019 annual Resolutions
 - Investment Committee
 - Depository Bank for City Funds and Securities
 - City Attorney Retainer
 - Legal Newspaper for Publications
 - Acting Mayor

XI. REPORTS OF CITY MANAGER & DEPARTMENTS

XII. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

- A. Parks and Recreation Commission Annual Report

XIII. GENERAL BUSINESS

XIV. CLOSED SESSION

- A. There are no closed sessions.

XV. ADJOURNMENT

The next regularly scheduled City Council meeting is Tuesday, January 15, 2019 at 6:30 p.m.

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2019-001

RESOLUTION APPROVING THE JANUARY 8, 2019 CONSENT AGENDA

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

- A. December 18, 2018 regular meeting minutes.
- B. General accounts payable: \$687,106.57.
- C. Memorandum of Agreement with the History Cruzers for the 2019 Car Shows
- D. Resolution approving authorized signatories for the City of North St. Paul
- E. Resolution appointing Scott Duddeck as the responsible authority for Data Practices Act

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

ADOPTED this 8th day of January, 2019.

Motion by Council Member xxx

Second by Council Member xxx

Voting: Ayes: Council Member Thorsen
Council Member Petersen
Council Member Walczak
Council Member Sonnek
Mayor Furlong

Nays: None

Absent: None

Abstain: None

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, Interim City Manager

**City of North Saint Paul
December 18, 2018
Proposed Regular City Council Meeting Minutes**

I. CALL TO ORDER

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

II. THE PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

III. ROLL CALL

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

Staff: City Manager Dr. Craig Waldron, Fire Chief Scott Duddeck, Deputy Clerk Mary Mills, City Planner Molly Just.

IV. ADOPT AGENDA

Mayor Kuehn and City Manager Waldron requested to remove item E (Pawn Shop Ordinance) from the Consent Agenda and place it under City Business, as well as add an additional Item D (purchase agreement for 2377 Margaret Street) to City Business. Council Member Furlong indicated that the Presentations would be moved to the end of the meeting following General Business.

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

V. PRESENTATIONS

This item was moved to the end of the meeting following General Business.

VI. APPROVAL OF CONSENT AGENDA

On motion by Council Member Furlong, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to approve the consent agenda, Resolution No. 2018-157 consisting of:

- A. December 4, 2018 workshop meeting minutes.
- B. December 4, 2018 regular meeting minutes.
- C. General accounts payable: \$1,560,513.15.
- D. HRA accounts payable: \$41,146.18.
- E. ~~Ordinance No. 777, Pawn Shop Moratorium.~~(moved to City Business)

F. Ordinance No. 778, Revised 2019 Fee Schedule.

G. Cancellation of January 8, 2019 Workshop.

VII. MEETING OPEN TO PUBLIC

John Schmahl addressed the council related to property taxes and valuations. He had follow up information related to Ramsey County's new website and property valuations. Schmahl also inquired about charitable contributions. The Cities of Maplewood and Oakdale donated funds to charities and events in North St. Paul, but the City of North St. Paul did not. Mayor Kuehn indicated that Oakdale and Maplewood tax charitable gaming at a local level, but North St. Paul does not. Maplewood and Oakdale collect the tax and people can apply to have it distributed. The difference is North St. Paul does not tax that way, it allows the organization to keep the money to distribute the charitable gambling funds where they see fit.

VIII. PUBLIC HEARINGS

There were no scheduled hearings.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. 2040 Comprehensive Plan – Approval to send to Metropolitan Council

City Manager Waldron noted that over the years he has seen many plans and this one is really good and will be a helpful, workable document over the years. It is the best one he has been associated with. Molly Just, Community Planner with WSB and Associates, presented a request for submittal of the 2040 Comprehensive Plan to the Metropolitan Council for review.

The City's comprehensive planning process has been ongoing since early 2017. The Planning Commission reviewed a complete draft of the plan in April and held a public hearing on May 3, 2018. The Plan has been out for adjacent community review (required six-month period) since then, and it is now before the City Council for approval to submit to the Metropolitan Council.

- The Comprehensive Plan has been recommended for submittal to the Metropolitan Council by the Planning Commission with some minor edits to the Parks chapter and cosmetic changes to divider pictures.
- The required six-month adjacent community review period ended on November 3, 2018.
- Substantive comments received were limited to the MnDNR and Active Living Ramsey.
- All changes recommended by Active Living Ramsey were made and the MnDNR requested changes will be made prior to submittal (comments received very recently).
- The Plan is required to be submitted to the Metropolitan Council by December 31, 2018.
- The Metropolitan Council will then have 120 days to review and comment on the Plan.
- The Plan will then come back to the City for final adoption.

It was recommended the City Council adopt a resolution authorizing the submittal of the draft 2040 North St. Paul Comprehensive Plan to the Metropolitan Council per the Planning Commission's recommendation. Council Member Walczak noted that the Environmental Advisory Commission is referenced in the document and the commission needs to be revived in order to meet those referenced requirements.

On motion by Council Member Walczak, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to adopt Resolution No. 2018-159 approving submittal of the 2040 North St. Paul Comprehensive Plan to the Metropolitan Council per the recommendation of the Planning Commission.

B. Public Works Supervisor Position.

City Manager Waldron stated that the City Council approved the creation of a new Public Works Supervisor position with the adoption of the 2019 budget. The position would be posted internally in December 2018 with an estimated start date sometime in January 2019. The job description needs to have a couple minor changes made and those changes would be reviewed by the Council prior to posting.

On motion by Council Member Petersen, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to approve the internal position posting for Public Works Supervisor, pending review of the final updates of the job description by the Interim City Manager.

C. Community Development Restructure.

City Manager Waldron stated that based on the recent retirement of the former Community Development Director and subsequent elimination of that position, staff is recommending reorganizing the Community Development Department.

The recommended reorganization will include eliminating the Community Development Director position and modification of the Strategic Operations Director's position to be a Department Head Level position, which will be responsible for the supervision of Community Development Staff and Community Relations Staff. Based on the new responsibilities of the Strategic Operations Director, it is recommended that her title be changed to Administrative and Community Services Director to be reflective of the new position's job responsibilities.

This position has been budgeted for in the 2019 City Council adopted budget.

Staff recommended the City Council approve the position of Administrative and Community Services Director, with an effective start date of January 1, 2019. The salary for the position will be \$96,200. Additionally, to be commensurate with the Supervisory Unit collective bargaining agreement with IBEW, Local No. 160, it is recommend that the deferred compensation for this position match the amount Department Heads are eligible to receive. One addition to the job description needs to be the responsibility of overseeing the ADA efforts.

On motion by Council Member Sonnek, seconded by Council Member Furlong, with all present voting aye (5-0), motion carried to approve the position of Administrative and Community Services Director, with an effective start date of January 1, 2019, as stipulated above.

Not all council members voiced their vote. Therefore not hearing a Nay vote, and not hearing an Abstention, it is presumed all votes were Aye.

D. Additional item: Purchase agreement for 2377 Margaret Street.

City Manager Waldron indicated that this request is related to the Thor Living proposal for a housing concept on Margaret Street. A final piece to making that a reality was the purchase of the last dental office on the property. Waldron presented a request to the City Council for the HRA approval of a purchase agreement for 2377 Margaret Street and to adopt a resolution for dispensing with statutory requirements for review by the Planning Commission. City Attorney Mattick reviewed the statutory provision. If a city purchases or sells land typically the Planning Commission is supposed to look at that and determine whether that makes sense under the guiding principles of the Comprehensive Plan. However, the spending of money is a city council function, and this purchase/project is not a Comprehensive Plan issue. Mattick noted that because this sale is not connected to the Comprehensive Plan then the council can dispense with the need of Planning Commission review.

On motion by Council Member Sonnek, seconded by Council Member Furlong, with all present voting aye (5-0), motion carried to adopt Resolution No. 2018-158 approving the acquisition by the HRA of real property and dispensing with statutory requirements for review by the Planning Commission.

Item E from Consent Agenda. City Manager Waldron noted that staff wished to remove the consideration of a pawn shop moratorium request from the table at this time in order to allow staff to meet with the party requesting a pawn shop in the community and all work together on this issue.

On motion by Council Member Petersen, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to lay over this item and have it brought back by staff at a subsequent city council meeting.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

City Manager Waldron announced that this is his last council meeting. He addressed the council to say how much he truly enjoyed his time here with the City. He thanked them for the opportunity, thanked staff for their support. He noted that the residents of North St. Paul have a special pride and community support. Waldron then requested council permission to invite Interim City Manager Scott Duddeck to the diaz to conclude the city council meeting in his place. Duddeck thanked the Council, staff and Craig Waldron. He stated that in his time here Waldron calmed the waters and brought things back together for the city. He put into place many things, particularly in development, and we are going to bring those things home.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Petersen had the following commission reports:

- Ramsey Washington County Suburban Cable Commission noted that the lawsuit with the City of Maplewood should be resolved soon; they are still working on completing the upgrades to the North St. Paul Council Chambers.
- Ramsey County Parks and Recreation Commission wants to meet with our Parks and Recreation Commission.

Council Member Furlong had the following commission reports:

- Parks and Recreation Commission is hosting their first annual Fire and Ice event on January 4, 2019 between 5:00 and 8:00 p.m. There will be ice skating, sledding, tour of the new renovated Hause Park building and a bonfire.

XII. GENERAL BUSINESS

Council Member Sonnek had the following general business: Sonnek expressed his gratitude for the Mayor's work here at the City of North St. Paul. Kuehn's contributions to the city as a council member, mayor, economic development authority, and many other accomplishments have been very impressive and we as a community appreciate all of that. Kuehn's knowledge of City and State policy and procedure has been deep and we will miss that. Kuehn's guidance to Sonnek as he started out on the council member is very much appreciated, as is his humor, passion and caring through relationships with residents and staff. It is clear that Kuehn cares about the City of North St. Paul and the people who live here.

Council Member Walczak had the following general business: Walczak agreed with Sonnek's comments. She also wished everyone a blessed and merry Christmas.

Council Member Petersen had the following general business: Residents are enjoying the free holiday lights; she attended Amy Coburn's retirement party, who served eight years on the School Board; Merry Christmas and Happy New Year to all.

At this time Council Members Furlong, Walczak, Sonnek and Petersen presented Mayor Kuehn with a plaque and a proclamation honoring his nearly 30 years of public service with the City of North St. Paul. Mayor Kuehn then shared his comments. Serving on the North St. Paul City Council has been the absolute greatest experience of his life. He served with Mayor Sandberg, former City Managers Bob Gatti, Dan Scott, Wally Wysopal, Jason Ziemer and Craig Waldron. Former Council Members he served with include Betty McCollum, Karen Sandberg-Drogt, Harry Lyon, Ralph Corwin, Leon Lillie, Bob Bruton, Paul Anderson, Dave Zick, John Pontrelli, and Scott Thorsen. Kuehn was elected eight times. He attended approximately 670 council meetings and only missed three. Kuehn summarized his accomplishments: McKnight Field ball complex; Triple Crown Batting Cages; the new City Hall; Public Works garage; the Community Center; new park shelters; ball field renovations and playground equipment; Oak Hill Penn Place development; Polar Ridge development and Suite Living; other one level townhomes by Don Regan and Mike Alexander; commercial development such as Reflex Medical; Robert Dew's building; new medical building on Centennial. Things hard to put our fingers on: infrastructure, lift stations, road replacement, sewer and water lines, storm sewers, etc; Strategic Plan; Economic Development Authority; Housing and Redevelopment Authority; student built housing; crime watch and safer neighborhoods; long-term financial planning; downtown master plan. There have been negative things as well. There is more concern about criticisms the elected officials receive. They have become nasty and people are not finding the proper ways to express themselves. He encouraged residents to embrace the positives and not the negatives. The council is a bright group of people and every council he served on has been. They do anything they can to make the City better. The staff is very competent in guiding the council. Change is going to happen regardless of what we do and it needs to be good change. Kuehn thanked staff and council individually and personally. He thanked the members of the commissions, committees and other volunteers. The staff is second to none when it comes to filling the responsibility and doing the job every day. Kuehn's final words of advice to the Council are to stick with the Plans:

the Comprehensive Plan, the Downtown Development Master Plan, the Economic Development Master Plan, and the Strategic Plan. Embrace change but make sure the change is good. The neighborhoods are always going to be the key to our future. We need to keep them stable and strong, embrace new families into the neighborhoods and figure out ways to embrace and bring into the feeling of community the new cultures and ethnic groups that continue to grow. The downtown will never again be all retail, but it is now going to grow into more of an activity center. Economic Development drives our success. There is a lot of work to still be done to grow our tax base. Rely on staff professionalism. They are there to guide us. It has been a real pleasure over the last 28 years.

XIII. CLOSED SESSION

There was no closed session.

XIV. ADJOURNMENT

Mayor Kuehn retired his official gavel and presented Mayor-elect Furlong with his new gavel, and together they adjourned the City Council meeting.

There being no further business, on motion by Council Member Walczak, Seconded by Council Member Sonnek, with all present voting aye (5-0), Mayor Kuehn and Mayor-elect Furlong adjourned the meeting at 8:02 p.m.

Michael R. Kuehn, Mayor

Attest: _____
Dr. Craig Waldron, City Manager



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Accounting Technician
DATE: January 8, 2019
SUBJECT: Recommendation of approval of GENERAL claims list.

Claim Date

12/21/2018 Payroll Register DD	\$128,742.48
12/21/2018 Payroll Direct Payables	\$104,943.90
12/21/2018 Fire Payroll Register DD	\$9,379.75
12/21/2018 Fire Payroll Direct Payables	\$2,867.01
1/4/2019 Payroll Register DD	\$114,631.62
1/4/2019 Payroll Direct Payables	\$106,536.46
Payroll Subtotal	<u>\$467,101.22</u>

1/9/2019 Park Deposit Refund Checks	132548-132554	\$ 2,700.00
1/9/2019 A/P Checks	132499-132547	\$ 217,305.35
AP Subtotal		<u>\$ 220,005.35</u>

Grand Total \$ 687,106.57

Approved this 8th day of January, 2019

City Manager

Mayor



12-18-2018 2:56 PM

P A Y R O L L C H E C K R E G I S T E R

PAGE: 1

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 12/21/2018

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	74	128,551.50
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	74	128,551.50

*** NO ERRORS FOUND ***

** END OF REPORT **

12-20-2018 11:31 AM

P A Y R O L L C H E C K R E G I S T E R

PAGE: 1

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 12/21/2018

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	1	190.98
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	1	190.98

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 03994 12/21/18 PAYROLL - 9

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

BANK: AP PREMIER BANK

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

E05000		EFTPS						
	I-T1 201812184199	FEDERAL WITHHOLDING	D	12/21/2018		17,815.52	000295	
	I-T3 201812184199	FICA TAXES	D	12/21/2018		14,796.50	000295	
	I-T4 201812184199	MEDICARE TAXES	D	12/21/2018		5,607.72	000295	38,219.74
H08033		H S A BANK						
	I-444201812184199	HSA ACCOUNT	D	12/21/2018		3,863.00	000296	3,863.00
I09115		VOYA RETIREMENT INSURANCE AND A						
	I-22 201812184199	PAYROLL DEDUCTION	D	12/21/2018		2,929.00	000297	
	I-23 201812184199	EMP/EMPR DEFERRED COMP	D	12/21/2018		1,123.95	000297	4,052.95
I09137		I C M A DISTRIBUTION CENTER						
	I-2 201812184199	EMP/EMPR DEFERRED COMP	D	12/21/2018		9,599.21	000298	
	I-21 201812184199	EMP/EMPR DEFERRED COMP	D	12/21/2018		2,103.68	000298	
	I-26 201812184199	LOAN PAYMENTS TO ICMA	D	12/21/2018		375.21	000298	
	I-2IR201812184199	EMP/EMPR DEFERRED COM	D	12/21/2018		1,155.00	000298	13,233.10
M12900		MNEFTS						
	I-T2 201812184199	MN Income Tax WH	D	12/21/2018		8,525.83	000299	8,525.83
M13320		MN STATE RETIREMENT SYSTEM						
	I-12 201812184199	POST DEDUCTIONS	D	12/21/2018		1,000.00	000300	1,000.00
P16470		P E R A						
	I-91 201812184199	6634-00 REG PERA	D	12/21/2018		15,556.05	000301	
	I-92 201812184199	6634-00 PERA PD	D	12/21/2018		20,363.21	000301	
	I-94 201812184199	6634-00 PERA DCP ELECTED	D	12/21/2018		130.02	000301	36,049.28

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	7	0.00	104,943.90	104,943.90
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
 BANK TOTALS:	 7	 0.00	 104,943.90	 104,943.90

12-18-2018 5:12 PM

PAYROLL CHECK REGISTER

PAGE: 2

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 12/21/2018

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	29	9,379.75
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:	1	

TOTAL CHECKS:	29	9,379.75

*** NO ERRORS FOUND ***

** END OF REPORT **

12/18/2018 5:20 PM

DIRECT PAYABLES CHECK REGISTER

PAGE: 1

PACKET: 03995 12/21/18 FIRE PAYROLL - 9

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

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E05000		EFTPS						
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	I-T3 201812184200	FICA TAXES	D	12/21/2018		1,431.08	000302	
	I-T4 201812184200	MEDICARE TAXES	D	12/21/2018		334.72	000302	2,651.92
M12900		MNEFTS						
	I-T2 201812184200	MN Income Tax WH	D	12/21/2018		215.09	000303	215.09

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
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HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	0.00	2,867.01	2,867.01
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	2	0.00	2,867.01	2,867.01

1-03-2019 12:50 PM

P A Y R O L L C H E C K R E G I S T E R

PAGE: 1

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 1/04/2019

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	67	114,631.62
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	67	114,631.62

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 03999 1/4/19 PAYROLL - 9
 VENDOR SET: 01 City of North St Paul *** DRAFT/OTHER LISTING ***
 BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E05000		EFTPS						
	I-T1 201901034207	FEDERAL WITHHOLDING	D	1/04/2019		16,808.92	000304	
	I-T3 201901034207	FICA TAXES	D	1/04/2019		13,793.74	000304	
	I-T4 201901034207	MEDICARE TAXES	D	1/04/2019		5,211.36	000304	35,814.02
H08033		H S A BANK						
	I-444201901034207	HSA ACCOUNT	D	1/04/2019		7,238.33	000305	7,238.33
I09115		VOYA RETIREMENT INSURANCE AND A						
	I-22 201901034207	PAYROLL DEDUCTION	D	1/04/2019		2,949.00	000306	
	I-23 201901034207	EMP/EMPR DEFERRED COMP	D	1/04/2019		1,123.95	000306	4,072.95
I09137		I C M A DISTRIBUTION CENTER						
	C-21 201812204201	EMP/EMPR DEFERRED COMP	D	1/04/2019		190.98CR	000307	
	I-2 201901034207	EMP/EMPR DEFERRED COMP	D	1/04/2019		9,716.21	000307	
	I-21 201901034207	EMP/EMPR DEFERRED COMP	D	1/04/2019		2,692.72	000307	
	I-26 201901034207	LOAN PAYMENTS TO ICMA	D	1/04/2019		375.21	000307	
	I-2IR201901034207	EMP/EMPR DEFERRED COM	D	1/04/2019		1,174.23	000307	13,767.39
M12900		MNEFTS						
	I-T2 201901034207	MN Income Tax WH	D	1/04/2019		7,948.06	000308	7,948.06
M13320		MN STATE RETIREMENT SYSTEM						
	I-12 201901034207	POST DEDUCTIONS	D	1/04/2019		975.00	000309	975.00
M18011		MN CHILD SUPPORT PAYMENT CENTER						
	I-3 201901034207	BI-MONTHLY CHILD SUPPORT	D	1/04/2019		479.93	000310	479.93
P16470		P E R A						
	I-91 201901034207	6634-00 REG PERA	D	1/04/2019		15,123.94	000311	
	I-92 201901034207	6634-00 PERA PD	D	1/04/2019		21,116.84	000311	36,240.78

* * 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	106,536.46	106,536.46
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	106,536.46	106,536.46

1/04/2019 2:20 PM

REFUNDS CHECK REGISTER

PAGE: 1

PACKET: 03993 BL - Refund

VENDOR SET: 01 City of North St Paul

**** CHECK LISTING ****

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1		SLAIKEU, MARK						
	I-000201812184197	SLAIKEU, MARK	R	1/09/2019		300.00	132548	300.00
1		SZYBATKA, KEVIN						
	I-000201812184198	SZYBATKA, KEVIN	R	1/09/2019		300.00	132549	300.00

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

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	2	0.00	600.00	600.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	2	0.00	600.00	600.00

1/04/2019 2:24 PM

REFUNDS CHECK REGISTER

PAGE: 1

PACKET: 03997 BL - Refund

VENDOR SET: 01 City of North St Paul

**** CHECK LISTING ****

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1		KOOPMEINERS, BRUCE						
	I-000201812284202	KOOPMEINERS, BRUCE	R	1/09/2019		300.00	132550	300.00
1		FALTEISEK, MARK S						
	I-000201812284203	FALTEISEK, MARK S	R	1/09/2019		300.00	132551	300.00
1		LEHMANN, THOMAS						
	I-000201812284204	LEHMANN, THOMAS	R	1/09/2019		300.00	132552	300.00

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

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	3	0.00	900.00	900.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	3	0.00	900.00	900.00

PACKET: 03998 BL - Refund

VENDOR SET: 01 City of North St Paul

**** CHECK LISTING ****

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1		BARRY, MICHAEL J						
	I-000201812314205	BARRY, MICHAEL J	R	1/09/2019		600.00	132553	600.00
1		ZOROB, ANATOLE GUY						
	I-000201812314206	ZOROB, ANATOLE GUY	R	1/09/2019		600.00	132554	600.00

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	2	0.00	1,200.00	1,200.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	2	0.00	1,200.00	1,200.00

PACKET: 04001 1/8/19 A/P RUN

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	KEVIN ANDREWS							
	I-201901044214	KEVIN ANDREWS:	R	1/09/2019		100.00CR	132499	100.00
A01183	AMARIL UNIFORM CO							
	I-IV136249	FR JACKETS	R	1/09/2019		1,825.05CR	132500	1,825.05
A01216	AMERICAN PUBLIC POWER ASSOC (APPA)							
	I-322073	DUES 2/1/19-1/31/20	R	1/09/2019		5,313.93CR	132501	5,313.93
A01310	ASPEN MILLS							
	I-228288	UNIFORMS VEST NEW OFFICER	R	1/09/2019		1,147.95CR	132502	1,147.95
A01437	ATOM							
	I-201901044212	ANNUAL MEMBERSHIP 2019	R	1/09/2019		250.00CR	132503	250.00
A1651	IEH AUTO PARTS LLC							
	I-039190953	FILTER	R	1/09/2019		41.61CR	132504	
	I-039191444	FUSES	R	1/09/2019		12.65CR	132504	
	I-039192409	FILTER	R	1/09/2019		47.04CR	132504	
	I-039192555	FILTERS	R	1/09/2019		74.42CR	132504	175.72
B02049	BATTERIES PLUS BULBS							
	I-P9588219	FLASHLIGHT BATTERIES	R	1/09/2019		83.85CR	132505	83.85
B02053	BLUE CROSS BLUE SHIELD OF MN							
	I-181227024217	JAN 2019 HEALTH INSURANCE	R	1/09/2019		39,142.19CR	132506	39,142.19
B02227	BRO-TEX INC							
	I-513079	RAGS	R	1/09/2019		520.00CR	132507	520.00
B02228	BROCK WHITE COMPANY LLC							
	I-13036672-00	STRAW	R	1/09/2019		551.11CR	132508	551.11
B02267	BUBERL BLACK DIRT INC							
	I-21927	280 YDS OF BLACK DIRT	R	1/09/2019		840.00CR	132509	840.00
C03066	CINTAS							
	I-4013699206	UNIFORM SERVICES	R	1/09/2019		64.54CR	132510	
	I-4013699208	UNIFORM SERVICES	R	1/09/2019		6.64CR	132510	
	I-4013699213	UNIFORM SERVICES	R	1/09/2019		116.76CR	132510	
	I-4014336876	UNIFORM SERVICES	R	1/09/2019		116.76CR	132510	
	I-4014336931	UNIFORM SERVICES	R	1/09/2019		6.64CR	132510	311.34

PACKET: 04001 1/8/19 A/P RUN

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
D04012	DAKOTA SUPPLY GROUP							
	I-E398738	LED LIGHT FIXTURES	R	1/09/2019		7,354.03CR	132511	
	I-E403792	LED LIGHT FIXTURES	R	1/09/2019		780.30CR	132511	8,134.33
D04024	THE DAVEY TREE EXPERT COMPANY							
	I-913267833	WOOD CHIPS	R	1/09/2019		1,000.00CR	132512	1,000.00
E05010	EARL F ANDERSEN & ASSOC							
	I-0119277-IN	TRIMLINE 5 LB CONES	R	1/09/2019		3,207.50CR	132513	3,207.50
F06002	FASTENAL							
	I-MNT1186209	FASTENERS	R	1/09/2019		363.96CR	132514	363.96
F06003	FASTSIGNS							
	I-441-4136	SIGN FOR BENCH	R	1/09/2019		55.00CR	132515	55.00
G07291	GRAFFIC TRAFFIC							
	I-4394	HOODIE	R	1/09/2019		96.00CR	132516	96.00
G07300	GRUBER'S POWER EQUIPMENT							
	I-183286	CHAIN	R	1/09/2019		110.47CR	132517	
	I-183379	CHAIN	R	1/09/2019		132.96CR	132517	
	I-183381	BLADE	R	1/09/2019		21.95CR	132517	
	I-183442	BLADE & AIR FILTER	R	1/09/2019		53.85CR	132517	
	I-183443	WHEEL	R	1/09/2019		66.64CR	132517	385.87
H08127	HILLCREST BRAKE & ALIGN							
	I-102534	R&M VEHICLES #2106	R	1/09/2019		627.40CR	132518	
	I-102563	R&M VEHICLES #2123	R	1/09/2019		97.50CR	132518	
	I-102566	R&M VEHICLES #2128	R	1/09/2019		90.50CR	132518	
	I-102593	R&M VEHICLES #2124	R	1/09/2019		104.15CR	132518	
	I-102644	R&M VEHICLES #2125	R	1/09/2019		83.65CR	132518	1,003.20
H08175	HOTSY EQUIPMENT OF MINNESOTA							
	I-61822	PRESSURE WASHER SOAP/SPLYS	R	1/09/2019		342.23CR	132519	342.23
H14077	CORE & MAIN LP							
	I-J931548	READ & LEAK DETECTS	R	1/09/2019		6,361.38CR	132520	6,361.38
I09045	IMPACT							
	I-137461	DEC 2018 NEWSLETTER	R	1/09/2019		1,005.00CR	132521	
	I-137504	DEC BILL INSERT/MAILING	R	1/09/2019		4,711.75CR	132521	5,716.75

PACKET: 04001 1/8/19 A/P RUN

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
J10108	JOHN HENRY FOSTER MINNESOTA INC							
	I-10402363-00	BELTS	R	1/09/2019		106.06CR	132522	106.06
J10187	J P COOKE COMPANY							
	I-542894	DOG TAGS	R	1/09/2019		179.40CR	132523	179.40
K11143	KEYS WELL DRILLING CO							
	I-2018125	IRON FLANGED SPOOLS	R	1/09/2019		380.00CR	132524	380.00
L12047	LANDIS GYR TECHNOLOGY INC							
	I-90282789	DEC MONTHLY FEE	R	1/09/2019		850.00CR	132525	850.00
L12194	LEAGUE OF MINN CITIES							
	I-285012	2019 LEADERSHIP CONF PETERSN	R	1/09/2019		225.00CR	132526	225.00
M13040	MAILFINANCE							
	I-N7473486	MAIL MACHINE LEASE	R	1/09/2019		744.48CR	132527	744.48
M13110	MENARDS-OAKDALE							
	I-67303	SUPPLIES FOR HAUSE REMODEL	R	1/09/2019		220.51CR	132528	
	I-68718	LUMBER	R	1/09/2019		105.19CR	132528	
	I-68817	LUMBER, BOLT, WASHER, NUT	R	1/09/2019		51.99CR	132528	
	I-68836	SENSOR, ANCHORS, LEVEL	R	1/09/2019		48.74CR	132528	
	I-68921	DUSTERS & REFILL	R	1/09/2019		23.44CR	132528	449.87
M13260	MN DEPT OF PUBLIC SAFETY							
	I-201901044210	DVS RENEWAL	R	1/09/2019		38.00CR	132529	
	I-201901044211	DVS RENEWAL	R	1/09/2019		27.00CR	132529	65.00
M13375	MTI DISTRIBUTING COMPANY							
	I-1196946-00	SCREWS, NUTS, BEARINGS	R	1/09/2019		107.84CR	132530	107.84
N14146	COMPASS MINERALS							
	I-357549	BULK COARSE LA - HWY	R	1/09/2019		1,599.57CR	132531	
	I-358490	BULK COARSE LA - HWY	R	1/09/2019		1,638.81CR	132531	
	I-359729	BULK COARSE LA - HWY	R	1/09/2019		3,290.25CR	132531	6,528.63
N14151	NORTH VALLEY INC							
	I-PAYVOUCHER#2	2018 PAVEMENT MGMT PRJT	R	1/09/2019		88,955.15CR	132532	88,955.15
N14154	NORTHDALE CONSTRUCTION CO							
	I-201812-X07	WATERMAIN FIX	R	1/09/2019		4,038.56CR	132533	4,038.56

PACKET: 04001 1/8/19 A/P RUN

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
O15001	O'REILLY AUTO PARTS							
	I-2074-379690	LIGHT ASSY	R	1/09/2019		6.39CR	132534	6.39
O15040	OSI ENVIRONMENTAL INC							
	I-2075986	USED OIL RECYCLE	R	1/09/2019		100.00CR	132535	
	I-2076007	RECYCLE OIL FILTER/RAG DISPOS	R	1/09/2019		150.00CR	132535	250.00
P16336	POMPS TIRE SERVICE INC							
	I-210386495	TIRES	R	1/09/2019		3,581.00CR	132536	3,581.00
R18010	RAMSEY COUNTY							
	I-PRRRV-001009	ELECTION CONTRACT 4TH QTR	R	1/09/2019		5,312.50CR	132537	
	I-SHRFP-002094	TRAINING	R	1/09/2019		50.00CR	132537	5,362.50
R18074	REMACKEK OUTDOOR SERVICES							
	I-201901044208	WATER MAIN REPAIR	R	1/09/2019		3,200.00CR	132538	
	I-201901044209	WATER MAIN REPAIR	R	1/09/2019		2,500.00CR	132538	5,700.00
R18093	THE RETROFIT COMPANIES INC							
	I-0102096-IN	LAMPS	R	1/09/2019		718.77CR	132539	
	I-H102095-IN	CHEMICAL RECYCLING	R	1/09/2019		572.50CR	132539	1,291.27
S18996	SAFE-FAST INC							
	I-INV209279	WORK GLOVES	R	1/09/2019		389.40CR	132540	
	I-INV209420	RIB KIT FOR ROLL UP SIGN	R	1/09/2019		52.55CR	132540	441.95
S19003	INNOVATIVE OFFICE SOLUTIONS LLC							
	I-IN2330981	STAMPS & INK	R	1/09/2019		36.85CR	132541	
	I-IN2334817	OFFICE SUPPLIES	R	1/09/2019		25.82CR	132541	
	I-IN2344489	STAMP	R	1/09/2019		6.55CR	132541	69.22
T19150	T A SCHIFSKY & SONS INC							
	I-18-116/#2	WATERMAIN BREAK PATCHING	R	1/09/2019		9,255.00CR	132542	
	I-63993	RECYCLED BASE	R	1/09/2019		80.69CR	132542	9,335.69
T20215	TOKLE INSPECTIONS INC							
	I-201901044213	DEC INSPECTIONS	R	1/09/2019		717.06CR	132543	717.06
T20420	TRAFFIC CONTROL CORPORATION							
	I-109760	GREEN LED TRAFFIC LIGHT	R	1/09/2019		45.00CR	132544	
	I-110191	TRAFFIC WALK SIGNAL PED	R	1/09/2019		2,220.00CR	132544	2,265.00

PACKET: 04001 1/8/19 A/P RUN

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
T20485	TYLER TECHNOLOGIES							
	I-025-244871	MAINTENANCE 2/1/19-1/31/20	R	1/09/2019		1,020.42CR	132545	
	I-025-246332	UB TRANSACTION FEES	R	1/09/2019		5,291.00CR	132545	
	I-025-246589	UB BILLING NOTIFICATION	R	1/09/2019		80.50CR	132545	6,391.92
U21218	U S BANK							
	I-5223723	TAXABLE ELEC REV BDS 2009C	R	1/09/2019		500.00CR	132546	500.00
U21294	UCARE MINNESOTA							
	I-181210002165	JANUARY RETIREE INSURANCE	R	1/09/2019		1,836.00CR	132547	1,836.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	49	0.00	217,305.35	217,305.35
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	49	0.00	217,305.35	217,305.35

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

Agenda Information Memorandum
North St. Paul City Council
January 8, 2019

FROM THE OFFICE OF ADMINISTRATION

Agenda placement: Consent

Subject: 2019 NORTH ST. PAUL HISTORY CRUZERS CAR SHOW MEMORANDUM OF AGREEMENT

To: Honorable Mayor and City Council

Background/Facts:

- Mayor Mike Kuehn, Councilmember Terry Furlong, City staff and business association members met with car show organizers in November to recap the 2018 Car Show and discuss the Show for 2019.
- Organizers estimated average attendees at about 6,000 to 7,000 per night; up to 10,000 on busy nights.
- Dates for the 2019 car show are June 7 through September 20. The Fall Round Up Parade is slated for Thursday, September 19. It will be the 25th year of the Car Show.
- The annual Memorandum of Agreement includes the Parade as the Car Show organizes that event.
- New for 2018 was use of the city-owned parking lot at the intersection of 7th and Margaret, formerly the Hairworks, for Car Show events and activities. The parking lot will be closed all day on Fridays from June 7 through September 20.
- Interim City Manager Scott Duddeck and Police Chief Tom Lauth met with Paul Houliston to discuss parking concerns. The Police Department will have officers and reserve officers provide an increased presence during the first few weeks of the Car Show to assist with educating participants about rules to help minimize impacts to downtown businesses.

During 2019 and 2020 there is the possibility of redevelopment projects taking place that could affect items # 6 and #7 of the memorandum on 7th Avenue and Margaret Street. Both the City and History Cruzers agree to meet to discuss required changes for the Car Shows when redevelopment projects are scheduled.

Recommendation: It is recommended the City Council approve the Memorandum of Agreement for the 2019 History Cruzers Car Show between the City of North St. Paul and North St. Paul History Cruzers.

Attachments:

Memorandum of Agreement.

Resolution approving the Agreement.

Respectfully submitted,

Scott Duddeck
Interim City Manager

2019 North St. Paul Friday Night Car Show

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

January 8, 2019

The purpose of this Agreement is to set forth the understandings of the City of North St. Paul and the North St. Paul History Cruzers for the operation of Car Show events from June 7, 2019 through September 20, 2019, and Fall Round Up Parade on September 19, 2019. The details of this agreement were reached after a number of meetings between the parties that were collaborative and good spirited. Both sides had the opportunity to raise issues and clarify positions and in the end a better working relationship resulted.

- A. The City and the History Cruzers agree to jointly accomplish the following:
1. Work together to assure the success of the Car Show and the safety of the public and peace of local neighborhoods.
 2. Jointly promote the Car Show in various means including Web Site and Newsletters of the City of North St. Paul.
 3. Actively promote the Car Show as a means of economic development for the businesses in the City.
 4. Use the Car Show as a source of funding for local charities and philanthropic groups.
- B. During 2019 and 2020 there is the possibility of redevelopment projects taking place that could affect items # 6 and #7 below on 7th Avenue as well as the public parking space on Margaret Street. Both the City and History Cruzers agree to meet to discuss required changes for the Car Shows when redevelopment projects are scheduled.

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

1. Operate for 16 consecutive Friday nights beginning June 7, 2019 and ending on September 20, 2019.
2. Follow event hours of operation from 6:00 PM until 10:00 PM
3. Close the following street during show times:
 - 7th Avenue between 1st Street and Helen Street
 - 7th Avenue from Helen Street to Margaret Street
 - 7th Avenue from Margaret Street to Charles Street
 - Helen Street from Seppala Boulevard to the northern edge of 4th Avenue
4. Access City services, including sufficient public safety and public works personnel to conduct a safe, clean and efficient Car Show.
5. Host the annual Fall Roundup Parade will be held on Thursday, September 19, 2019 with Parade line up and street closings as established according to the attached map, unless otherwise noted by Parade coordinators.
6. Close the parking lot constructed on the old City Hall site to use the parking lot and adjacent green space for Car Show events and activities; no vehicles or equipment may park or drive on the green space.
7. Close the city-owned parking lot at the corner of 7th Avenue and Margaret Street for Car Show events and activities.

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

1. Work with the Police Chief to create an enhanced communication system with the Police Department during each event to allow for constant contact between car show representatives and police department personnel.
2. Make their best attempt to develop spectator parking available and identified at several locations including North High, North Flex Academy, Old National Bank, American Legion, VFW.
3. Make best efforts to communicate with the residential areas immediately surrounding the Car Show area regarding the event by leaflets and signs and include contact persons for assistance.
4. Host a public meeting prior to the first car show to allow public comment and input from residents in the areas most impacted by the car shows, as well as the adjacent neighbors.
5. Make best efforts to include local vendors at the shows.
6. Make best efforts to involve local charities for fund raising purposes and consider fees for car show participants as a means of generating revenue for them.
7. Provide active assistance for encouraging pedestrians crossing Margaret Street to use the designated cross walks and cross with the lights.
8. Actively manage the Helen Street area at 7th Avenue and Seppala Boulevard for safe pedestrian crossing and prevent traffic from using Seppala Boulevard wrongly.
9. Actively assist cars traveling through the closed streets for safe exiting during the show.
10. Remit \$350.00 per show to the City for costs associated with public safety and maintenance.
11. Provide insurance and indemnity to the City in amounts specified by the City Attorney.

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

City of North St. Paul

North St. Paul History Cruzers

Terrence J. Furlong, Mayor

Paul Houliston

Scott Duddeck, Interim City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2019-xxx

**RESOLUTION APPROVING THE 2019 MEMORANDUM OF AGREEMENT
BETWEEN THE CITY OF NORTH ST. PAUL &
THE NORTH ST. PAUL HISTORY CRUZERS
TO CONDUCT THE 2019 FRIDAY NIGHT CAR SHOWS**

WHEREAS, the purpose of the Memorandum of Agreement (“Agreement”) is to set forth the understandings of the City of North St. Paul and the North St. Paul History Cruzers for the operation of Car Show events during the summer of 2019; and,

WHEREAS, since 2009 both parties meet annually and have the opportunity to raise issues and clarify positions for the next year; and,

WHEREAS, the North St. Paul History Cruzers will assure all insurance is in order, communicate with vendors the requirement for them to obtain Special Event Vendors Licenses in order to participate in the Car Show, and confirm all conditions of the agreement are met.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, the Memorandum of Agreement between the City of North St. Paul and the North St. Paul History Cruzers as stated is hereby approved.

BE IT FURTHER RESOLVED, the North St. Paul History Cruzers is also authorized to organize and conduct a Fall Roundup Parade on Thursday, September 19, 2019.

ADOPTED this 8th day of January, 2019.

Motion by Council Member xxx

Second by Council Member xxx

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

Terrence J. Furlong, Mayor

Attest:

Scott Duddeck, Interim City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2019-xxx

**RESOLUTION APPROVING AUTHORIZED SIGNATORIES
FOR THE CITY OF NORTH SAINT PAUL**

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH SAINT PAUL, that as of January 8, 2019 the duly appointed officers listed below, or any of them acting in their capacity as an officer of the City of North Saint Paul, a Municipal Corporation (“City”), or as assigned by the City Council, are hereby authorized to (1) act on behalf of the City to execute all contracts and methods of payment issued by the City, (2) act on behalf of the City with regard to any and all stocks, bonds, or other securities (“Securities”) now or hereafter registered in the name of the City, (3) to buy, sell, convey, or transfer ownership of any Securities now or hereafter registered in the name of the City and as directed by the City Council, and (4) to execute any documents relating to the permitted activities as described herein.

BE IT FURTHER RESOLVED, all contracts, methods of payment, acts related to City Securities and other documents shall require two signatures of the officers listed.

<u>Title</u>	<u>Name</u>
Mayor	Terrence J. Furlong
Interim City Manager	Scott A. Duddeck

ADOPTED this 8th day of January, 2019.

Motion by Council Member xxx
Second by Council Member xxx

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

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, Interim City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2019-xxx

**RESOLUTION APPOINTING SCOTT DUDDECK AS THE RESPONSIBLE
AUTHORITY FOR DATA PRACTICES ACT**

WHEREAS, the Minnesota Government Data Practices Act, Minnesota Statutes, Section 13.02, sub. 16, as amended, requires that the City appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals, government data and summary data, within the City; and

WHEREAS, the City Council shares the concern expressed by the Legislature about access to City data and wishes to satisfy this concern; and

WHEREAS, the Responsible Authority may designate a city employee or employees to assist in the administration and enforcement of the duties of the Responsible Authority; and

WHEREAS, Resolution No. 2017-102 is rescinded, removing Craig Waldron, who is no longer in the employ of the City, as the Responsible Authority; and

NOW THEREFORE BE IT RESOLVED, the City Council of the City of North St. Paul appoints Scott Duddeck as the Responsible Authority for the purposes of meeting all requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended.

ADOPTED this 8th day of January, 2014.

Motion by Council Member xxx

Second by Council Member xxx

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

Terrence J. Furlong, Mayor

Attest: _____
 Scott Duddeck, Interim City Manager

Agenda Information Memorandum
North St. Paul City Council
January 8, 2019

FROM THE OFFICE OF ADMINISTRATION

Agenda placement: City Business

Subject: To approve the 2019 City Council meeting calendar.

To: Honorable Mayor and City Council

Background/Facts:

- According to City Ordinance, the City Council shall convene its regular meetings on the first and third Tuesday of each month. Regular meetings shall begin at 6:30 p.m. Special meetings may be called at any time at the discretion of the Mayor.
- Workshops are also scheduled for each evening of a regular meeting, beginning at 5 p.m. Workshops may also be scheduled on an as needed basis by the City Manager.
- Per previous years the City Council cancels its first regular meeting in August to enable Council members to attend National Night Out events. That date for 2019 is August 6.
- The first meeting in November falls on an odd-year election day and no City business may be conducted on an Election Day after 6:00 p.m. It is recommended the November 5th meeting be held at 4:00 p.m. and no workshop be conducted.
- The City Council members also serve as the Board of Directors for the City's Housing and Redevelopment Authority. It is proposed the City Council schedule the HRA's meetings on as needed basis for 2019, but that meetings shall take place immediately following regular council meetings.
- The proposed following schedule for Council workshop and regular meetings for the 2019 calendar year are stated in the attached resolution.
- A proposed budget meeting schedule will come forth to the Council on January 15th for consideration.

Proposed Workshop (5:00 p.m.) & Regular Meeting Schedule (6:30 p.m.)			
January 8* & 15	February 5 & 19	March 5 & 19	April 2 & 16
May 7 & 21	June 4 & 18	July 2 & 16	August 20
September 3 & 17	October 1 & 15	November 5* & 19	December 3 & 17

Recommendation: It is recommended the City Council adopt the above recommended City Council workshop and regular meeting schedule as presented. The proposed budget meeting schedule will be brought to a future council meeting for approval.

ATTACHMENTS

Resolution establishing the City Council meeting dates for 2019.

Respectfully submitted,

Scott Duddeck, Interim City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2019-xxx

**RESOLUTION ADOPTING THE 2019
CITY COUNCIL MEETING SCHEDULE**

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

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

WHEREAS, a separate budget meeting schedule shall be approved separately; and,

WHEREAS, Council members also serve as the Board of Directors for the City’s Housing & Redevelopment Authority (“HRA”), and said meetings, unless otherwise noted, shall take place at the conclusion of regular Council meetings on an as-needed basis.

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

Proposed Workshop (5:00 p.m.) & Regular Meeting Schedule (6:30 p.m.)			
January 8* & 15	February 5 & 19	March 5 & 19	April 2 & 16
May 7 & 21	June 4 & 18	July 2 & 16	August 20
September 3 & 17	October 1 & 15	November 5* & 19	December 3 & 17

ADOPTED this 8th day of January, 2019.

Motion by Council Member xxx
Second by Council Member xxx

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

Terrence J. Furlong, Mayor

Attest:

Scott Duddeck, Interim City Manager

Agenda Information Memorandum
North St. Paul City Council

January 8, 2019

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

Subject: 2019 Annual Resolutions

To: The Honorable Mayor and City Council Members

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

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

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

- Investment Committee members shall be Scott Duddeck, Interim City Manager; Jeanne Day, Finance Director; Terry Furlong, Mayor. The alternate to the Mayor for this committee is Council Member Scott Thorsen.
- U.S. Bank for City Funds and Securities, other related investments shall be deposited and remain on deposit with Premier Bank, U.S. Bank, Wells Fargo Brokerage Services, RBC Capital Markets LLC, and Minnesota Municipal Money Market (4M) Fund.
- Soren Mattick of Campbell Knutson as City Attorney.
- Ramsey County Review as Legal Newspaper.
- Council Member Jan Walczak as Acting Mayor.

Respectfully submitted,

Scott Duddeck
Interim City Manager

Attachments: Annual resolutions

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2019-006

**ANNUAL RESOLUTION APPOINTING
INVESTMENT COMMITTEE FOR 2019**

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

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

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

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA that the following persons are hereby appointed to the Investment Committee for Fiscal Year 2019:

Terrence Furlong, Mayor
Scott Duddeck, Interim City Manager
Jeanne Day, Finance Director

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

ADOPTED this 8th day of January, 2019.

Motion by Council Member xxx
Second by Council Member xxx

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

Terrence Furlong, Mayor

Attest:

Scott Duddeck, Interim City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2019-xxx

**RESOLUTION DESIGNATING OFFICIAL & SUPPLEMENTAL DEPOSITORIES &
DEPOSITORIES FOR INVESTMENT PURPOSES**

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

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

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

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

Terrence Furlong, Mayor
Scott Duddeck, Interim City Manager
Jeanne M. Day, Finance Director

BE IT FURTHER RESOLVED, that the City Manager is authorized to use a facsimile signature stamp at such time as it becomes necessary for Mayor Terrence Furlong, and the Finance Director is authorized to use a facsimile signature stamp at such time as it becomes necessary for Interim City Manager Scott Duddeck.

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

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

ADOPTED this 8th day of January, 2019.

Motion by Council Member xxx

Second by Council Member xxx

Voting: Aye: Council Member Thorsen
 Council Member Petersen
 Council Member Walczak
 Council Member Sonnek
 Mayor Furlong

 Nay: None

 Abstain: None

 Absent: None

Terrence Furlong, Mayor

Attest:

Scott Duddeck, Interim City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2019-005

**RESOLUTION RETAINING
CAMPBELL KNUTSON LAW FIRM
AS CITY ATTORNEY FOR 2019**

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of North St. Paul, that Campbell Knutson Law Firm be and hereby is retained as the City Attorney for the year 2019, with Soren Mattick being the primary contact.

ADOPTED this 8th day of January, 2019.

Motion by Council Member xxx

Second by Council Member xxx

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

Terrence Furlong, Mayor

Attest:

Scott Duddeck, Interim City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2019-006

**ANNUAL RESOLUTION APPROVING RAMSEY
COUNTY REVIEW AS OFFICIAL NEWSPAPER FOR 2019**

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

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, the Ramsey County Review, the only legal newspaper published in the City, is hereby declared the official newspaper for the City for calendar year 2019.

ADOPTED this 8th day of January, 2019.

Motion by Council Member xxx

Second by Council Member xxx

Voting: Aye: Council Member Thorsen
 Council Member Petersen
 Council Member Walczak
 Council Member Sonnek
 Mayor Furlong

Nay: None

Abstain: None

Absent: None

Terrence Furlong, Mayor

Attest:

Scott Duddeck, Interim City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2019-xxx

**ANNUAL RESOLUTION APPOINTING
ACTING MAYOR FOR 2019**

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

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

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA that City Council Member Jan Walczak is hereby designated as the Acting Mayor during the calendar year of 2019, and is also authorized to sign checks in the absence or unavailability of the Mayor.

ADOPTED this 8th day of January, 2019.

Motion by Council Member xxx

Second by Council Member xxx

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

Terrence Furlong, Mayor

Attest:

Scott Duddeck, Interim City Manager

Agenda Information Memorandum
North St. Paul City Council
January 8, 2018

FROM THE OFFICE OF THE ADMINISTRATION DEPARTMENT

Agenda placement: Presentations

Subject: Annual report of accomplishments and goals of the Parks and Recreation Commission

To: Honorable Mayor and City Council

Background/Facts:

- A report of 2018 accomplishments and 2019 goals is contained within the attached PowerPoint.

Recommendation: It is recommended the City Council receive a report from the Park and Recreation Commission reviewing the Commission's 2018 accomplishments and 2019 goals.

Attachments:

Park and Recreation Accomplishments and Goals PowerPoint

Respectfully submitted,

/s/ DG by mm

Debra Gustafson
Strategic Operations Director

APPROVED FOR AGENDA ENCLOSURE:

/s/ SD by mm

Scott Duddeck
Interim City Manager



PRC ACCOMPLISHMENTS AND GOALS

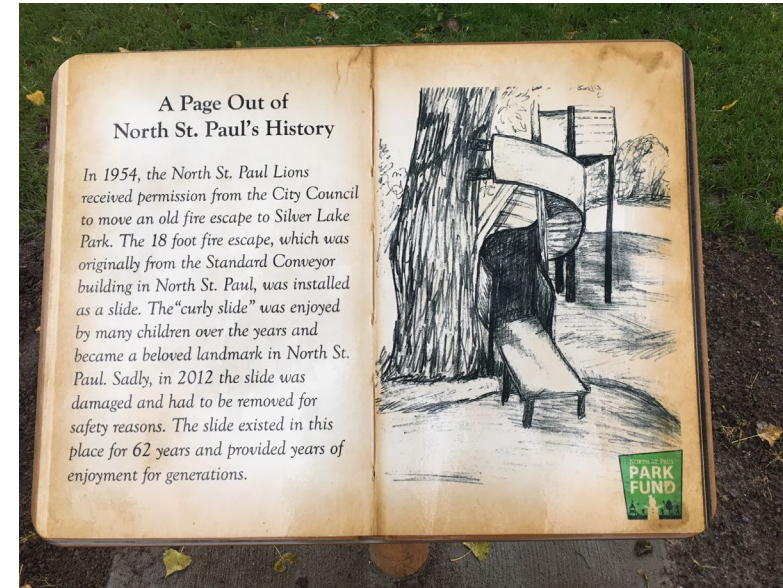
December 4, 2018



2018 ACCOMPLISHMENTS



2018 ACCOMPLISHMENTS - SILVER LAKE CURLY SLIDE SIGN



- Installed Sign at Silver Lake that commemorates the beloved curly slide.



2018 ACCOMPLISHMENTS - MOVIE ON MAIN



- Hosted 2nd annual Movie On Main Event in conjunction with the last car show.



2018 ACCOMPLISHMENTS - COMMUNITY OUTREACH



- The PRC held four community meetings in the parks this summer to gain community input and answer questions regarding the park system. Representatives from the Police Department attended meetings to address public safety concerns.



2018 ACCOMPLISHMENTS - SPLASH



- The Silver Lake SPLASH raised over \$6,300 in funds to help pay for Lifeguards at Silver Lake Beach.



2018 ACCOMPLISHMENTS - STAR WATCH



- Even in the rain 55 participants attended this year's Star Watch at Casey Lake Park on October 4th.



2018 ACCOMPLISHMENTS - CONCERTS IN PARK



- The Parks and Recreation Commission held four concerts at Casey Lake Park.



2018 ACCOMPLISHMENTS - SOUTHWOOD NATURE PRESERVE



- The PRC worked with the Southwood Nature Preserve Taskforce to recommend an operating budget of \$6,000 from the Park Fund. The funding allows the volunteer group to properly maintain the nature preserve. The taskforce also held it's annual Prairie Days event in September.



2018 ACCOMPLISHMENTS - PARK CLEAN UP



- The PRC participated and assisted with coordination of a citywide park clean up event. Additionally, Southwood Nature Preserve Taskforce has coordinated several park clean up events at Southwood Nature Preserve.



2018 ACCOMPLISHMENTS - EGG HUNT



- The PRC coordinated it's 3rd annual Egg Hunt at Casey Lake Park. The PRC hid 9,000 eggs. Approximately 1,500 people attended the event.



2018 ACCOMPLISHMENTS - TRICK OR TREAT TRAIL



- The PRC hosted their 2nd Halloween Event at Casey Lake. Approximately 5,000 people attended the event.



2018 ACCOMPLISHMENTS - PICNIC AREA



- Worked with Public Works to install a new picnic area by the snowman. Picnic table was donated by Berwald Roofing.



2018 ACCOMPLISHMENTS - RECREATIONAL PROGRAMMING



- Added successful recreational classes: Firearm Safety, Driver Safety and early childhood class at Casey Lake.



2018 ACCOMPLISHMENTS - HAUSE PARK



- The newly renovated Haus Park has been completed and will be available for rentals in 2019.



PROJECTS IN PROGRESS



PROJECTS IN PROGRESS - COLBY HILLS PARK



- The old playground equipment at Colby Hills Parks has been removed. The new playground and site improvements will be installed Spring 2019.



PROJECTS IN PROGRESS – SNOWMAN SIGN

Our Famous Snowman

It all began when Lloyd Koesling, former barber, civic leader, and resident of North St. Paul, took his family on a vacation to Disneyland back in 1969. He was so fascinated by workmen building a statue there, that when he returned home to North St. Paul, he shared his fascination with the City Council, and said that he too could build a village symbol that would represent the city and not melt or crumble. Koesling felt a snowman was the appropriate statue as every year the North St. Paul Jaycees would build a snowman as part of the annual snow Frolics Festival, using the excess snow that the snow plowing crew would drop off. The mound of snow would soon resemble a huge snowman.

In 1972, the City Council donated a small plot of land to be used for the Snowman. When the day came to pour the slab, many volunteers were there to help out. From there, rods were welded together to give the rounded shape to the two big balls and head. Next, Koesling contacted Al Phillipson, a plastering contractor, and asked him to do the cement work. Phillipson assembled a crew of cement masons from Local 120. The project took 2 years and after Phillipson's death, his son Jerry saw to the completion of the project. The first and second coats of stucco were one inch thick and put on by hand. The finish coat, made of white cement and silica sand and was sprayed on. Cost of the materials was \$2,000 paid by the Chamber of Commerce. The snowman was adopted as the official City logo during this year.

On July 23, 1974, a volunteer crane operator, hitched onto the eyelet and hoisted the head on, and placed it on top of the body.

North St. Paulites, friends and neighbor's pose in front of the Snowman celebrating North St. Paul's Centennial - 1987-1997. For nearly 20 years, the Snowman stood on North St. Paul's main street at the corner of Margaret & 7th Avenue. It was moved to this location on the corner of Margaret Street and Highway 36 in May of 1990. Partial funds to move the town mascot came from Celebrate Minnesota, an organization promoting beautification projects.

The town's icon, was non-partisan for its entire life until Carolina won the Stanley Cup. The Snowman wore the Hurricane colors and sported the number 6. Hedican, a hometown hero came back home with the Stanley Cup to the community that had nurtured his career and attended high school. Former Mayor William Sundberg proclaimed Saturday, August 12, 2006 'Bret Hedican Day' in North St. Paul.

The snowman stands 44 feet tall and weighs some 20 tons. His smile reaches sixteen feet across. He is known as the nation's largest snowman structure. Founder, Lloyd Koesling passed away on March 2, 2002. And on that day the Snowman wore a somber black band on his arm.

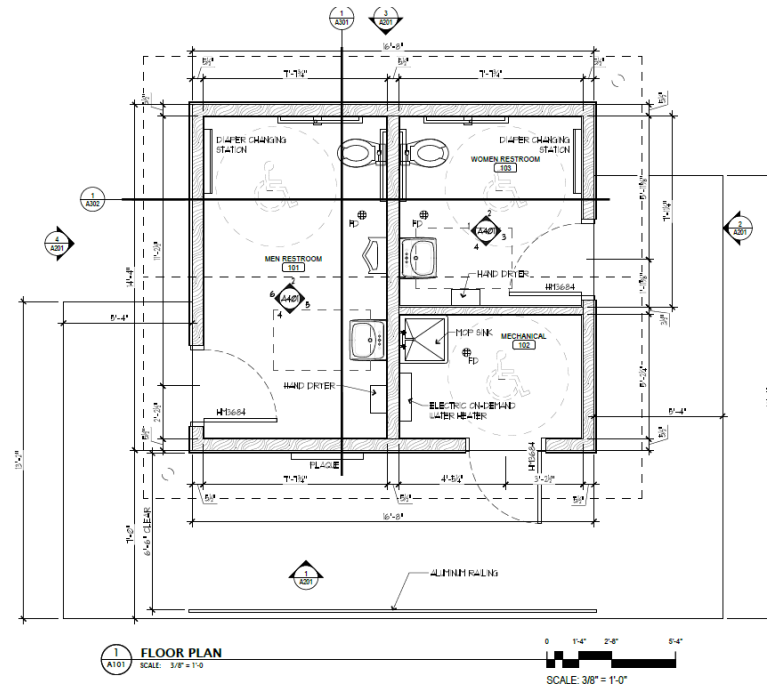
In 2007, Highway 36 in North St. Paul was closed for six months for a major reconstruction project. The Snowman remained in place during the entire time. The state spent \$20,000 to keep the Snowman safe, including measures to reinforce the soil around the statue to help prevent shifting.

Sponsored by the North St. Paul Park Fund

- The snowman historical sign has been ordered and will be installed in the Spring.



PROJECTS IN PROGRESS – ROTARY PARK RESTROOMS



- New restrooms have been approved at Rotary Park and project funds have been raised by Rotary Club. Construction will start after we have a completed cooperative agreement from the DNR.



2019 GOALS



GOALS

- Resurface tennis courts at Silver Lake Park.
- Research new signage options for the Parks.
- Continue successful events such as; Concerts in the Park, SPLASH, Egg Hunt, Star Watch, Movie on Main, Trick or Treat Trail, and Park Clean Up.
- Add new fire and ice event on January 4th and Food Truck Night on July 24th at Hause Park on
- Add new summer youth recreation programming.
- Install ADA swing set mats at Silver Lake and Casey Lake Park
- Research path options at Northwood Park, to increase connectivity and access from the playground to the street.
- Complete playground projects at Colby Hills and Polar Parks.
- Research amenity options for Southwood Nature Preserve.



QUESTIONS?