

**CITY OF NORTH ST. PAUL
CITY COUNCIL
REGULAR MEETING AGENDA
APRIL 2, 2019
6:30 PM**

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Council Member Thorsen
Council Member Petersen
Council Member Walczak
Council Member Sonnek
Mayor Furlong

IV. ADOPT AGENDA

V. PRESENTATIONS

Xcel Energy gas main project update

VI. CONSENT AGENDA

- A. March 19, 2019 workshop meeting minutes
- B. March 19, 2019 regular meeting minutes
- C. General accounts payable: \$334,804.55
- D. Special Event Permit for Pub Crawl on Saturday, April 27, 2019
- E. Application for a Charitable Gambling Permit to conduct lawful gambling in the form of Raffles by the North High School All-Night Senior Party Parent Booster Club (NHS-ANSPBPC) on April 27, 2019, in downtown North St. Paul.
- F. Annual renewal of Youth Service Bureau, Inc. Contract

VII. MEETING OPEN TO THE PUBLIC

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

VIII. PUBLIC HEARINGS

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

- A. Small Cell Wireless Facility R-O-W, Ordinance No. 780
- B. MNSPECT Building Code Fee updates
- C. Amended Fee Schedule Ordinance No. 781

- X. REPORTS OF CITY MANAGER & DEPARTMENTS**
- XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES**
- XII. GENERAL BUSINESS**
- XIII. CLOSED SESSION**
 There are no closed sessions.
- XIV. ADJOURNMENT**

The next regularly scheduled City Council meeting is Tuesday, April 16, 2019 at 6:30 p.m.

Agenda Information Memorandum
North St. Paul City Council
APRIL 2, 2019

FROM THE OFFICE OF THE COMMUNICATIONS DEPARTMENT

Agenda placement: Presentations

Subject: Northeast Metro Natural Gas Project

To: Honorable Mayor and City Council

Background/Facts:

- Xcel Energy will replace approximately eight miles of natural gas infrastructure in Ramsey County, known as the Northeast Metro Natural Gas Project.
- This replacement project will begin at Century Avenue N., south of Larpenteur Avenue, and end at County Road B and Rice Street.
- North St. Paul will be impacted by the construction activities from Century Avenue, N south of Larpenteur Avenue, to County Road B (South Avenue) and White Bear Avenue starting in May through November 2019. See Zone 1 and 2 on map.

Attachments:

PowerPoint Northeast Metro NGP

Respectfully submitted,

/s/ LK by mm

Laurie Koehnle
Communications Department

APPROVED FOR AGENDA ENCLOSURE:

/s/ SD by mm

Scott Duddeck
Interim City Manager

Northeast Metro Natural Gas Project

North St. Paul City Council

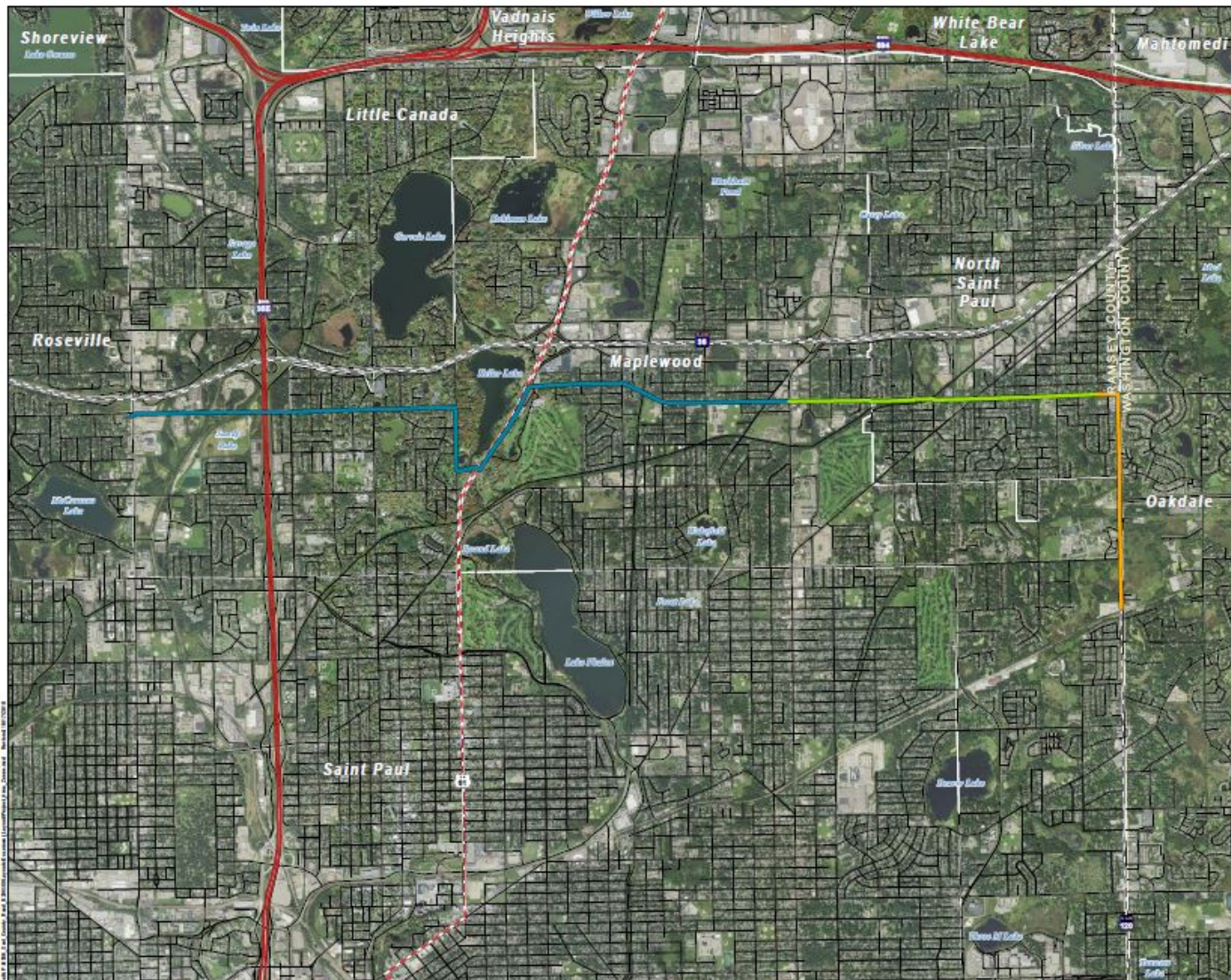
April 2, 2019



Project Basics

- System revitalization
- 8 miles to be done in three phases
- Replacing “in place”
- Improved safety and reliability

Project Basics



Project Area - Zones

Project Zones

- Zone 1
- Zone 2
- Zone 3

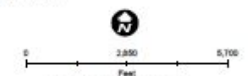
Transportation

- Interstate
- U.S. Highway
- State Highway
- Local Road

Boundary

- County

Imagery Source: NADP 2017



TETRA TECH

Typical Construction and Restoration



Anticipated Project Schedule

Early May 2019

- Construction equipment arrives

Late May 2019

- Construction start
 - Moving from Century Ave towards White Bear Avenue
- Road detours

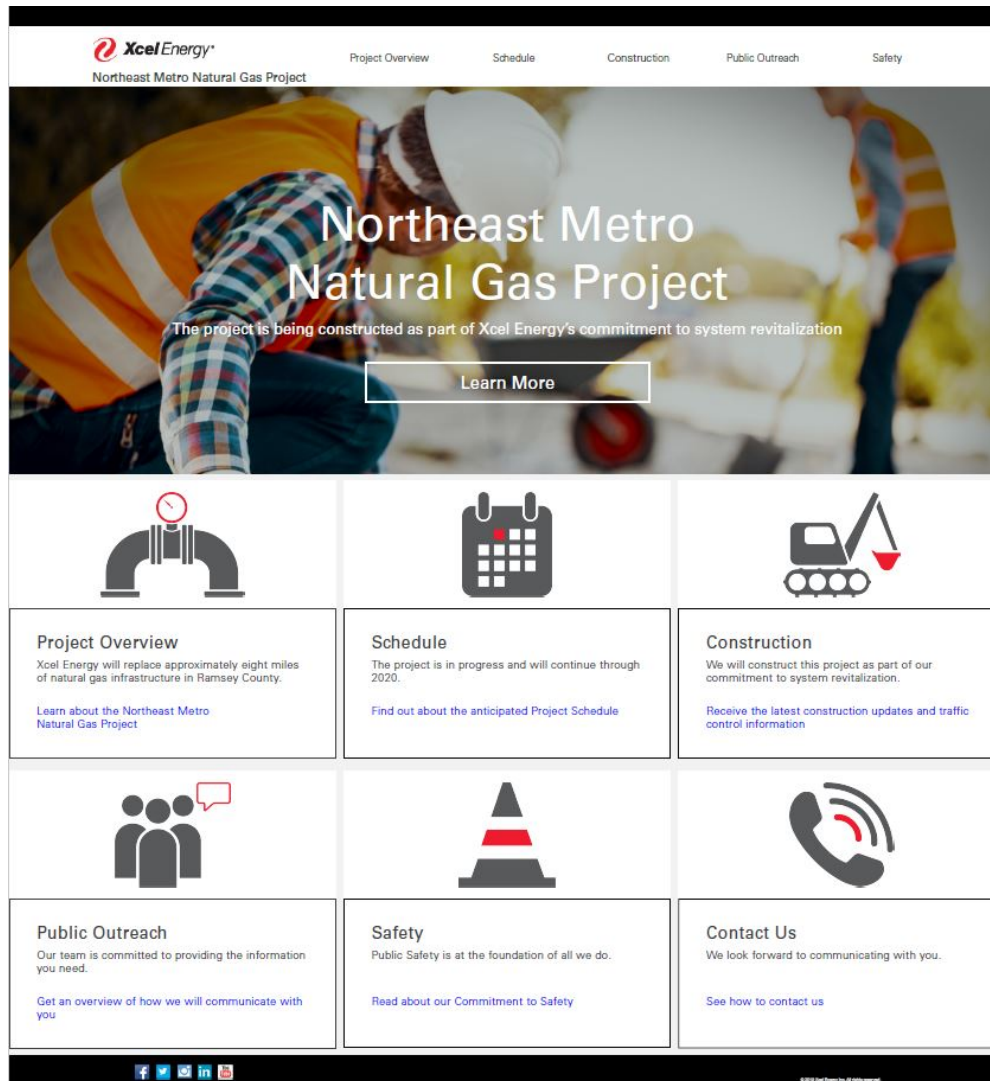
September 2019

- Natural gas line in service
- Restoration

A Collaborative Process

- Touches Several Jurisdictions:
 - Five Cities
 - Ramsey County
 - State of Minnesota
- Planning Meetings
 - Sensitive areas, traffic control, communications, etc.
 - Minimize impact to public
 - Ensure complete restoration

Communication



The screenshot displays the website for the Northeast Metro Natural Gas Project. At the top, a navigation bar includes the Xcel Energy logo and links for Project Overview, Schedule, Construction, Public Outreach, and Safety. The main header features a large image of construction workers in safety gear, with the project title "Northeast Metro Natural Gas Project" and a sub-header stating, "The project is being constructed as part of Xcel Energy's commitment to system revitalization." A "Learn More" button is positioned below the sub-header. The content is organized into six grid sections, each with an icon, a title, a brief description, and a link. The sections are: Project Overview (pipe icon), Schedule (calendar icon), Construction (excavator icon), Public Outreach (group of people icon), Safety (traffic cone icon), and Contact Us (phone icon). The footer contains social media icons and a copyright notice.

Project Overview
Xcel Energy will replace approximately eight miles of natural gas infrastructure in Ramsey County.
[Learn about the Northeast Metro Natural Gas Project](#)

Schedule
The project is in progress and will continue through 2020.
[Find out about the anticipated Project Schedule](#)

Construction
We will construct this project as part of our commitment to system revitalization.
[Receive the latest construction updates and traffic control information](#)

Public Outreach
Our team is committed to providing the information you need.
[Get an overview of how we will communicate with you](#)

Safety
Public Safety is at the foundation of all we do.
[Read about our Commitment to Safety](#)

Contact Us
We look forward to communicating with you.
[See how to contact us](#)

Communication

- Website
- Email updates
- Project specific email address and hotline
- Project manager visits and door hangers
- Direct mailings
- Content for city/county communication materials

Contacts

www.XcelEnergyNEMetroGasProject.com

Project Email: info@XcelEnergyNEMetroGasProject.com

Project Hotline Number: 833.676.4369

- David Butler, Gas Project Manager (County Rd B)
 - 651.229.2488, David.W.Butler@xcelenergy.com
- Ben Hach, Gas Project Manager (East County Line)
 - 952.463.8661, Benjamin.K.Hach@xcelenergy.com
- Jake Sedlacek, Community Relations Manager
 - 651.458.1228, Jake.sedlacek@xcelenergy.com



CITY OF NORTH ST. PAUL

RESOLUTION NO. 2019-xxx

RESOLUTION APPROVING THE APRIL 2, 2019 CONSENT AGENDA

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

- A. March 19, 2019 workshop meeting minutes
- B. March 19, 2019 regular meeting minutes
- C. General accounts payable: \$334,804.55
- D. Special Event Permit for Pub Crawl on Saturday, April 27, 2019
- E. Application for a Charitable Gambling Permit to conduct lawful gambling in the form of Raffles by the North High School All-Night Senior Party Parent Booster Club (NHS-ANSPPBC) on April 27, 2019, in downtown North St. Paul.
- F. Annual renewal of Youth Service Bureau, Inc. Contract

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 amended.

ADOPTED this 2nd day of April, 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
March 19, 2019
Proposed City Council Workshop Meeting Minutes

I. CALL TO ORDER

Mayor Furlong called the meeting to order at 5:03 p.m.

II. ROLL CALL

Present: Council Member Scott Thorsen
Council Member Tom Sonnek
Council Member Jan Walczak
Mayor Terry Furlong

Absent: Council Member Candy Petersen

Staff: Interim City Manager Scott Duddeck, Community and Administrative Services
Director Debra Gustafson, City Attorney Soren Mattick

Guests: Terre Heiser with Roseville IT

III. ADOPT AGENDA

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

IV. TOPIC(S)

A. Electronic Reader Board Sign Policy

Debra Gustafson noted the Casey Lake electronic message board sign was installed in 2017. Over the past year, several non-profit groups have approached the Mayor and Parks and Recreation Commission regarding displaying messages on the sign. At the February 27, 2019 Parks and Recreation Commission Meeting, the Commission made a unanimous recommendation to City Council to expand the current electronic messaging at Casey Lake Park to include North St. Paul non-profits and non-profit events and programs held within City limits of North St. Paul. Gustafson stated the proposed sign policy would allow the following sign content:

- City of North St. Paul government news, programs, events, and public safety notices.
- Community events and programs sponsored by North St. Paul 501 (c) 3 non-profit organizations or by 501 (c) 3 non-profit organizations outside of North St. Paul that are hosting an event in North St. Paul. Any events advertised must be open to the general public.

- The following types of messages sponsored by people or companies renting the Casey Lake Shelter: messages of celebration, condolence, or welcome related to the rental event or identification of the rental event.

Gustafson provided a brief synopsis of the City Attorney's analysis on consistency with city sign ordinance and first amendment implications. City Attorney Mattick stated if the sign message requests become problematic in the future, the City can always make changes to the policy.

Council directed staff to make the following edits to the policy:

- Remove the following language "Events must not be in direct competition of a City Event (i.e. Egg Hunt the same day as the City's Egg Hunt)" from the policy.
- Add a statement regarding messages that are not acceptable such as: No profane or violent language or terroristic threats.
- Add the following regarding City Managers discretion: Messages in question will be left to the discretion of the City Manager to determine if the message fits within the policy.

Council asked to table the electronic reader board policy at tonight's City Council Meeting and bring back the policy at an upcoming meeting after their suggested edits have been incorporated. Council suggested circulating the edited policy prior to having the packet go out.

B. Recap of cable franchise meeting

City Manager Duddeck provided a recap of the recent cable franchise meeting. Manager Duddeck stated the cable commission is currently looking for a ten year renewal commitment. The City needs to give notice to the Commission if they wish to opt-out by October. Manager Duddeck stated there is \$94,000 currently available from the Cable Commission to update equipment in the City Council Chambers and to install A/V in the Sandberg Conference Room. There are concerns regarding cable programming since many users are changing their technology from cable to streaming services. Several Ramsey County communities (Mounds View and Maplewood) have opted out of being in the Cable Commission and Vadnais Heights is researching the option of leaving the Commission.

City Attorney Mattick stated he recently represented a City in the west metro that opted out of their cable commission. Mattick encouraged the Council to look at the impact of local sports broadcasting should the City leave the Commission.

City Council directed staff to further research what the City's options are and present options at an upcoming meeting.

V. OTHER BUSINESS

There was no other business.

VI. ADJOURNMENT

There being no further business, on motion by Council Member Walczak, seconded by Council Member Sonnek, with all present voting aye, Council Member Petersen absent (4-0), Mayor Furlong adjourned the workshop meeting at 6:20 p.m.

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, Interim City Manager

**City of North Saint Paul
March 19, 2019
Proposed Regular City Council Meeting Minutes**

I. CALL TO ORDER

Mayor Furlong 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

Mayor Furlong stated Council Member Petersen had planned to participate in the meeting from a remote location in Orange Beach, Alabama, but was unable to connect due to technical difficulties.

Present: Council Member Thorsen
Council Member Walczak
Council Member Sonnek
Mayor Furlong

Absent: Council Member Petersen

Staff: Interim City Manager Scott Duddeck, City Engineer Morgan Dawley, City Planner Molly Just, Director of Electric Utilities Brian Frandle, Administrative and Community Services Director Debra Gustafson.

IV. ADOPT AGENDA

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

V. PRESENTATIONS

Brian Frandle, Electric Utilities Director, Clean Power Energy Program

Director of Electric Utilities Brian Frandle reviewed the City's renewable energy program, which is administered by the Minnesota Municipal Power Agency (MMPA). Currently, 17% of the energy purchased and used by the City of North St. Paul's residents comes from renewable resources. The City of North St. Paul gives its residents and businesses the option to purchase additional renewable energy options for a small fee.

Mr. Frandle stated there are 12 member cities in the MMPA, of which the City of North St. Paul has the 3rd highest public participation. He added City Staff are proud of this low-cost program and the potential renewable energy options that are available to the City's residents.

Council Member Sonnek asked how the program works. Mr. Frandle stated the City purchases renewable resources from various wholesale markets and makes it available to residents. He added there are enough renewable resources for the City's residents to be 100% renewable through MMPA. He noted there have been similar discussions at the State level.

Mayor Furlong thanked Mr. Frandle for his presentation.

VI. APPROVAL OF CONSENT AGENDA

Mayor Furlong stated Consent Agenda Item H related to Electronic Reader Board Sign Policy will be removed and tabled.

On motion by Council Member Walczak, seconded by Council Member Sonnek, with all present voting aye, Council Member Petersen absent (4-0), motion carried to approve the consent agenda, Resolution No. 2019-027 consisting of:

- A. March 5, 2019 workshop meeting minutes
- B. March 5, 2019 regular meeting minutes
- C. General accounts payable: \$1,150,174.34
- D. HRA accounts payable: \$2,400.92
- E. Application for a City (local) Charitable Gambling Permit for an event to be conducted by North Metro Flex Academy, Friday, May 17, 2019. Resolution No. 2019-028.
- F. Application for a Charitable Gambling Permit to conduct lawful gambling in the form of Raffles by the Sons of The American Legion, Post #39 on May 4, 2019. Resolution No. 2019-029.
- G. Special Event Permit for Chase Away the Snowman 5K, Saturday, April 6, 2019. Resolution No. 2019-030.
- H. Electronic Reader Board Sign Policy - **Tabled**

VII. MEETING OPEN TO PUBLIC

John Schmahl presented a pamphlet from the City of Maplewood regarding their solid waste removal program. He added their service fees are much lower than the City of North St. Paul. He requested that the City Council consider why residents have been paying so much more than the residents of Maplewood.

David Nelson expressed concern about noise and congestion from motorcycles that come to North St. Paul for rallies at Neumann's Bar as well as the Friday night Car Shows. He added the motorcycles are loud and their drivers do not obey traffic signals. He asked what will be done about the noise situation at Neumann's Bar and K&J, and whether the owners will be contacted. He noted he would support a permit process for motorcycle rallies, as well as a paid City Police Officer to direct traffic during high volume times.

Mayor Furlong stated a meeting is planned with the owners of Neumann's Bar and K&J, and the meeting will be published. The meeting is scheduled for Saturday March 23, 2019, at 9:00 a.m. at Luther Auctions.

Mr. Nelson stated that meeting will be held to address issues related to the car shows, but not motorcycle noise and congestion.

Interim City Manager Scott Duddeck agreed to look into this issue and report back to the City Council.

Shawn Rivet, 2483 2nd Avenue East, thanked the City Council for their quick response to his recent email regarding flooding in his home, and their help and support.

Mayor Furlong recognized members of Optimus Club in the audience and invited them to address the City Council.

The two audience members stated they are students at North High School. They started an Optimus Club, which is affiliated with an international organization that strives to make a positive impact through community involvement. They attended the City Council meeting to find out what is happening in North St. Paul and how Optimus Club members can get involved.

VIII. PUBLIC HEARINGS

There were no scheduled hearings.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Conditional Use Permit Request for an Adult Day Care at 2090 11th Avenue

City Planner Molly Just reviewed a request for a Conditional Use Permit (CUP) for an Adult Day Care facility at 2090 11th Avenue. The applicant plans to occupy an 8,000 square foot space that is currently vacant, and operate 7 days a week from 7:00 a.m. – 8:00 p.m. The applicant is currently seeking a State License for up to 60 clients, and CUP approval is required. The facility and its programs will be regulated by the Minnesota State Department of Health.

Ms. Just stated the Planning Commission reviewed this issue at their March 7, 2019 meeting and held a Public Hearing, after which approval was unanimously recommended.

Council Member Walczak requested clarification regarding the required parking spaces, and whether the spaces will be marked. Ms. Just stated there will be a drop-off area, and parking spaces for the facility would be located in the larger parking lot. She added most individuals will be dropped off by family members and minimal parking will be needed. She noted the City Council can recommend that City Staff review parking on an annual basis and add any conditions or requirements as necessary.

Council Member Walczak asked whether Hmong House was contacted regarding the parking requirements. Ms. Just stated Hmong House was notified of the Conditional Use Permit and they did not provide any feedback.

Khosrow Daivari, co-owner of Target Plaza, stated there are approximately 300 parking spaces at Target Plaza, and another 80 spaces across the street. He added the proposed use will require very little parking.

Council Member Walczak asked whether parking requirements should be included in the Resolution, since it is a CUP application. Ms. Just stated the CUP application, including dedicated parking spaces, will become part of the record.

Mayor Furlong welcomed the applicant and invited her to address the Council.

Blia Vang, the applicant, stated she has been running the facility out of her home for two years, and there has been a lot of interest so she wants to expand her services. She added they provide activities and outings for older adults, including trips to the YMCA, local shopping centers, and outdoor activities. She noted they currently have two 15-person vans but plan to have more vans after they open the facility.

Council Member Walczak asked how the program works. Ms. Vang stated participants qualify for services through the State, and they can choose when and how many times they want to come. She added she has not had any private participants. Council Member Walczak stated that might change when the facility is in a more public setting at Target Plaza, and more residents might express interest.

On motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye, Council Member Petersen absent (4-0), motion carried to approve a Conditional Use Permit Request for an Adult Day Care at 2090 11th Avenue.

B. 2018 Pavement Management Project – 2019 Bid Package (City Project No. S.A.D. 18-02, S.A.P. 151-255-007) – Receive Bids and Award Contract

City Engineer Morgan Dawley reviewed the construction contract for the 2nd phase of the 2018 Pavement Management Project, for which City Council approval is requested. The original project, a pavement rehabilitation effort, was conceived on State Aid-funded roads in the area of North High School. The project's first phase was completed in 2018, but the second phase was postponed to Summer 2019 at the request of the School District, so construction activities would not happen when schools are in session. Both phases of the project were included as options in the bidding process, but this request is a rebid of the initial effort.

Mr. Dawley stated two alternates were included for contractors – stabilizing the base or adding extra structure to the asphalt paving - to see if there would be a cost savings. Seven bids were received, and City Staff recommends the base bid schedule plus Alternate 1 be awarded to the apparent low bidder, North Valley, Inc.

Mr. Dawley stated North Valley completed Phase 1 road reconstruction on Helen Street N.

Mayor Furlong asked what the difference was between the two alternates. Mr. Dawley stated Alternate 1 includes reclaiming all the existing pavement and replacing with asphalt paving. He added Alternate 2 includes stabilizing the aggregate, which would require less paving.

Council Member Thorsen asked whether actual costs are reviewed throughout the pavement management process, and whether there is follow-up on the low bid. Mr. Dawley stated City Staff generally anticipates that a contract will be finalized under the contract amount and has a good track record of coming in at or under contract price.

Council Member Thorsen asked whether a follow-up process is being planned to receive resident feedback and whether that can be provide to the City Council. Mr. Dawley noted that was discussed at a previous City Council meeting, and a resident survey is being considered. A project address database is maintained that could be used.

Council Member Thorsen requested clarification regarding the City's requirement with regard to awarding the low bid.

City Attorney Soren Mattick stated any bid that is anticipated to be over \$175,000 is required by State law to be sent out for sealed bids and awarded to the lowest responsible bidder. He added a bid can only be rejected if a material error is found, and no errors were found on this bid. Mr. Duddeck confirmed this.

Council Member Thorsen asked whether the company's reputation comes under consideration as part of the bid process. Mr. Mattick stated that information is included in the bid documentation and the City is required by law to accept the lowest bid. He added North Valley is qualified and completed Phase 1 for the City of North St. Paul in 2018.

Council Member Thorsen stated a local company, T.A. Schifsky & Sons, submitted a bid. He asked if there is a way to provide opportunities to local contractors and businesses, and whether that could be explored. He added the City of North St. Paul supports the success of its local businesses, and that is a concern for him. He added he understands the process and supports moving forward with the bid.

Mr. Mattick stated there is no criteria that allows for special consideration of local companies. He added they might be able to save on mobilization costs due to close proximity, and that would show up in their bid.

On motion by Council Member Walczak, seconded by Council Member Thorsen, with all present voting aye, Council Member Petersen absent (4-0), motion carried to approve Resolution No. 2019-032 accepting bids and awarding Construction Contract for 2018 Pavement Management Project – 2019 Bid Package (City Project No. S.A.D. 18-02, S.A.P. 151-255-007) to North Valley, Inc.

C. Approval of Five-Year Contract with MNSPECT LLC

Mr. Duddeck reviewed a request for approval to extend MNSPECT's contract for building official services. MNSPECT was hired on a trial basis in Fall 2018, and a five-year contract is proposed. There are a few amendments to the proposed contract, including reduced plan review and inspection fees, as well as inclusion of sediment and erosion control inspection services.

Mayor Furlong stated positive feedback regarding MNSPECT services has been received from residents and City Staff.

Council Member Sonnek requested clarification regarding MNSPECT's services for residents, and how it is different than what was offered before. Mr. Duddeck stated permits are still available over the counter, with follow-up provided by MNSPECT inspectors, although there is no in-house inspector. He added phone calls come in to the City's inspection line, and callers have the option to be transferred to MNSPECT for questions and to schedule an inspection, or to speak with City Staff.

Council Member Sonnek asked whether residents will be connected to someone who is familiar with the Building Code and can answer their questions. Mr. Duddeck confirmed this, adding MNSPECT's staff, both in the field and in their offices, can field questions and assist residents.

Council Member Sonnek asked what other cities are currently using MNSPECT's services. Mr. Duddeck stated City Staff met with M&I Homes recently, and they indicated that they have worked with MNSPECT in Bayport. He added the City of Lake Elmo is considering a contract with MNSPECT.

Council Member Sonnek stated the City Council has been considering an online permitting process. He asked whether that will be made available. Mr. Duddeck confirmed that this technology will be available through MNSPECT, and electronic files and information will be submitted back to the City for permanent storage in electronic property records.

Council Member Sonnek requested clarification regarding the five-year contract, which seems like a long contract. Mr. Mattick stated such contracts are anywhere between 2-5 years. Mr. Duddeck stated the City has worked with MNSPECT since Fall 2018, and he recommends moving forward with the contract due to their excellent service. He added the contract with MNSPECT will provide continuity for the many development projects that will be happening in North St. Paul over the next few years.

On motion by Council Member Sonnek, seconded by Council Member Thorsen, with all present voting aye, Council Member Petersen absent (4-0), motion carried to authorize the City to enter into a five-year contract for building official/building inspection services with MNSPECT, LLC to serve as the City's building official effective April 1, 2019 through December 31, 2023.

Mr. Duddeck stated the City Council will consider amendments to the Fee Schedule at its April 2, 2019 meeting. He added the Fee Schedule will include fees for new inspection services under the MNSPECT contract.

D. Approval of Interfund transfer for TIF 4-10

Mr. Duddeck reviewed a request for approval for an interfund loan, TIF 4-10, related to the Anchor Block north development site. He added funds are requested for approval preliminary work in anticipation of the development.

Mr. Duddeck stated Mikayla Hewitt from Springsted was present at tonight's meeting to provide additional information and answer the City Council's questions.

Mikayla Hewitt, Springsted, stated the purpose of this interfund loan is to allow the City of North St. Paul to incur costs and later reimburse them with revenues from TIF districts. She added the project is in preliminary stages, but some costs are anticipated.

Mayor Furlong requested clarification regarding the length of the TIF District. Ms. Hewitt stated the soils district is anticipated for a maximum of 21 years. She added, however, the District has not yet been established, and the amount of required increment is unknown.

On motion by Council Member Thorsen, seconded by Council Member Sonnek, with all present voting aye, Council Member Petersen absent (4-0), motion carried to adopt Resolution No 2019-033 approving the terms of up to \$100,000 interfund loan in connection with a proposed Tax Increment Financing District No. 4-10 (Anchor Block North).

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

Mr. Duddeck thanked the City's Public Works crews for their hard work in managing snow plowing during the month of February 2019. He added there has been some flooding reported, and City Staff will help residents as much as possible in areas where there might be flooding.

Mr. Duddeck stated a representative of Xcel Energy will be at the City Council's April 2, 2019 meeting to provide information on the upcoming gas line project, and what residents can expect during construction.

Mr. Duddeck stated a representative of the Minnesota Department of Agriculture will be at the City Council's April 16, 2019 meeting to give an emerald ash borer presentation.

Mr. Duddeck stated the Economic Development Authority (EDA) met last week to discuss upcoming economic activities in North St. Paul. He added the EDA works to promote the community and its businesses and works closely with the local Business Association.

Mr. Duddeck stated the Friday Car Shows will be starting the first Friday in June. He added a car show meeting is scheduled for Saturday March 23, 2019 at 9:00 a.m. at Luther Auctions.

Mr. Duddeck stated another new business, Mo's Tropical Fruit, is also being welcomed to Target Plaza.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

There were no reports.

XII. GENERAL BUSINESS

Council Member Thorsen requested that City Staff review road conditions on 7th Avenue East between 1st Avenue N and 3rd Avenue N. He added repairs and mitigation should be considered and expedited as the road surface gets bad in the spring.

Mr. Duddeck stated that road has been discussed recently as part of discussions related to the Anchor Block site. He added the City's Pavement Management Plan is due to be reviewed and changed so that it is more development specific, and roads like 7th Street need to be addressed as part of overall reconstruction efforts.

Mayor Furlong thanked the City's Public Works crew for the remarkable job they did on snow removal in the month of February.

XIII. CLOSED SESSION

There was no closed session.

XIV. ADJOURNMENT

There being no further business, on motion by Council Member Sonnek, Seconded by Council Member Walczak, with all present voting aye, Council Member Petersen absent (4-0), Mayor Furlong adjourned the meeting at 7:45 p.m.

Terrence J. Furlong, Mayor

Attest: _____
Scott A. Duddeck, Interim City Manager



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Accounting Technician
DATE: April 2, 2019
SUBJECT: Recommendation of approval of GENERAL claims list.

Claim Date

3/22/2019 Payroll Register DD - Derauf Final	\$3,341.92
3/22/2019 Payroll Direct Payables - Derauf Final	\$1,664.06
3/29/2019 Payroll Register DD	\$110,529.22
3/29/2019 Payroll Direct Payables	\$90,688.17
Payroll Subtotal	<u>\$206,223.37</u>

3/18/2019 Reissued Check	133029	\$	58.64	
3/22/2019 Early Release A/P Packet	133030-133058	\$	47,154.24	Approved by City Manager
3/26/2019 Early Release A/P Packet	133059-133062	\$	81,368.30	Approved by City Manager
AP Subtotal		\$	<u>128,581.18</u>	

Grand Total \$ 334,804.55

Approved this 2nd day of April, 2019

City Manager

Mayor



3-22-2019 12:32 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: 3/22/2019

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	1	3,341.92
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	1	3,341.92

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 04069 3/22/19 DERAUF FINAL - 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 201903224452	FEDERAL WITHHOLDING	D	3/22/2019		654.63	000385	
	I-T3 201903224452	FICA TAXES	D	3/22/2019		576.62	000385	
	I-T4 201903224452	MEDICARE TAXES	D	3/22/2019		134.86	000385	1,366.11
M12900		MNEFTS						
	I-T2 201903224452	MN Income Tax WH	D	3/22/2019		297.95	000386	297.95

* * 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	1,664.06	1,664.06
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	1,664.06	1,664.06

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 3/25/2019

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	59	110,529.22
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	59	110,529.22

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 04073 3/29/19 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 201903254456	FEDERAL WITHHOLDING	D	3/29/2019		16,036.79	000387	
	I-T3 201903254456	FICA TAXES	D	3/29/2019		13,834.48	000387	
	I-T4 201903254456	MEDICARE TAXES	D	3/29/2019		4,894.30	000387	34,765.57
I09115		VOYA RETIREMENT INSURANCE AND A						
	I-22 201903254456	PAYROLL DEDUCTION	D	3/29/2019		2,609.00	000388	
	I-23 201903254456	EMP/EMPR DEFERRED COMP	D	3/29/2019		1,123.95	000388	3,732.95
I09137		I C M A DISTRIBUTION CENTER						
	I-2 201903254456	EMP/EMPR DEFERRED COMP	D	3/29/2019		8,189.21	000389	
	I-21 201903254456	EMP/EMPR DEFERRED COMP	D	3/29/2019		2,524.69	000389	
	I-26 201903254456	LOAN PAYMENTS TO ICMA	D	3/29/2019		503.75	000389	
	I-2IR201903254456	EMP/EMPR DEFERRED COM	D	3/29/2019		1,174.23	000389	12,391.88
M12900		MNEFTS						
	I-T2 201903254456	MN Income Tax WH	D	3/29/2019		7,448.63	000390	7,448.63
P16470		P E R A						
	I-91 201903254456	6634-00 REG PERA	D	3/29/2019		14,887.14	000391	
	I-92 201903254456	6634-00 PERA PD	D	3/29/2019		17,462.00	000391	32,349.14

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	5	0.00	90,688.17	90,688.17
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
 BANK TOTALS:	 5	 0.00	 90,688.17	 90,688.17

3/18/2019 10:03 AM

A / P CHECK REGISTER

PAGE: 1

PACKET: 04065 REISSUE 132851

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	MARY JANE ARMSTRONG							
	I-UBREFUNDREISSUE	MARY JANE ARMSTRONG:	R	3/18/2019		58.64CR	133029	58.64

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	58.64	58.64
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	1	0.00	58.64	58.64

TOTAL ERRORS: 0

TOTAL WARNINGS: 0



**NORTH
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MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Accounting Technician
DATE: March 22, 2019
SUBJECT: Recommendation of approval of GENERAL claims list.

Claim Date

3/22/2019 A/P Checks	133030-133058	\$	47,154.24
	AP Subtotal	\$	47,154.24

Grand Total	\$	47,154.24
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Approved this 22nd day of March, 2019

City Manager - Pre-Approval



PACKET: 04068 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
A01300	ASPEN EQUIPMENT COMPANY							
	I-10201917	VANE SPINNER FS	R	3/22/2019		33.03CR	133030	33.03
C03002	CAMPBELL KNOTSON PA							
	I-13-2076-0067G	LEGAL SERVICES	R	3/22/2019		240.00CR	133031	240.00
C03066	CINTAS							
	I-4017992722	UNIFORM SERVICES	R	3/22/2019		59.26CR	133032	
	I-4017992765	UNIFORM SERVICES	R	3/22/2019		491.43CR	133032	
	I-4018387545	UNIFORM SERVICES	R	3/22/2019		59.26CR	133032	
	I-4018387552	UNIFORM SERVICES	R	3/22/2019		8.07CR	133032	618.02
C03220	CMP ATTACHMENTS LLC							
	I-3543	COUPLER REPAIR	R	3/22/2019		1,300.00CR	133033	1,300.00
C03273	CURTIS 1000 INC - MINNESOTA							
	I-5487955	LETTERHEAD PAPER	R	3/22/2019		939.65CR	133034	939.65
D04012	DAKOTA SUPPLY GROUP							
	C-E563359	RETURN	R	3/22/2019		137.29	133035	
	I-E565808	LED LIGHTS	R	3/22/2019		2,141.10CR	133035	2,003.81
D04068	DELTA DENTAL OF MINNESOTA							
	I-7596672	APRIL DENTAL INSURANCE	R	3/22/2019		6,294.40CR	133036	6,294.40
E05126	EMERGENCY AUTOMOTIVE TECHNOLOGIES INC							
	I-SVC27058	SPOTLIGHT HANDLE	R	3/22/2019		77.34CR	133037	77.34
F06001	FACTORY MOTOR PARTS CO							
	I-1-5886515	BATTERY	R	3/22/2019		58.12CR	133038	58.12
F06060	FERRELLGAS							
	I-1105418643	PROPANE FORKLIFT FUEL	R	3/22/2019		127.99CR	133039	127.99
G07291	GRAFFIC TRAFFIC							
	I-4612	OBERMUELLER CITY SHIRTS	R	3/22/2019		50.00CR	133040	50.00
I09178	STUART C IRBY CO							
	I-S011139005.003	METERS	R	3/22/2019		1,003.75CR	133041	
	I-S011147871.001	FUSED SECT PED	R	3/22/2019		4,575.00CR	133041	5,578.75
K09100	KATH FUEL OIL SERVICE CO							
	I-649131	OIL MASTER	R	3/22/2019		385.00CR	133042	385.00

PACKET: 04068 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
L12103	LAWSON PRODUCTS INC I-9306543659	NYLON CABLE TIES	R	3/22/2019		125.29CR	133043	125.29
L12385	LOCAL UNION #160 I-201903224451	MARCH UNION DUES	R	3/22/2019		877.68CR	133044	877.68
M13037	MADDEN GALANTER HANSEN LLP I-201903154446	LEGAL SERVICES	R	3/22/2019		470.26CR	133045	470.26
M13110	MENARDS-OAKDALE I-74458 I-74474 I-74910	LIGHT SUPPLIES LIGHTING SUPPLIES SWITCH, PUSHIN CNCTR, CROSS T	R R R	3/22/2019 3/22/2019 3/22/2019		251.21CR 90.07CR 91.39CR	133046 133046 133046	432.67
M13192	MN BENEFIT ASSOC I-2019-0056146	LIFE INS APRIL 2019	R	3/22/2019		71.17CR	133047	71.17
M13211	OFFICE OF MN IT SERVICES I-W19020576	FEB 2019 VOICE SERVICES	R	3/22/2019		55.40CR	133048	55.40
M13227	MN DEPT OF COMMERCE I-1000041487	4TH QTR 2019 ASSESSMENT	R	3/22/2019		1,875.73CR	133049	1,875.73
M14137	ROSEVILLE MIDWAY FORD I-365527	OIL FILTERS	R	3/22/2019		71.12CR	133050	71.12
N14168	NORTHERN TOOL & EQUIPMENT I-4131073029	COUPLER & IMPACT TOOL	R	3/22/2019		565.98CR	133051	565.98
O15001	O'REILLY AUTO PARTS I-2074-387221 I-2074-393396 I-2074-393973	TRUFLEX BELT GLASS CLEANER ATF FLUID	R R R	3/22/2019 3/22/2019 3/22/2019		5.46CR 76.04CR 363.66CR	133052 133052 133052	445.16
R18047	NM CLEAN 1, LLC I-0000082-IN	R&M VEHICLES SQUAD WASHES	R	3/22/2019		90.93CR	133053	90.93
R18091	RESCO I-737963-01 I-737963.01	CABINETS CABINETS	R R	3/22/2019 3/22/2019		13,424.00CR 1,824.00CR	133054 133054	15,248.00
S18996	SAFE-FAST INC I-INV212226	SAFETY GLASSES	R	3/22/2019		188.18CR	133055	188.18

PACKET: 04068 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
S19003	INNOVATIVE OFFICE SOLUTIONS LLC							
	I-DP-SO-2445759	DEPOSIT ON OFFICE FURNITURE	R	3/22/2019		3,770.97CR	133056	3,770.97
S19433	STAPLES ADVANTAGE							
	I-3405289887	OFFICE SUPPLIES	R	3/22/2019		27.72CR	133057	27.72
S19485	SUN LIFE FINANCIAL							
	I-201903224448	LIFE JAN 2019 COVERAGE	R	3/22/2019		1,719.00CR	133058	
	I-201903224449	LIFE FEB 2019 COVERAGE	R	3/22/2019		1,713.35CR	133058	
	I-201903224450	LIFE MARCH 2019 COVERAGE	R	3/22/2019		1,699.52CR	133058	5,131.87

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	29	0.00	47,154.24	47,154.24
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:	29	0.00	47,154.24	47,154.24

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04068 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
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
001	3/2019	3,006.57CR
050	3/2019	25,800.47CR
053	3/2019	3,770.97CR
096	3/2019	11,497.44CR
098	3/2019	2,841.93CR
099	3/2019	236.86CR

=====		
ALL		47,154.24CR



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MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Accounting Technician
DATE: March 26, 2019
SUBJECT: Recommendation of approval of GENERAL claims list.

Claim Date

3/26/2019 A/P Checks

133059-133062	\$	81,368.30
AP Subtotal	\$	81,368.30

Grand Total	\$	<u>81,368.30</u>
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Approved this 26th day of March, 2019

City Manager - Pre-Approval



PACKET: 04076 early release insurance

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
B02053	BLUE CROSS BLUE SHIELD OF MN							
	I-190206382429	MARCH INSURANCE	R	3/26/2019		38,166.15CR	133059	
	I-190304058492	APRIL INSURANCE	R	3/26/2019		39,859.41CR	133059	78,025.56
M16475	NCPERS GROUP LIFE INS.							
	I-663400042019	APRIL 2019 PREMIUMS	R	3/26/2019		144.00CR	133060	144.00
T20192	T-MOBILE							
	I-201903264459	CELL PHONE SERV 2/1-3/10	R	3/26/2019		1,285.71CR	133061	
	I-201903264460	CARDS & TABLETS 2/11-3/10	R	3/26/2019		634.62CR	133061	
	I-201903264461	FD/PD TABLETS CARDS 2/9-3/8	R	3/26/2019		753.26CR	133061	2,673.59
V01101	VERIZON WIRELESS							
	I-9825838072	CELL PHONE SERV 2/11-3/10	R	3/26/2019		525.15CR	133062	525.15

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	4	0.00	81,368.30	81,368.30
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:	4	0.00	81,368.30	81,368.30

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04076 early release insurance

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
001	3/2019	5,171.62CR
049	3/2019	133.74CR
050	3/2019	240.31CR
096	3/2019	75,809.56CR
098	3/2019	13.07CR
=====		
ALL		81,368.30CR

Agenda Information Memorandum
North St. Paul City Council
April 2, 2019

FROM THE OFFICE OF THE COMMUNITY DEVELOPMENT DEPARTMENT

Agenda placement: Consent

Subject: SPECIAL EVENT PERMIT FOR PUB CRAWL

To: Honorable Mayor and City Council

Background/Facts:

- Event date is Saturday, April 27, 2019, 4:00 p.m. to 10:00 p.m.; set-up time is 3:00 p.m. and dismantle at 11:00 p.m.
- The event will feature patrons visiting various bars in North St. Paul.
- North High School Committee will provide adequate trash bins and clean up.
- North High School Committee will have flags at each crosswalk for additional visibility to motorist.
- North High School Committee will have 2 volunteers inside and 2 outside of each bar to ensure appropriate behavior.

North High School Committee are not requesting assistance from Police or Public Works.

Recommendation: It is recommended the City Council approve the special event permit for the 2019 Pub Crawl.

Attachments:

Special Event Permit Application.
Resolution approving special event permit.
Map outlining route.

Respectfully submitted,

/s/ CG by mm

Cynthia Govan
Community Development Administrative Assistant

APPROVED FOR AGENDA ENCLOSURE:

/s/ SD by mm

Scott A. Duddeck
Interim City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2019-XXX

Consent Agenda

**RESOLUTION APPROVING A SPECIAL EVENT PERMIT
FOR THE PUB CRAWL ON SATURDAY, APRIL 6, 2019**

WHEREAS, the City of North St. Paul has received a request for a Special Event Permit from Mary Donohue to hold the Chase the Snowman 5K on Saturday, April 27, 2019 beginning at 4:00 P.m. in North St. Paul; and

WHEREAS, the purpose of the Pub Crawl is a fundraiser event for North High Senior Class 2019 to party in a safe drug free environment; and

WHEREAS, the following shall apply:

- Event date is Saturday, April 27, 2019, 4:00 p.m. to 10:00 p.m.; set-up time is 3:00 p.m., and dismantle time is 11:00 p.m.
- The event will feature patrons visiting bars in Downtown North St. Paul.
- North High School Committee will provide adequate trash bins and clean up.
- Flags will be at each crosswalk for additional visibility to motorist.
- All departments have reviewed the request.

WHEREAS, North High School Committee are not requesting services from Police, Electric or Public Works; and,

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of North St. Paul, it hereby approves the Special Event Permit application for the Pub Crawl on Saturday, April 27, 2019 beginning at 4:00 p.m. as referenced above.

ADOPTED this 2nd day of April, 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

Terrence J. Furlong, Mayor

Attest: _____
Scott A. Duddeck, Interim City Manager



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

2019

SPECIAL EVENT PERMIT APPLICATION – 2018

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

I. TITLE AND BRIEF DESCRIPTION OF EVENT:

North St Paul Pub Crawl. Fundraiser Event for NSP Senior Class 2019 Lock-In/ All Night Party: Providing
A Safe & Drug Free Place Seniors can be Night of Their Graduation to Celebrate.

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

Applicant: Amy Caldwell

Title: Committee Chair Senior Grad Party Planning Committee Fundraising

Address: 2805 Longview Dr, North St Paul, MN 55109

Business/Organization Name: North HS All Night Senior Class Party Parent Booster Club

Daytime Phone: 651.334.2648 Evening Phone: Emergency Phone: Pat Hogan 651.263.1170

E-Mail Address: amy.caldwell@davey.com

III. EVENT TIMETABLE:

Requested day and date: **Sat. April 27th 2019**

Requested hours of operation, from **4pm** a.m./**p.m.** to **10pm** a.m./**p.m.**

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

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

E. Anticipated number of participants **400** and spectators

IV. INSURANCE:

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

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

	Trash containers (indicate number/location below)
	Electricity (The cost of the electrical hook-up is the applicant's responsibility. Payment must be made to the City of North Saint Paul. Please contact Brian Frandle at 747-2472.)
	Police Officers / Reservists
	Fire Department Personnel / Vehicles
	Barricades / Traffic Cones How Many?
	Recycling Containers How Many
	Other - Please describe: We have flags for crosswalks from last year we will use for high visibility. Safety.

VI. CHECK ALL ITEMS WHICH APPLY TO YOUR EVENT:

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

VII. CHARITABLE GAMBLING (CHECK IF APPLIES):

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

VIII. VENDORS OR CONCESSIONAIRES:

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

If their permit is good with the city:

Chef Shawns (Ribs, Ribs Tips, Chicken, Pulled Pork)

- Sidewinders

parking lot - 3/27/19 waiting to receive
COI + County or state food vendor license.

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

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

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

If yes, describe sanitation measures and food handling procedures:

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

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

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

X. ALCOHOLIC BEVERAGES:

Will alcoholic beverages be served? _____ Yes ☒ No

If Yes Name of Liquor Establishment:

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

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

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

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

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

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

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

XI. SECURITY AND SAFETY PROCEDURES:

Describe your proposed procedures for security and crowd control:

Notification of Event to Local Businesses. Volunteers will be monitoring the crowds. Parents/ Friends/ Neighs/ Bar employees (American Legion, Sidewinders, Roddy's, Polar, VFW & Neumann's) All committed to the safety of all attending or not attending this event.

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

Starting/ Ending earlier (4pm-10pm)

We have high vis flags for each crosswalk for additional visibility to motorists.

Volunteers will not be drinking on their shifts - there will 4 Volunteers at each Bar (2 Outside/ 2 Inside)

To ensure appropriate behavior.

XII. CLEAN-UP:

List persons responsible for clean-up duties:	Amy Caldwell
Commitee Members	Pat Hogan
Terri Wold	Beth Baldwill

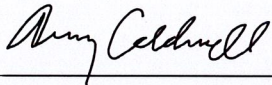
XIII. MITIGATION OF THE IMPACT ON OTHERS:

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

Inviting and Notifying all local bussiness & Neighs in attending this event so they are aware and not surprised by the number of people in the area that day/ night.

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

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

Applicant Signature:  Date of Application: 3.21.19

FOR OFFICE USE ONLY

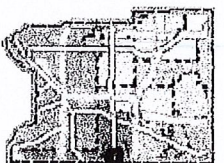
Received	
By	<u>Cynthia Govan</u>
Date	<u>3-27-2019</u>
Mail	
Fax	
In Person	

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

NSP Pub Crawl April 27th 4pm-10pm

to Bars (American Legion, Sidenbers, Polar, Roddy's, Neumann's, VFW)

Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries

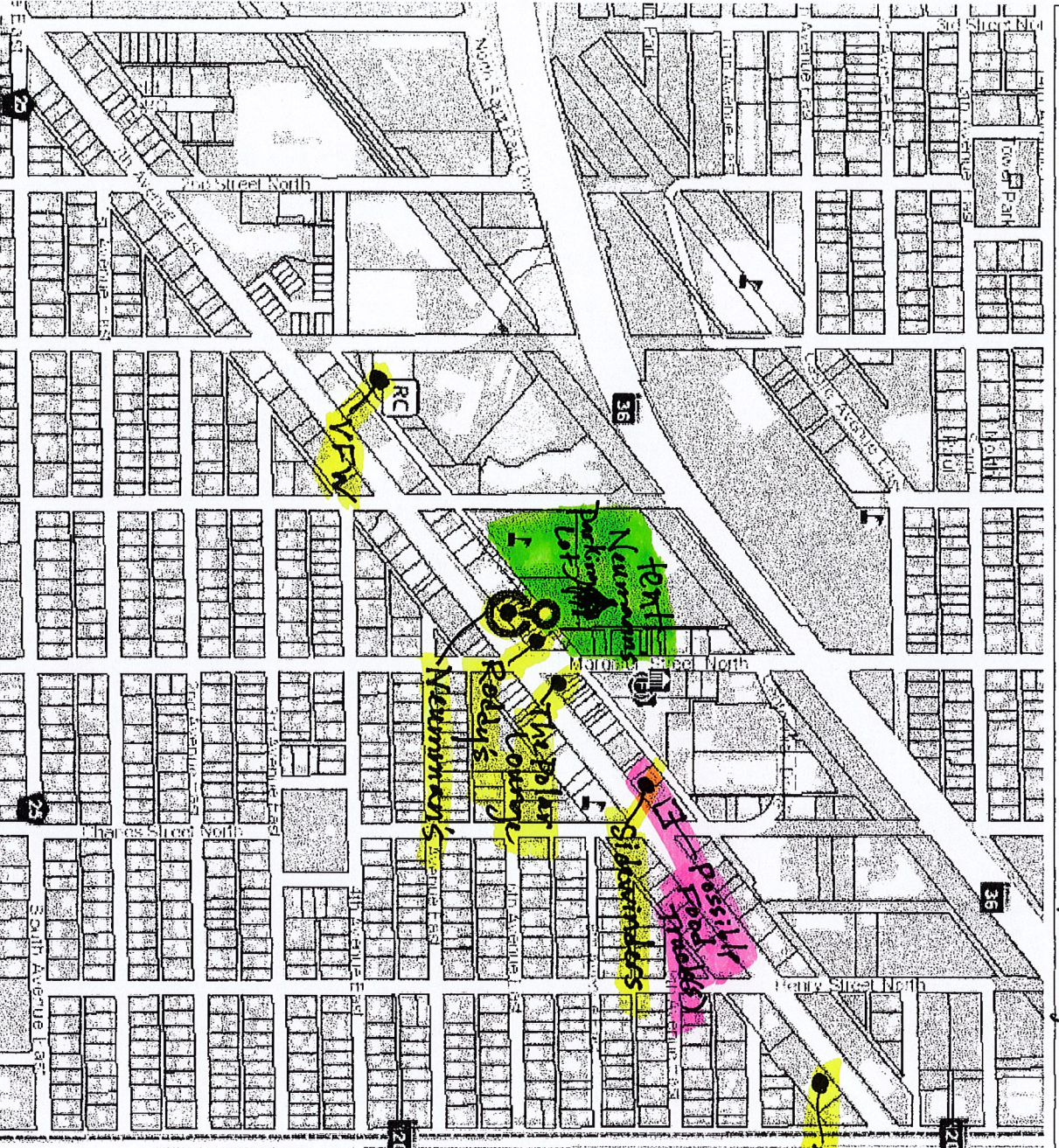
● Pub Crawl

□ Possible Food Trucks
Sidenbers Parking

■ Tent in Neumann's
Parking lot

Notes

Enter Map Description







ST3

Certificate of Exemption**Purchaser:** Complete this certificate and give it to the seller.**Seller:** If this certificate is not completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked. This certificate remains in force as long as the purchaser continues making purchases or until otherwise cancelled by the purchaser.

- ☐ Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____.
- ☐ If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make purchases for a specific job. Enter the exempt entity name and specific project:
- Exempt entity name _____ Project description _____

Name of Purchaser

* North HS All Night Senior Class Party Parent Booster Club

Business Address

2520 East 12th Avenue

City

N St Paul

State

MN

ZIP code

55109

Purchaser's Tax ID Number

47-2352074

State of Issue

MN

If no tax ID number,

Enter one of the following:

FEIN

Driver's license number/State issued ID number

State of Issue

Number

Name of seller from whom you are purchasing, leasing, or renting

Seller's Address

City

State

ZIP code

Type of Business

- | | |
|--|--|
| ☐ 01 Accommodation and food services | ☐ 11 Transportation and warehousing |
| ☐ 02 Agricultural, forestry, fishing, hunting | ☐ 12 Utilities |
| ☐ 03 Construction | ☐ 13 Wholesale trade |
| ☐ 04 Finance and insurance | ☐ 14 Business services |
| ☐ 05 Information, publishing and communications | ☐ 15 Professional services |
| ☐ 06 Manufacturing | ☐ 16 Education and health-care services |
| ☐ 07 Mining | ☒ 17 Nonprofit organization |
| ☐ 08 Real estate | ☐ 18 Government |
| ☐ 09 Rental and leasing | ☐ 19 Not a business (explain) _____ |
| ☐ 10 Retail trade | ☐ 20 Other (explain) _____ |

Reason for Exemption

- | | |
|---|--|
| ☐ A Federal government (department) _____ | ☐ J Agricultural production |
| ☐ B Specific government exemption (from list on back) | ☐ K Industrial production/manufacturing |
| ☐ C Tribal government (name) _____ | ☐ L Direct pay authorization |
| ☐ D Foreign diplomat # _____ | ☐ M Multiple points of use (services, digital goods, or computer software delivered electronically) |
| ☒ E Charitable organization # 26053413002687 | ☐ N Direct mail |
| ☐ F Educational organization # _____ | ☐ O Other (enter number from back page) _____ |
| ☐ G Religious organization # _____ | ☐ P Percentage exemption |
| ☐ H Resale | ☐ Advertising (enter percentage) _____ % |
| ☐ I Qualifying capital equipment (see instructions when equipment claimed is part of a construction project) | ☐ Utilities (enter percentage) _____ % |
| | ☐ Electricity (enter percentage) _____ % |

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of Authorized Purchaser

Print Name Here

Title

Date

Pub Crawl Volunteers

Activity	Date	Comments
Assemble Lanyards	Now	
Assemble prize baskets		
Tent behind Neumann's	April 22-25	Mon-Thurs week of event
Set up in tent, at bars	27-Apr	Set up
Sell lanyards VFW	27-Apr	volunteers - set up prize area in tent, raffle ticket sale tables at bars
Sell lanyards Neumann's	27-Apr	2 shifts: 3-6 pm; 6 - 9 pm (Sell Lanyards or Raffle Tickets- Outside the Bar)
Sell lanyards Roddy's	27-Apr	2 shifts: 3-6 pm; 6 - 9 pm (Sell Lanyards or Raffle Tickets- Outside the Bar)
Sell lanyards Polar	27-Apr	2 shifts: 3-6 pm; 6 - 9 pm (Sell Lanyards or Raffle Tickets- Outside the Bar)
Sell lanyards Sidewinders	27-Apr	2 shifts: 3-6 pm; 6 - 9 pm (Sell Lanyards or Raffle Tickets- Outside the Bar)
Sell lanyards American Legion	27-Apr	2 shifts: 3-6 pm; 6 - 9 pm (Sell Lanyards or Raffle Tickets- Outside the Bar)
Sell raffle tickets VFW	27-Apr	2 shifts: 4 -7; 7 -10 pm
Sell raffle tickets Neumann's	27-Apr	2 shifts: 4 -7; 7 -10 pm
Sell raffle tickets Roddy's	27-Apr	2 shifts: 4 -7; 7 -10 pm
Sell raffle tickets Polar	27-Apr	2 shifts: 4 -7; 7 -10 pm
Sell raffle tickets Sidewinders	27-Apr	2 shifts: 4 -7; 7 -10 pm
Sell raffle tickets Am Legion	27-Apr	2 shifts: 4 -7; 7 -10 pm
Security/floaters	27-Apr	2 shifts: 4 -7; 7 -10 pm, collect excess money from ticket sales, assist as needed (2 adults per shift)
Tent sales/attendants	27-Apr	4 -7; 7 -10 pm; (2 adults per shift)



ASSOCIATION
INSURANCE
MANAGEMENT INC

MEMBER CERTIFICATE OF INSURANCE

3/25/19

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: MN144970

NAMED INSURED MEMBER:

North High Graduation Committee
Attn: Rebecca Hansen or Current Officer
2416 E 11th Ave
North Saint Paul, MN 55109

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 674051
Dallas TX, 75267-4051

PRODUCER NAME

AIM Association Insurance
Management, Inc.
PO Box 674051
Dallas TX, 75267-4051

Company / Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
Tudor Insurance Company / Commercial General Liability	CPG1131954	4/10/19 - 4/10/20	\$ 0	Each Occurrence	\$2,000,000
				General Aggregate	\$2,000,000
				Products - COMP/OPS - Subject to General Aggregate	Included
				Personal & Advertising Injury	\$2,000,000
				Fire Damage (any one fire)	\$50,000
Tudor Insurance Company / Extended Medical Payments	CPG1131954	4/10/19 - 4/10/20	\$ 0	Any One Person	\$25,000

Certificate Holder:

City of North St Paul
2400 Margaret St N.
North St Paul MN 55109

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at www.aim-companies.com

AUTHORIZED REPRESENTATIVE

Cynthia Govan

From: Tom Lauth
Sent: Thursday, March 28, 2019 10:01 AM
To: Cynthia Govan
Cc: Gina Mancini; Sandra Bush
Subject: RE: Annual Pub Crawl Special Event Application - April 27, 2019

Hi Cynthia,

PD is good with it - their food vendor(s) should have a current Ramsey County food license.

Tom

-----Original Message-----

From: Cynthia Govan
Sent: Wednesday, March 27, 2019 4:02 PM
To: Tom Lauth <Tom.Lauth@northstpaul.org>
Cc: Cynthia Govan <Cynthia.Govan@northstpaul.org>; Gina Mancini <Gina.Mancini@northstpaul.org>; Sandra Bush <Sandra.Bush@northstpaul.org>
Subject: Annual Pub Crawl Special Event Application - April 27, 2019

3/27/2019

Hi Chief,

I have attached a Special Event request for the annual Pub Crawl. It doesn't appear that they are requesting any services from the City, however, I did request and received a Certificate of Insurance. Please review the application and sign-off by end-of-day, tomorrow, Thursday, 3/28.

Please and thank you!

Cynthia Govan
Community Development
direct 651.747.2441
fax 651.747.2435
cynthia.govan@northstpaul.org

-----Original Message-----

From: Toshiba MFP <CD_Toshiba_MFP@metro-inet.us>
Sent: Wednesday, March 27, 2019 3:07 PM
To: Cynthia Govan <Cynthia.Govan@northstpaul.org>
Subject: Send data from MFP12127712 03/27/2019 15:06

Agenda Information Memorandum
North St. Paul City Council
April 2, 2019

FROM THE OFFICE OF THE POLICE DEPARTMENT

Subject: Application for a Charitable Gambling Permit to conduct lawful gambling in the form of Raffles by the North High School All-Night Senior Party Parent Booster Club (NHS-ANSPPBC) on April 27, 2019, in downtown North St. Paul.

To the Honorable Mayor and City Council:

To review and approve or deny, application and permit for Charitable Gambling for the NHS-ANSPPBC.

FACTS

- Previously granted Charitable Gambling permits.
- Intention to have raffle(s) at all participating liquor establishments on 7th Avenue.

Attachments for Council Packet:

Resolution

Items reviewed by Police Chief Lauth:

City Charitable Gambling Local Permit No. 2019-006.

Minnesota Lawful Gambling LG220 Application for Exempt Permit.

Tennessee Warning

Respectfully submitted,

/s/ TL by mm

Tom Lauth
Police Chief

APPROVED FOR AGENDA ENCLOSURE:

/s/ SD by mm

Scott A. Duddeck
Interim City Manager

Agenda placement: Consent Agenda

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2019-xxx

Consent Agenda

**RESOLUTION APPROVING MINNESOTA
LAWFUL GAMBLING APPLICATION FOR EXEMPT PERMIT
FOR NORTH HIGH SCHOOL ALL-NIGHT SENIOR
CLASS PARTY PARENT BOOSTER CLUB.**

WHEREAS, Amy Caldwell, on behalf of North High School All-Night Senior Class Party Parent Booster Club, has submitted an Application to conduct a Minnesota Lawful Gambling event in the City of North St. Paul; and

WHEREAS, this is intended as a fundraising event and will include lawful forms of gambling to take place on Saturday, April 27th, 2019 in downtown North St. Paul; and

WHEREAS, North St. Paul High School All-Night Senior Class Party Parent Booster Club is registered with the State of Minnesota as a Nonprofit Corporation (Domestic); and

WHEREAS, North St. Paul High School All-Night Senior Class Party Parent Booster Club has previously been granted Lawful Gambling Permits; and

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, that said application is hereby approved for North St. Paul High School All-Night Senior Class Party Parent Booster Club to conduct a Lawful Charitable Gambling event, in downtown North St. Paul on Saturday, April 27th, 2019; and

BE IT FURTHER RESOLVED, the City sixty-day and State thirty-day waiting periods are hereby waived.

ADOPTED this 2nd day of April, 2019.

Motion by Council Member

Second by Council Member

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

Nay: None

Absent: None

Abstain: None

Terrence J. Furlong, Mayor

Attest: _____
Scott A. Duddeck, Interim City Manager

Agenda Information Memorandum
North St. Paul City Council
April 2, 2019

FROM THE OFFICE OF THE POLICE DEPARTMENT

Subject: Continuation of funding for services provided by Youth Service Bureau (YSB).

To the Honorable Mayor and City Council:

To review and approve or deny the renewal and continuation of services provided by Youth Service Bureau.

FACTS

- YSB has been providing youth diversion, restorative justice programs and counseling services to the City of North St. Paul since 2013.

Attachments for Council Packet:
Resolution

Items reviewed by Police Chief Lauth:
Letter from the Director of the Youth Service Bureau
Past continuations of service.

Respectfully submitted,

/s/ TL by mm

Tom Lauth
Police Chief

APPROVED FOR AGENDA ENCLOSURE:

/s/ SD by mm

Scott Duddeck
Interim City Manager

Agenda placement: Consent Agenda



RECEIVED MAR 26 2019

*Helping youth and families learn the skills they need to be more successful
at home, in school and throughout the community.*

www.ysb.net

City of North St Paul
Attn: Scott Duddeck, Interim City Administrator
2400 Margaret Street
North St Paul, MN 55109

Dear Scott,

Thank you for the City of North St Paul's past support of Youth Service Bureau's (YSB) mission to *help youth and families learn the skills they need to be more successful at home, in school and throughout the community*. In 2018, your contribution to YSB was \$11,500.

For 43 years, YSB has pursued our goal to give youth and families the support they need at the first sign of challenges; early intervention helps avoid significant future consequences and costs, benefitting youth and the communities that they live in. By accessing YSB's youth-focused family counseling services, diversion programs, chemical health support and parent education, youth and families are better equipped to handle life's challenges and learn from their mistakes.

YSB's programs are based on promoting prevention and early intervention strategies. When help is needed, early and immediate interventions support better learning and increase positive outcomes. YSB's program Areas:

- **Youth-Focused Family Counseling (Mental Health)** services help youth who are just beginning to struggle with challenges in their lives and provides support to parents and caregivers. 77% of parents have indicated that their child's issues were resolved or manageable in follow-up of closed cases.
- **School-Based Chemical Health** specialists are a critical resource for students, families and school staff. We provide direct student support services and prevention services. 80% of youth have indicated an increased resilience to chemical use.
- **Diversion Programs** are early-intervention programs that hold youth accountable for inappropriate actions, such as theft, curfew violation, fighting, and chemical use, without creating a juvenile record. YSB involves parents and caregivers in the process, giving families needed support. 84% of youth completing our programs have not reoffended in the following 12 months.
- **Youth and Family Education** program provides current, relevant, and supportive information to families and the wider community. We also provide schools with staff and classroom presentations to educate them about anxiety, chemical use, and social media use. 98% of respondents from 92 community and 158 school-based presentations indicated that the content was good or great and useful or very useful.

Referrals to all our services are welcome from anyone concerned about a youth's behaviors, choices and/or mental health. This includes parents, teachers, school administrators, social workers, school officer liaisons, and youth themselves. Washington County Police and Court referrals are common for YSB's Diversion services for situations involving law enforcement.

Last year, YSB provided over **8000** hours of services to over **14,000** youth and families through YSB's program areas to make a real difference in their lives by improving school performance and healthy outcomes, reducing truancy and court costs, educating youth and parents, and providing needed social services.

With support from our municipal and community partners, donors and volunteers, YSB ensures that families never have to face life's challenges alone. Working together we show that when young people and their families are provided accurate information and effective support, they can make better choices, improving their lives and benefitting the entire community.

If you would like to schedule a short presentation about our work in the community at an upcoming City Council meeting, please contact Barbara Ohs at 651-439-8800. Thank you for your past support in finding local solutions that help youth and their families make better choices and have brighter futures. We appreciate your consideration of our request and look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to read "R. T. Sherman, Jr.", with a stylized, cursive script.

Robert T. Sherman, Jr.
Executive Director

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2019-xxx

**RESOLUTION APPROVING THE CONTINUATION
OF SERVICES AGREEMENT WITH THE YOUTH SERVICE BUREAU**

WHEREAS, Youth Service Bureau provides youth diversion, restorative justice programs and counseling services to many communities including Maplewood and Oakdale, thus most of youth and families in Independent School District (ISD) 622; and,

WHEREAS, continuing this agreement with Youth Service Bureau will provide consistency with these services throughout the communities of ISD 622; and,

WHEREAS, Youth Service Bureau has provided the above services to the City of North St. Paul since 2013; and

WHEREAS, proposed fees for services provided by Youth Service Bureau will continue at \$11,500 for 2019; and

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, it hereby approves the continuation of services agreement with the Youth Service Bureau to provide services to include but not limited to, youth diversion, restorative justice programs, counseling services and other similar services.

ADOPTED this 2nd day of April, 2019.

Motion by Council Member
Second by Council Member

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

Terrence J. Furlong, Mayor

Attest: _____
Scott A. Duddeck, Interim City Manager

MEMORANDUM

To: North St. Paul City Council

From: James Mongé

Re: Amendment to Right-of-Way Management Ordinance

Date: March 20, 2019

Minnesota Statutes Section 237.163

State law gives “telecommunications right of way users” the right to install facilities in the public right-of-way and use the public right-of-way for delivery of their services. This right is subject to local governmental authority to manage the right-of-way through registration and permitting of excavations and obstructions. Local governments must affirmatively elect to manage the right-of-way by adopting a right-of-way ordinance. Under the right-of-way ordinance use of the right-of-way may be conditioned or denied if necessary to protect the public health, safety, or welfare.

In 2017, the state legislature amended the state statutes that authorize local government units (“LGUs”) to regulate the right-of-way. The amendments permit wireless providers to deploy “small wireless facilities” and “wireless support structures” in the right of way. A “small wireless facility” is statutorily defined as an antenna that is located inside an enclosure that is no more than six cubic feet in volume with all other associated wireless equipment being no more than 28 cubic feet in volume. A “wireless support structure” is statutorily defined as a new or existing structure (i.e. pole) in the public right-of-way designed to support or capable of supporting small wireless facilities, as reasonably determined by a LGU.

The state law requires LGU’s to approve or deny small wireless facility permit applications within 90 days. The failure to timely act on a permit application results in the permit being “automatically issued.” Denial of a permit application must be in writing and state the basis for denial.

Under the state law LGU’s are entitled to recover right-of-way management costs from wireless providers that use the right-of-way through permit fees.

One of the wireless industry’s goals in pushing for these amendments to state law was to require that poles or similar structures owned by the LGU in the right-of-way (light poles, for example) be made available for attachment of small wireless facilities. The new law expressly allows the LGU to determine whether a particular pole or other structure in the right of way was designated to support proposed wireless equipment or is capable of doing so. An LGU may deny a wireless provider access to a particular facility based on this determination or other public health, safety, or welfare concerns. LGU’s may also require wireless providers to enter into separate “collocation agreements” for attachments to poles or other facilities the LGU owns. The collocation agreement is additional to the registration and permit requirements.

Another goal of the wireless industry was to obtain the right to use LGU owned facilities in the right of way for little or no rent. The new law allows LGUs to impose annual rent of up to \$150 plus \$25 for maintenance for each site. Additional fees may be imposed if the wireless provider uses LGU-purchased electricity rather than separately metering its facility.

Federal Communications Commission Declaratory Ruling and Third Report and Order

On September 5, 2018, the Federal Communications Commission (FCC) issued a Declaratory Ruling and Third Report and Order Accelerating Broadband Deployment by Removing Barriers to Infrastructure Investment. The purpose of the Order is to “promote the timely build out of [5G] infrastructure across the country by eliminating regulatory impediments that unnecessarily add delays and costs to bringing advanced wireless service to the public.”

The FCC Order limits the fees that LGUs can charge to process small wireless facility applications to “a reasonable approximation of the local government unit’s objectively reasonable costs” and goes on to set presumptively reasonable costs to process small wireless facility applications at “\$500 for a single up-front application that includes up to five Small Wireless Facilities, with an additional \$100 for each Small Wireless Facility beyond five.” This presumptively “reasonable” fee cap applies to all combined fees a City may impose including “siting applications, zoning variance applications, building permits, electrical permits, parking permits, or excavation permits.”

The FCC Order permits LGUs to impose aesthetic requirements on small wireless facilities provided they are (1) reasonable, (2) no more burdensome than those applied to other types of infrastructure deployments, and (3) published in advance. Local aesthetic requirements may not be so burdensome as to effectively prohibit the provision of wireless service.

The FCC Order adopts “shot clocks” for processing small wireless facility applications that it deems “presumptively reasonable.” It sets a 60 day shot clock to process an application for collocation of small wireless facilities on preexisting structures and a 90 day shot clock for new construction of facilities.

Proposed Ordinance

Ordinance No. __ amends Chapter 94 of the City Code on Right-of-Way Management for consistency with state and federal law by:

- Establishing a small wireless facility permit to collocate in the public right of way.
- Imposing a small wireless facility permit fee, which will be included in the City’s Fee Schedule.
- Incorporating the 60 and 90 day deadlines for the City to take action on small wireless facility permit applications.
- Imposing aesthetic requirements on small wireless facilities and wireless support structures.

- Requiring applicants seeking to collocate small wireless facilities on City owned structures to enter into a collocation agreement with the City. Under the collocation agreement, the City will recover its right-of-way management costs, statutory rent, and cost of providing electricity.
- Providing for denial of permit applications and revocation of permits when necessary to protect health, safety, and welfare of the community.

Recommendation: Staff recommends adoption of Ordinance No. _____ and the revised Fee Schedule.

Attachments:

Ordinance No. _____

Ordinance No. _____

Revised Fee Schedule _____

CITY OF NORTH ST. PAUL

ORDINANCE NO. ____

**AN ORDINANCE AMENDING THE
NORTH SAINT PAUL CITY CODE OF ORDINANCES
TITLE IX, GENERAL REGULATIONS,
CHAPTER 94, STREETS AND SIDEWALKS**

**THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA
ORDAINS:**

SECTION 1. Sections 94.30 to 94.61 of the North St. Paul City Code are hereby amended by deleting the strikethrough language and adding the underlined language as follows:

RIGHT-OF-WAY MANAGEMENT

§ 94.30 PURPOSE AND INTENT.

(A) To provide for the health, safety and welfare of its citizens, and to ensure the integrity of its streets and the appropriate use of the rights-of-way, the city strives to keep its rights-of-way in a state of good repair and free from unnecessary encumbrances. Accordingly, the city hereby enacts this chapter of the code relating to right-of-way permits and administration. This chapter imposes reasonable regulation on the placement and maintenance of facilities and equipment currently within its rights-of-way or to be placed therein at some future time. It is intended to complement the regulatory roles of state and federal agencies. Under this chapter, persons excavating and obstructing the rights-of-way will bear financial responsibility for their work. Finally, this chapter provides for recovery of out-of-pocket and projected costs from persons using the public rights-of-way.

(B) This chapter shall be interpreted consistently with 1997 Session Laws, Chapter 123, substantially codified in Minnesota Statutes Sections 237.16, 237.162, 237.163, 237.79, 237.81, and 238.086 (the “Act”), and 2017 Session Laws , Chapter 94 amending the Act, and the other laws governing applicable rights of the city and users of the right-of-way. This chapter shall also be interpreted consistent with Minnesota Rules 7819.0050 – 7819.9950 where possible. To the extent any provision of this chapter cannot be interpreted consistently with the Minnesota Rules, that interpretation most consistent with the Act and other applicable statutory and case law is intended. This chapter shall not be interpreted to limit the regulatory and police powers of the city to adopt and enforce general ordinances necessary to protect the health, safety and welfare of the public.

§ 94.31 ELECTION TO MANAGE THE PUBLIC RIGHTS-OF-WAY

Pursuant to the authority granted to the city under state and federal statutory,

administrative and common law, the city hereby elects, pursuant Minn. Stat. 237.163 subd. 2(b), to manage rights-of-way within its jurisdiction.

§ 94.32 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning. References hereafter to “sections” are, unless otherwise specified, references to sections in this chapter. Defined terms remain defined terms, whether or not capitalized.

ABANDONED FACILITY. A facility no longer in service or physically disconnected from a portion of the operating facility, or from any other facility, that is in use or still carries service. A facility is not abandoned unless declared so by the right-of-way user.

APPLICANT. Any person requesting permission to excavate or obstruct a right-of-way.

CITY. The city of North St. Paul Minnesota. For purposes of section 94.56, “city” means its elected officials, officers, employees and agents.

COLLOCATE. To install, mount, maintain, modify, operate, or replace a small wireless facility on, under, within, or adjacent to an existing wireless support structure or utility pole that is owned privately, or by the city or other government unit.

COMMISSION. The State Public Utilities Commission.

CONGESTED RIGHT-OF-WAY. A crowded condition in the subsurface of the public right-of-way that occurs when the maximum lateral spacing between existing underground facilities does not allow for construction of new underground facilities without using hand digging to expose the existing lateral facilities in conformance with Minnesota Statutes, section 216D.04. subdivision 3, over a continuous length in excess of 500 feet.

CONSTRUCTION PERFORMANCE BOND means any of the following forms of security provided at permittee’s option:

- A. Individual project bond;
- B. Cash deposit;
- C. Security of a form listed or approved under Minn. Stat. Sec. 15.73, subd. 3;
- D. Letter of Credit, in a form acceptable to the city;
- E. Self-insurance, in a form acceptable to the city;
- F. A blanket bond for projects within the city, or other form of construction bond, for a time specified and in a form acceptable to the city.

DEGRADATION. A decrease in the useful life of the right-of-way caused by excavation in or disturbance of the right-of-way, resulting in the need to reconstruct such right-of-way earlier than would be required if the excavation or disturbance did not occur.

DEGRADATION COST. Subject to Minnesota Rules 7819.1100, the cost to achieve a level of restoration, as determined by the city at the time the permit is issued, not to exceed the maximum restoration shown in plates 1 to 13, set forth in Minnesota Rules parts 7819.9900 to 7819.9950.

DEGRADATION FEE. The estimated fee established at the time of permitting by the city to recover costs associated with the decrease in the useful life of the right-of-way caused by the excavation, and which equals the degradation cost.

DEPARTMENT. The department of public works of the city.

DEPARTMENT INSPECTOR. Any person authorized by the city to carry out inspections related to the provisions of this chapter.

DELAY PENALTY. The penalty imposed as a result of unreasonable delays in right-of-way excavation, obstruction, patching, or restoration as established by permit.

EMERGENCY. A condition that (1) poses a danger to life or health, or of a significant loss of property; or (2) requires immediate repair or replacement of facilities in order to restore service to a customer.

EQUIPMENT. Any tangible asset used to install, repair, or maintain facilities in any right-of-way.

EXCAVATE. To dig into or in any way remove or physically disturb or penetrate any part of a right-of-way.

EXCAVATION PERMIT. The permit which, pursuant to this chapter, must be obtained before a person may excavate in a right-of-way. An Excavation permit allows the holder to excavate that part of the right-of-way described in such permit.

EXCAVATION PERMIT FEE. Money paid to the city by an applicant to cover the costs as provided in Section 94.40.

FACILITY or FACILITIES. Any tangible asset in the right-of-way required to provide Utility Service.

FIVE-YEAR PROJECT PLAN. Shows projects adopted by the city for construction within the next five years.

HIGH DENSITY CORRIDOR. A designated portion of the public right-of-way within which telecommunications right-of-way users having multiple and competing facilities may be required to build and install facilities in a common conduit system or other common structure.

HOLE. An excavation in the pavement, with the excavation having a length less than the

width of the pavement.

LOCAL REPRESENTATIVE. A local person or persons, or designee of such person or persons, authorized by a registrant to accept service and to make decisions for that registrant regarding all matters within the scope of this chapter.

MANAGEMENT COSTS. The actual costs the city incurs in managing its rights-of-way, including such costs, if incurred, as those associated with registering applicants; issuing, processing, and verifying right-of-way or small wireless facility permit applications; inspecting job sites and restoration projects; maintaining, supporting, protecting, or moving user facilities during right-of-way work; determining the adequacy of right-of-way restoration; restoring work inadequately performed after providing notice and the opportunity to correct the work; and revoking right-of-way or small wireless facility permits. Management costs do not include payment by a telecommunications right-of-way user for the use of the right-of-way, unreasonable fees of a third-party contractor used by the city including fees tied to or based on customer counts, access lines, or revenues generated by the right-of-way for the city, the fees and cost of litigation relating to the interpretation of Minnesota Session Laws 1997, Chapter 123; Minnesota Statutes Sections 237.162 or 237.163; or any ordinance enacted under those sections, or the city fees and costs related to appeals taken pursuant to Section 94.58 of this chapter.

OBSTRUCT. To place any tangible object in a right-of-way so as to hinder free and open passage over that or any part of the right-of-way.

OBSTRUCTION PERMIT. The permit which, pursuant to this chapter, must be obtained before a person may obstruct a right-of-way, allowing the holder to hinder free and open passage over the specified portion of that right-of-way, for the duration specified therein.

OBSTRUCTION PERMIT FEE. Money paid to the city by a permittee to cover the costs as provided in Section 94.40.

PATCH or PATCHING. A method of pavement replacement that is temporary in nature. A patch consists of (1) the compaction of the subbase and aggregate base, and (2) the replacement, in kind, of the existing pavement for a minimum of two feet beyond the edges of the excavation in all directions. A patch is considered full restoration only when the pavement is included in the city's five-year project plan.

PAVEMENT. Any type of improved surface that is within the public right-of-way and that is paved or otherwise constructed with bituminous, concrete, aggregate, or gravel.

PERMIT. The meaning given "right-of-way permit" in Minnesota Statutes, section 237.162.

PERMITTEE. Any person to whom a permit to excavate or obstruct a right-of-way has been granted by the city under this chapter.

PERSON. An individual or entity subject to the laws and rules of this state, however organized, whether public or private, whether domestic or foreign, whether for profit or nonprofit, and whether natural, corporate, or political.

REGISTRANT. Any person who (1) has or seeks to have its equipment or facilities located in any right-of-way, or (2) in any way occupies or uses, or seeks to occupy or use, the right-of-way or place its facilities or equipment in the right-of-way.

RESTORE or RESTORATION. The process by which an excavated right-of-way and surrounding area, including pavement and foundation, is returned to the same condition and life expectancy that existed before excavation.

RESTORATION COST. The amount of money paid to the city by a permittee to achieve the level of restoration according to plates 1 to 13 of Minnesota Public Utilities Commission rules.

PUBLIC RIGHT-OF-WAY or RIGHT-OF-WAY or ROW. The area on, below, or above a public roadway, highway, street, cartway, bicycle lane or public sidewalk in which the city has an interest, including other dedicated rights-of-way for travel purposes and utility easements of the city. A right-of-way does not include the airwaves above a right-of-way with regard to cellular or other nonwire telecommunications or broadcast service.

RIGHT-OF-WAY PERMIT. Either the excavation permit or the obstruction permit, or both, depending on the context, required by this chapter.

RIGHT-OF-WAY USER. Either: (1) a telecommunications right-of-way user as defined by Minnesota Statutes, section 237.162, subd. 4; or (2) a person owning or controlling a facility in the right-of-way that is used or intended to be used for providing utility service, and who has a right under law, franchise, or ordinance to use the public right-of-way.

SERVICE or UTILITY SERVICE. Any of the following: (1) those services provided by a public utility as defined in Minn. Stat. 216B.02, subds. 4 and 6; (2) services of a telecommunications right-of-way user, including transporting of voice or data information; (3) services of a cable communications systems as defined in Minn. Stat. Chapter. 238; (4) natural gas or electric energy or telecommunications services provided by the city; (5) services provided by a cooperative electric association organized under Minn. Stat., Chapter 308A; and (6) water, and sewer, including service laterals, steam, cooling or heating services.

SERVICE LATERAL. An underground facility that is used to transmit, distribute, or furnish gas, electricity, communications, or water from a common source to an end-use customer. A service lateral is also an underground facility that is used in the removal of wastewater from a customer's premises.

SMALL WIRELESS FACILITY. A wireless facility that meets both of the following qualifications:

- (i) each antenna is located inside an enclosure of no more than six cubic feet in volume or could fit within such an enclosure; and
- (ii) all other wireless equipment associated with the small wireless facility provided such equipment is, in aggregate, no more than 28 cubic feet in volume, not including electric meters, concealment elements, telecommunications demarcation boxes, battery backup power systems, grounding equipment, power transfer switches, cutoff switches, cable, conduit vertical cable runs for the connection of power and other services, and any equipment concealed from public view within or behind an existing structure or concealment.

SUPPLEMENTARY APPLICATION. An application made to excavate or obstruct more of the right-of-way than allowed in, or to extend, a permit that had already been issued.

TEMPORARY SURFACE. The compaction of subbase and aggregate base and replacement, in kind, of the existing pavement only to the edges of the excavation. It is temporary in nature except when the replacement is of pavement included in the city's two-year plan, in which case it is considered full restoration.

TRENCH. An excavation in the pavement, with the excavation having a length equal to or greater than the width of the pavement.

TELECOMMUNICATION RIGHT-OF-WAY USER. A person owning or controlling a facility in the right-of-way, or seeking to own or control a Facility in the right-of-way, that is used or is intended to be used for providing wireless service, or transporting telecommunication or other voice or data information. For purposes of this chapter, a cable communication system defined and regulated under Minn. Stat. Chap. 238, and telecommunication activities related to providing natural gas or electric energy services, ~~whether provided by~~ a public utility as defined in Minn. Stat. Sec. 216B.02, a municipality, a municipal gas or power agency organized under Minn. Stat. Chaps. 453 and 453A, or a cooperative electric association organized under Minn. Stat. Chap. 308A, are not telecommunications right-of-way users for purposes of this chapter except to the extent such entity is offering wireless service.

TWO YEAR PROJECT PLAN. Projects adopted by the city for construction within the next two years.

UTILITY POLE. A pole that is used in whole or in part to facilitate telecommunications or electric service.

WIRELESS FACILITY. Equipment at a fixed location that enables the provision of

wireless services between user equipment and a wireless service network, including equipment associated with wireless service, a radio transceiver, antenna, coaxial or fiber-optic cable, regular and backup power supplies and a small wireless facility, but not including wireless support structures, wireline backhaul facilities, or cables between utility poles or wireless support structures, or not otherwise immediately adjacent to and directly associated with a specific antenna.

WIRELESS SERVICE. Any service using licensed or unlicensed wireless spectrum, including the use of Wi-Fi, whether at a fixed location or by means of a mobile device, that is provided using wireless facilities. Wireless service does not include services regulated under Title VI of the Communications Act of 1934, as amended, including cable service.

WIRELESS SUPPORT STRUCTURE. A new or existing structure in a right-of-way designed to support or capable of supporting small wireless facilities, as reasonably determined by the city.

WIRELINE BACKHAUL FACILITY. A facility used to transport communications data by wire from a wireless facility to a communications network.

§ 94.33 ADMINISTRATION.

The city engineer (or Director of Public Works) is the principal city official responsible for the administration of the rights-of-way, right-of-way permits, and the ordinances related thereto. The city engineer (or Director of Public Works) may delegate any or all of the duties hereunder.

§ 94.34 REGISTRATION AND RIGHT-OF-WAY OCCUPANCY.

(A) *Registration.* Each person who occupies or uses, or seeks to occupy or use, the right-of-way or place any equipment or facilities in or on the right-of-way, including persons with installation and maintenance responsibilities by lease, sublease or assignment, must register with the city. Registration will consist of providing application information and paying a registration fee.

(B) *Registration Prior to Work.* No person may construct, install, repair, remove, relocate, or perform any other work on, or use any facilities or any part thereof, in any right-of-way without first being registered with the city.

(C) *Exceptions.* Nothing herein shall be construed to repeal or amend the provisions of a city ordinance permitting persons to plant or maintain boulevard plantings or gardens in the area of the right-of-way between their property and the street curb. Persons planting or maintaining boulevard plantings or gardens shall not be deemed to use or occupy the right-of-way, and shall not be required to obtain any permits or satisfy any other requirements for planting or maintaining such boulevard plantings or gardens under this chapter. However, nothing herein relieves a person from complying with the provisions

of the Minn. Stat. Chap. 216D, Gopher One Call Law.

§ 94.35 REGISTRATION INFORMATION.

(A) *Information Required.* The information provided to the city at the time of registration shall include, but not be limited to:

1. Each registrant's name, Gopher One-Call registration certificate number, address and e-mail address, if applicable, and telephone and facsimile numbers.
2. The name, address and e-mail address, if applicable, and telephone and facsimile numbers of a local representative. The local representative or designee shall be available at all times. Current information regarding how to contact the local representative in an emergency shall be provided at the time of registration.
3. A certificate of insurance or self-insurance:
 - a. Verifying that an insurance policy has been issued to the registrant by an insurance company licensed to do business in the State of Minnesota, or a form of self-insurance acceptable to the city;
 - b. Verifying that the registrant is insured against claims for personal injury, including death, as well as claims for property damage arising out of the (i) use and occupancy of the right-of-way by the registrant, its officers, agents, employees and permittees, and (ii) placement and use of facilities and equipment in the right-of-way by the registrant, its officers, agents, employees and permittees, including, but not limited to, protection against liability arising from completed operations, damage of underground facilities and collapse of property;
 - c. Naming the city as an additional insured as to whom the coverages required herein are in force and applicable and for whom defense will be provided as to all such coverages;
 - d. Requiring that the city be notified thirty (30) days in advance of cancellation of the policy or material modification of a coverage term; and
 - e. Indicating comprehensive liability coverage, automobile liability coverage, workers compensation and umbrella coverage established by the city in amounts sufficient to protect the city and the public and to carry out the purposes and policies of this chapter.
4. The city may require a copy of the actual insurance policies.
5. If the person is a corporation, a copy of the certificate is required to be filed under Minn. Stat. 300.06 as recorded and certified to by the Secretary of State.

6. A copy of the person's order granting a certificate of authority from the Minnesota Public Utilities Commission or other authorization or approval from the applicable state or federal agency to lawfully operate, where the person is lawfully required to have such ~~certificate~~ authorization or approval from said commission or other state or federal agency.

(B) *Notice of Changes.* The registrant shall keep all of the information listed above current at all times by providing to the city information as to changes within fifteen (15) days following the date on which the registrant has knowledge of any change.

§ 94.36 REPORTING OBLIGATIONS.

(A) *Operations.* Each registrant shall, at the time of registration and by December 1 of each year, file a construction and major maintenance plan for underground facilities with the city. Such plan shall be submitted using a format designated by the city and shall contain the information determined by the city to be necessary to facilitate the coordination and reduction in the frequency of excavations and obstructions of rights-of-way.

The plan shall include, but not be limited to, the following information:

1. The locations and the estimated beginning and ending dates of all projects to be commenced during the next calendar year (in this section, a “next-year project”); and
2. To the extent known, the tentative locations and estimated beginning and ending dates for all projects contemplated for the five years following the next calendar year (in this section, a “five-year project”).

The term “project” in this section shall include both next-year projects and five-year projects.

By January 1 of each year, the city will have available for inspection in the city’s office a composite list of all projects of which the city has been informed of the annual plans. All registrants are responsible for keeping themselves informed of the current status of this list.

Thereafter, by February 1, each registrant may change any project in its list of next-year projects, and must notify the city and all other registrants of all such changes in said list. Notwithstanding the foregoing, a registrant may at any time join in a next-year project of another registrant listed by the other registrant.

(B) *Additional Next-Year Projects.* Notwithstanding the foregoing, the city will not deny an application for a right-of-way permit for failure to include a project in a plan submitted to the city if the registrant has used commercially reasonable efforts to anticipate and plan

for the project.

§ 94.37 PERMIT REQUIREMENT.

(A) *Permit Required.* Except as otherwise provided in this code, no person may obstruct or excavate any right-of-way or install or place facilities in the right-of-way without first having obtained the appropriate right-of-way permit from the city to do so.

1. *Excavation Permit.* An excavation permit is required by a registrant to excavate that part of the right-of-way described in such permit and to hinder free and open passage over the specified portion of the right-of-way by placing facilities described therein, to the extent and for the duration specified therein.

2. *Obstruction Permit.* An obstruction permit is required by a registrant to hinder free and open passage over the specified portion of right-of-way by placing equipment described therein on the right-of-way, to the extent and for the duration specified therein. An obstruction permit is not required if a person already possesses a valid excavation permit for the same project.

3. *Small Wireless Facilities Permit.* A small wireless facility permit is required by a registrant to erect or install a wireless support structure, to collocate a small wireless facility, or to otherwise install a small wireless facility in the specified portion of the right-of-way, to the extent specified therein, provided that such permit shall remain in effect for the length of time the facility is in use, unless lawfully revoked.

(B) *Permit Extensions.* No person may excavate or obstruct the right-of-way beyond the date or dates specified in the permit unless (i) such person makes a supplementary application for another right-of-way permit before the expiration of the initial permit, and (ii) a new permit or permit extension is granted.

(C) *Delay Penalty.* In accordance with Minnesota Rule 7819.1000 subp. 3 and notwithstanding Subsection (B) of this Section, the city shall establish and impose a delay penalty for unreasonable delays in right-of-way excavation, obstruction, patching, or restoration. The delay penalty shall be established from time to time by city council resolution.

(D) *Permit Display.* Permits issued under this chapter shall be conspicuously displayed or otherwise available at all times at the indicated work site and shall be available for inspection by the city.

§ 94.38 PERMIT APPLICATIONS.

Application for a permit is made to the city. Right-of-way permit applications shall contain, and will be considered complete only upon compliance with, the requirements of the following provisions:

1. Registration with the city pursuant to this chapter;

2. Submission of a completed permit application form, including all required attachments, and scaled drawings showing the location and area of the proposed project and the location of all known existing and proposed facilities.

3. Payment of money due the city for:

- a. permit fees, estimated restoration costs and other management costs;
- b. prior obstructions or excavations;
- c. any undisputed loss, damage, or expense suffered by the city because of applicant's prior excavations or obstructions of the rights-of-way or any emergency actions taken by the city;
- d. franchise fees or other charges, if applicable.

4. Payment of disputed amounts due the city by posting security or depositing in an escrow account an amount equal to at least 110% of the amount owing.

5. Posting an additional or larger construction performance bond for additional facilities when applicant requests an excavation permit to install additional facilities and the city deems the existing construction performance bond inadequate under applicable standards.

6. For small wireless facilities and wireless support structures, documentation signed by a registered professional structural engineer certifying that the existing pole or proposed wireless support structure is or will be made structurally sufficient to support the proposed small wireless facility.

§ 94.39 ISSUANCE OF PERMIT; CONDITIONS.

(A) *Permit Issuance.* If the applicant has satisfied the requirements of this chapter, the city shall issue a permit.

(B) *Conditions.* The city may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the health, safety and welfare or when necessary to protect the right-of-way and its current use. In addition, a permittee shall comply with all requirements of local, state and federal laws, including but not limited to Minnesota Statutes §§ 216D.01-.09 (Gopher One Call Excavation Notice System) and Minnesota Rules Chapter 7560.

(C) *Small Wireless Facility Conditions.* In addition to subpart (B), the erection or installation of a wireless support structure, the collocation of a small wireless facility, or other installation of a small wireless facility in the right-of-way, shall be subject to the following conditions:

- (1) A small wireless facility shall only be collocated on the particular wireless support structure,

under those attachment specifications, and at the height indicated in the applicable permit application.

(2) The small wireless facility shall not interfere with public safety wireless telecommunications.

(3) The small wireless facility shall not extend outward from the wireless support structure by more than two and one-half feet, except that an antenna one-half inch in diameter or less may extend an additional six inches.

(4) Small wireless facilities shall be mounted so there is vertical clearance of at least (8) eight feet between the facility and any pedestrian sidewalk.

(5) Small wireless facilities shall be located so as not to obstruct light fixtures. If small wireless facilities are to be located on a light pole, a lighting plan shall be submitted to demonstrate the facilities will not block light on the street or sidewalk.

(6) No small wireless facility shall be collocated on any city owned traffic control device.

(7) No new wireless support structure installed within the right-of-way shall exceed 50 feet in height without the city's written authorization, provided that the city may impose a lower height limit in the applicable permit to protect the public health, safety and welfare or to protect the right-of-way and its current use, and further provided that a registrant may replace an existing wireless support structure exceeding 50 feet in height with a structure of the same height subject to such conditions or requirements as may be imposed in the applicable permit.

(8) No wireless facility may extend more than 10 feet above its wireless support structure.

(9) No lights, reflectors, flashers or other illuminating devices shall be affixed to any small wireless facility or wireless support structure except as required by the Federal Aviation Administration, Federal Communications Commission, or the city. Brackets supporting small wireless facilities shall be designed to minimize the appearance and profile of the facilities. Bracket colors and materials should match the wireless support structures they are attached to.

(10) No stickers, signs, or decals shall be visible on any small wireless facility or wireless support structure, except: (i) safety alerts required by law, (ii) one sign not over ten square inches in area may be affixed indicating the name of the manufacturer or installer; (iii) a banner or sign may be attached to a wireless support structure or small wireless facility at the city's request to conform to other wireless support structures or small wireless facilities.

(11) Where an applicant proposes to install a new wireless support structure in the right-of-way, the new wireless support structure may not be located within three hundred (300) feet of any existing wireless support structure in and around the right-of-way.

(12) If feasible and desirable, as determined by the City Engineer or designee, a new or

replacement wireless support structure shall match the original and surrounding poles in structure and material.

(13) Wireless support structures shall be of monopole design not exceeding eighteen (18) inches in diameter.

(14) All wireless support structures shall be constructed of corrosive-resistant steel or other corrosive-resistant, noncombustible materials. Wireless support structures shall not be constructed or made of wood, including timbers or logs.

(15) All electric, telephone, cable, fiber, or other utility necessary to operate a small wireless facility shall be installed within the applicable wireless support structure where practicable. All of a small wireless facility that is affixed to a wireless support structure which has exterior exposure shall be as close to the color of the wireless support structure as is commercially available.

(16) No wireless support structure shall have constructed on it, or attached to it, in any way, any platform, catwalk, crow's nest or similar structure, except structures necessary for the maintenance of small wireless facilities.

(17) Wireless support structures and small wireless facilities shall be grounded for protection against a direct strike by lightning and shall comply, as to electrical wiring and connections, with all applicable provisions of this Code.

(18) Small wireless facilities and wireless support structures shall be located so as not to obstruct traffic lights, traffic signs, street signs, or wayfinding signage.

(19) No small wireless facility or wireless support structure shall be located in a position that disrupts traffic or pedestrian circulation or interferes with vehicle and pedestrian sight lines.

(20) Ground-mounted equipment associated with a small wireless facility is prohibited unless the applicant can show that ground-mounted equipment is necessary for operation of the small wireless facility. If ground-mounted equipment is necessary, it shall be placed below grade unless not technically feasible. If ground-mounted equipment is placed above grade, the design of ground equipment shall minimize its visual impact in the right-of-way. Ground-mounted equipment shall not disrupt traffic or pedestrian circulation or interfere with vehicle and pedestrian sight lines.

(21) A permit for a small wireless facility that has ground-mounted equipment will only be issued if the city finds (i) the ground-mounted equipment will not disrupt traffic or pedestrian circulation; (ii) the ground-mounted equipment will not create a safety hazard; (iii) the location of the ground-mounted equipment minimizes impacts on adjacent property; and (iv) the ground-mounted equipment will not adversely impact the health, safety, or welfare of the community.

(22) Ground-mounted equipment for a small wireless facility must be set back from a sidewalk by a minimum of three (3) feet.

(23) Vegetative or other screening compatible with the surrounding area shall be provided around ground-mounted equipment if deemed necessary by the City Engineer or designee.

(24) Small wireless facilities shall not be permitted to collocate on a decorative wireless support structure, sign or other structure not intended to support small wireless facilities if it will alter the appearance or intended purpose of such sign or structure.

(25) Where an applicant proposes to replace a wireless support structure, the city may impose reasonable restocking, replacement, or relocation requirements on the replacement of such structure.

(26) A right-of-way user shall promptly and at its own expense, with due regard for seasonal working conditions, temporarily or permanently remove and relocate its small wireless facilities and wireless support structures in the right-of-way when it is necessary to prevent interference, and not merely for convenience of the city, in connection with: (1) a present or future city use of the right-of-way for a public project; (2) the public health or safety; (3) the safety and convenience of travel over the right-of-way.

(D) *Small Wireless Facility Agreement.* A small wireless facility shall only be collocated on a small wireless support structure owned or controlled by the city, or any other city asset in the right-of-way, after the applicant has executed a standard small wireless facility collocation agreement with the city. The standard collocation agreement may require payment of the following:

(1) \$150 per year for rent to collocate on the city structure.

(2) \$25 per year for maintenance associated with the collocation.

(3) a monthly fee for electrical service as follows:

(a) \$73 per radio node less than or equal to 100 maximum watts;

(b) \$182 per radio node over 100 maximum watts;

(c) The actual costs of electricity, if the actual costs exceed the foregoing.

The standard collocation agreement shall be in addition to, and not in lieu of, the required small wireless facility permit fee, provided however, that the applicant shall not be additionally required to obtain a license or franchise in order to collocate. Issuance of a small wireless facility permit does not supersede, alter or affect any then-existing agreement between the city and applicant.

(E) *Action on Small Wireless Facility Permit Applications.*

(1) *Deadline for Action.* The city shall approve or deny a small wireless facility permit application for collocation of a small wireless facility on a preexisting structure within 60 days after filing of a complete application. The city shall approve or deny a small wireless facility

permit application for construction of a new wireless support structure within 90 days after filing of a complete application. The small wireless facility permit, and any associated building permit application, shall be deemed approved if the city fails to approve or deny the application within 90 days of receipt of a complete application.

(2) Consolidated Applications. An applicant may file a consolidated small wireless facility permit application addressing the proposed collocation of up to 15 small wireless facilities, or a greater number if agreed to by a local government unit, provided that all small wireless facilities in the application:

- (a) are located within a two-mile radius;
- (b) consist of substantially similar equipment; and
- (c) are to be placed on similar types of wireless support structures.

In rendering a decision on a consolidated permit application, the city may approve some small wireless facilities and deny others, but may not use denial of one or more permits as a basis to deny all small wireless facilities in the application.

(3) Tolling of Deadline. The deadline for action on a small wireless facility permit application may be tolled if:

- (a) The city receives applications from one or more applicants seeking approval of permits for more than 30 small wireless facilities within a seven-day period. In such case, the city may extend the deadline for all such applications by 30 days by informing the affected applicants in writing of such extension.
- (b) The applicant fails to submit all required documents or information and the city provides written notice of incompleteness to the applicant within 30 days of receipt of the application. Upon submission of additional documents or information, the city shall have ten days to notify the applicant in writing of any still-missing information.
- (c) The city and a small wireless facility applicant agree in writing to toll the review period.

§ 94.40 PERMIT FEES.

(A) *Excavation Permit Fee.* The city shall establish an Excavation permit fee in an amount sufficient to recover the following costs:

1. the city management costs;
2. degradation costs, if applicable.

(B) *Obstruction Permit Fee.* The city shall establish the obstruction permit fee and shall be in an amount sufficient to recover the city management costs.

(C) Small Wireless Facility Permit Fee. The city shall impose a small wireless facility permit fee in an amount sufficient to recover:

(1) management costs;

(2) city engineering, make-ready, and construction costs associated with collocation of small wireless facilities.

(D) Payment of Permit Fees. No excavation permit or obstruction permit shall be issued without payment of excavation or obstruction permit fees. The city may allow applicant to pay such fees within thirty (30) days of billing.

(E) Non Refundable. Permit fees that were paid for a permit that the city has revoked for a breach as stated in Section 94.50 are not refundable.

(F) Application to Franchises. Unless otherwise agreed to in a franchise, management costs may be charged separately from and in addition to the franchise fees imposed on a right-of-way user in the franchise.

(G) Fee Resolution. Fees will be set from time to time by ordinance by city council.

§ 94.41. RIGHT-OF-WAY PATCHING AND RESTORATION.

(A) Timing. The work to be done under the excavation permit, and the patching and restoration of the right-of-way as required herein, must be completed within the dates specified in the permit, increased by as many days as work could not be done because of circumstances beyond the control of the permittee or when work was prohibited as unseasonal or unreasonable under Section 94.44.

(B) Patch and Restoration. Permittee shall patch its own work. The city may choose either to have the permittee restore the right-of-way or to restore the right-of-way itself.

1. City Restoration. If the city restores the right-of-way, permittee shall pay the costs thereof within thirty (30) days of billing. If, following such restoration, the pavement settles due to permittee's improper backfilling, the permittee shall pay to the city, within thirty (30) days of billing, all costs associated with correcting the defective work.

2. Permittee Restoration. If the permittee restores the right-of-way itself, it shall at the time of application for an excavation permit post a construction performance bond in accordance with the provisions of Minnesota Rule 7819.3000.

3. Degradation Fee in Lieu of Restoration. In lieu of right-of-way restoration, a right-of-way user may elect to pay a degradation fee. However, the right-of-way user shall remain responsible for patching and the degradation fee shall not include the cost to accomplish these responsibilities.

(C) *Standards.* The permittee shall perform excavation, backfilling, patching and restoration according to the standards and with the materials specified by the city and shall comply with Minnesota Rule 7819.1100.

(D) *Duty to Correct Defects.* The permittee shall correct defects in patching or restoration performed by permittee or its agents. The permittee upon notification from the city, shall correct all restoration work to the extent necessary, using the method required by the city. Said work shall be completed within five (5) calendar days of the receipt of the notice from the city, not including days during which work cannot be done because of circumstances constituting force majeure or days when work is prohibited as unseasonable or unreasonable under Section 94.44.

(E) *Failure to Restore.* If the permittee fails to restore the right-of-way in the manner and to the condition required by the city, or fails to satisfactorily and timely complete all restoration required by the city, the city at its option may do such work. In that event the permittee shall pay to the city, within thirty (30) days of billing, the cost of restoring the right-of-way. If permittee fails to pay as required, the city may exercise its rights under the construction performance bond.

§ 94.42 JOINT APPLICATIONS.

(A) *Joint application.* Registrants may jointly apply for permits to excavate or obstruct the right-of-way at the same place and time. Joint applications shall name a primary registrant as a single contact and holder of restoration and permit closure responsibilities.

(B) *Shared fees.* Registrants who apply for permits for the same obstruction or excavation, which the city does not perform, may share in the payment of the obstruction or excavation permit fee. In order to obtain a joint permit, registrants must agree among themselves as to the portion each will pay and indicate the same on their applications.

(C) *With city projects.* Registrants who join in a scheduled obstruction or excavation performed by the city, whether or not it is a joint application by two or more registrants or a single application, are not required to pay the excavation or obstruction and degradation portions of the permit fee, but a permit would still be required.

§ 94.43 SUPPLEMENTARY APPLICATIONS.

(A) *Limitation on Area.* A right-of-way permit is valid only for the area of the right-of-way specified in the permit. No permittee may do any work outside the area specified in the permit, except as provided herein. Any permittee which determines that an area greater than that specified in the permit must be obstructed or excavated must before working in that greater area (i) make application for a permit extension and pay any additional fees required thereby, and (ii) be granted a new permit or permit extension.

(B) *Limitation on Dates.* A right-of-way permit is valid only for the dates specified in the permit. No permittee may begin its work before the permit start date or, except as provided herein, continue working after the end date. If a permittee does not finish the work by the

permit end date, it must apply for a new permit for the additional time it needs, and receive the new permit or an extension of the old permit before working after the end date of the previous permit. This supplementary application must be submitted before the permit end date.

§ 94.44 OTHER OBLIGATIONS.

(A) *Compliance With Other Laws.* Obtaining a right-of-way permit does not relieve permittee of its duty to obtain all other necessary permits, licenses, and authority and to pay all fees required by the city or other applicable rule, law or regulation. A permittee shall comply with all requirements of local, state and federal laws, including but not limited to Minnesota Statutes, Section 216D.01-.09 (Gopher One Call Excavation Notice System) and Minnesota Rules Chapter 7560. A permittee shall perform all work in conformance with all applicable codes and established rules and regulations, and is responsible for all work done in the right-of-way pursuant to its permit, regardless of who does the work.

(B) *Prohibited Work.* Except in an emergency, and with the approval of the city, no right-of-way obstruction or excavation may be done when seasonally prohibited or when conditions are unreasonable for such work.

(C) *Interference with Right-of-Way.* A permittee shall not so obstruct a right-of-way that the natural free and clear passage of water through the gutters or other waterways shall be interfered with. Private vehicles of those doing work in the right-of-way may not be parked within or next to a permit area, unless parked in conformance with city parking regulations. The loading or unloading of trucks must be done solely within the defined permit area unless specifically authorized by the permit.

(D) *Trenchless Excavation.* As a condition of all applicable permits, permittees employing trenchless excavation methods, including but not limited to Horizontal Directional Drilling, shall follow all requirements set forth in Minnesota Statutes, Chapter 216D and Minnesota Rules Chapter 7560, and shall require potholing or open cutting over existing underground utilities before excavating, as determined by the city.

§ 94.45 DENIAL OF PERMIT.

(A) *Reasons for Denial.* The city may deny a permit for failure to meet the requirements and conditions of this chapter or if the city determines that the denial is necessary to protect the health, safety, and welfare or when necessary to protect the right-of-way and its current use.

(B) *Procedural Requirements.* The denial of a permit must be made in writing and must document the basis for the denial. The city must notify the applicant in writing within three business days of the decision to deny a permit. If an application is denied, the right-of-way user may address the reasons for denial identified by the city and resubmit its application. If the application is resubmitted within 30 days of receipt of the notice of denial, no additional application fee shall be imposed. The city must approve or deny the resubmitted application within 30 days after submission.

§ 94.46 INSTALLATION REQUIREMENTS.

The excavation, backfilling, patching and restoration, and all other work performed in the right-of-way shall be done in conformance with Minnesota Rules 7819.1100 and 7819.5000 and other applicable local requirements, in so far as they are not inconsistent with the Minnesota Statutes, Sections 237.162 and 237.163. Installation of service laterals shall be performed in accordance with Minnesota Rules Chapter 7560 and these ordinances. Service lateral installation is further subject to those requirements and conditions set forth by the city in the applicable permits and/or agreements referenced in Section 94.51, Subsection (B) of this ordinance.

All traffic control will comply with the current edition of the "MnDOT Field Traffic Control Manual".

§ 94.47 INSPECTION.

(A) *Notice of Completion.* When the work under any permit hereunder is completed, the permittee shall furnish a completion certificate in accordance Minnesota Rule 7819.1300.

(B) *Site Inspection.* Permittee shall make the work-site available to the city and to all others as authorized by law for inspection at all reasonable times during the execution of and upon completion of the work.

(C) *Authority of City.*

1. At the time of inspection, the city may order the immediate cessation of any work which poses a serious threat to the life, health, safety or well-being of the public.

2. The city may issue an order to the permittee for any work that does not conform to the terms of the permit or other applicable standards, conditions, or codes. The order shall state that failure to correct the violation will be cause for revocation of the permit. Within ten (10) days after issuance of the order, the permittee shall present proof to the city that the violation has been corrected. If such proof has not been presented within the required time, the city may revoke the permit pursuant to Sec. ~~1-229~~4.50.

§ 94.48 WORK DONE WITHOUT A PERMIT.

(A) *Emergency Situations.* Each registrant shall immediately notify the city of any event regarding its facilities that it considers to be an emergency. The registrant may proceed to take whatever actions are necessary to respond to the emergency. Excavators' notification to Gopher State One Call regarding an emergency situation does not fulfill this requirement. Within two (2) business days after the occurrence of the emergency, the registrant shall apply for the necessary permits, pay the fees associated therewith, and fulfill the rest of the requirements necessary to bring itself into compliance with this chapter for the actions it took in response to the emergency.

If the city becomes aware of an emergency regarding a registrant's facilities, the city will attempt to contact the local representative of each registrant affected, or potentially affected, by the emergency. In any event, the city may take whatever action it deems necessary to respond to the emergency, the cost of which shall be borne by the registrant whose facilities occasioned the emergency.

(B) *Non-Emergency Situations.* Except in an emergency, any person who, without first having obtained the necessary permit, obstructs or excavates a right-of-way must subsequently obtain a permit and, as a penalty, pay double the normal fee for said permit, pay double all the other fees required by the city code, deposit with the city the fees necessary to correct any damage to the right-of-way, and comply with all of the requirements of this chapter.

§ 94.49 SUPPLEMENTARY NOTIFICATION.

If the obstruction or excavation of the right-of-way begins later or ends sooner than the date given on the permit, permittee shall notify the city of the accurate information as soon as this information is known.

§ 94.50 REVOCATION OF PERMITS.

(A) *Substantial Breach.* The city reserves its right, as provided herein, to revoke any right-of-way permit without a fee refund, if there is a substantial breach of the terms and conditions of any statute, ordinance, rule or regulation, or any material condition of the permit. A substantial breach by permittee shall include, but shall not be limited to, the following:

1. The violation of any material provision of the right-of-way permit;
2. An evasion or attempt to evade any material provision of the right-of-way permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the city or its citizens;
3. Any material misrepresentation of fact in the application for a right-of-way permit;
4. The failure to complete the work in a timely manner, unless a permit extension is obtained or unless the failure to complete work is due to reasons beyond the permittee's control; or
5. The failure to correct, in a timely manner, work that does not conform to a condition indicated on an order issued pursuant to Sec. 1.19.

(B) *Written Notice of Breach.* If the city determines that the permittee has committed a substantial breach of a term or condition of any statute, ordinance, rule, regulation or any condition of the permit, the city shall make a written demand upon the permittee to remedy such violation. The demand shall state that continued violations may be cause for revocation of the permit. A substantial breach, as stated above, will allow the city, at its discretion, to place additional or revised conditions on the permit to mitigate and remedy the breach.

(C) *Response to Notice of Breach.* Within twenty-four (24) hours of receiving notification of the breach, permittee shall provide the city with a plan, acceptable to the city, that will cure the breach. Permittee's failure to so contact the city, or permittee's failure to timely submit an acceptable plan, or permittee's failure to reasonably implement the approved plan, shall be cause for immediate revocation of the permit.

(D) *Reimbursement of city costs.* If a permit is revoked, the permittee shall also reimburse the city for the city's reasonable costs, including restoration costs and the costs of collection and reasonable attorneys' fees incurred in connection with such revocation.

(E) *Revocation.* The revocation of a permit must be made in writing and document the basis for the revocation. The city must notify the right-of-way user within three business days of the decision to revoke a permit.

§ 94.51 MAPPING DATA.

(A) *Information Required.* Each registrant and permittee shall provide mapping information required by the city in accordance with Minnesota Rules 7819.4000 and 7819.4100. Within one calendar year following completion of any work pursuant to a permit, the permittee shall provide the city accurate maps or drawings certifying the "as built" location of all equipment installed, owned and maintained by the permittee in both digital and hard copy. As built drawings shall be submitted in the following three (3) forms:

1. Digital: CAD or GIS (dwg or shp).
2. Digital: Image file (pdf, jpg, etc.).
3. Hard copy.

Such maps and drawings shall include the horizontal and vertical location of all facilities and equipment and shall be provided consistent with the city's electronic mapping system, when practical or as a condition imposed by the city. Failure to provide maps and drawings pursuant to this subsection shall be grounds for revoking the permit holder's registration.

(B) *Service Laterals.* All permits issued for the installation or repair of service laterals, other than minor repairs as defined in Minnesota Rules 7560.0150 subpart 2, shall require the permittee's use of appropriate means of establishing the horizontal locations of installed service laterals, and the service lateral vertical locations in those cases where the city reasonably requires it. This shall include, but not be limited to demonstrating to the satisfaction of the city a passing continuity test and satisfaction that tracer wire installation is acceptable and in conformance with current city specifications and standard details. Permittees or their subcontractors shall submit to the city evidence satisfactory of the installed service lateral locations. Compliance with this subsection (B) and with applicable Gopher State One Call law and Minnesota Rules governing service laterals install after December 31, 2005, shall be a condition of any city approval necessary for 1) payments to contractors working on a public improvement project including those under Minnesota Statutes, Chapter 429, and 2) city

approval of performance under development agreements, or other subdivision or site plan approval under Minnesota Statutes, Chapter 462. The city shall reasonably determine the appropriate method of providing such information. Failure to provide prompt and accurate information on the service laterals installed may result in the revocation of the permit issued for the work or for future permits to the offending permittee or its subcontractors.

(C) *As Builts*: As builts will be required in hard copy and electronically if the project permitted deviates two feet (2') or more from the original plans submitted to the city. Failure to submit an as built will be a certification by the permittee that the project as constructed does not deviate two feet (2') or more from the original plan submitted.

§ 94.52 LOCATION AND RELOCATION OF FACILITIES.

(A) Placement, location, and relocation of facilities must comply with the Act, with other applicable law, and with Minnesota Rules 7819.3100, 7819.5000 and 7819.5100, to the extent the rules do not limit authority otherwise available to cities.

(B) *Corridors*. The city may assign a specific area within the right-of-way, or any particular segment thereof as may be necessary, for each type of facilities that is or, pursuant to current technology, the city expects will someday be located within the right-of-way. All excavation, obstruction, or other permits issued by the city involving the installation or replacement of facilities shall designate the proper corridor for the facilities at issue.

Any registrant who has facilities in the right-of-way in a position at variance with the corridors established by the city shall, no later than at the time of the next reconstruction or excavation of the area where the facilities are located, move the facilities to the assigned position within the right-of-way, unless this requirement is waived by the city for good cause shown, upon consideration of such factors as the remaining economic life of the facilities, public safety, customer service needs and hardship to the registrant.

(C) *Nuisance*. One year after the passage of this chapter, any facilities found in a right-of-way that have not been registered shall be deemed to be a nuisance. The city may exercise any remedies or rights it has at law or in equity, including, but not limited to, abating the nuisance or taking possession of the facilities and restoring the right-of-way to a useable condition.

(D) *Limitation of Space*. To protect health, safety, and welfare, or when necessary to protect the right-of-way and its current use, the city shall have the power to prohibit or limit the placement of new or additional facilities within the right-of-way. In making such decisions, the city shall strive to the extent possible to accommodate all existing and potential users of the right-of-way, but shall be guided primarily by considerations of the public interest, the public's needs for the particular utility service, the condition of the right-of-way, the time of year with respect to essential utilities, the protection of existing facilities in the right-of-way, and future city plans for public improvements and development projects which have been determined to be in the public interest.

§ 94.53 PRE-EXCAVATION FACILITIES LOCATION.

In addition to complying with the requirements of Minn. Stat. 216D.01-.09 (“One Call Excavation Notice System”) before the start date of any right-of-way excavation, each registrant who has facilities or equipment in the area to be excavated shall mark the horizontal and vertical placement of all said facilities. Any registrant whose facilities are less than twenty (20) inches below a concrete or asphalt surface shall notify and work closely with the excavation contractor to establish the exact location of its facilities and the best procedure for excavation.

§ 94.54 DAMAGE TO OTHER FACILITIES.

The provisions of Minnesota statutes 216D shall apply to all situations involving damages to facilities during excavation operations. Each registrant shall be responsible for the cost of repairing any facilities in the right-of-way which it or its facilities damage. Each registrant shall be responsible for the cost of repairing any damage to the facilities of another registrant caused during the city's response to an emergency occasioned by that registrant's facilities.

§ 94.55 RIGHT-OF-WAY VACATION.

(A) *Reservation of right.* If the city vacates a right-of-way that contains the facilities of a registrant, the registrant’s rights in the vacated right-of-way are governed by Minnesota Rules 7819.3200.

§ 94.56 INDEMNIFICATION AND LIABILITY

By registering with the city, or by accepting a permit under this chapter, a registrant or permittee agrees to defend and indemnify the city in accordance with the provisions of Minnesota Rule 7819.1250.

§ 94.57 ABANDONED AND UNUSABLE FACILITIES.

(A) *Discontinued Operations.* A registrant who has determined to discontinue all or a portion of its operations in the city must provide information satisfactory to the city that the registrant's obligations for its facilities in the right-of-way under this chapter have been lawfully assumed by another registrant.

(B) *Removal.* Any registrant who has abandoned facilities in any right-of-way shall remove it from that right-of-way if required in conjunction with other right-of-way repair, excavation, or construction, unless this requirement is waived by the city.

§ 94.58 APPEAL.

A right-of-way user that: (1) has been denied registration; (2) has been denied a permit; (3) has had a permit revoked; (4) believes that the fees imposed are not in conformity with Minn. Stat. § 237.163, Subd. 6; or (5) disputes a determination of the city regarding Section 94.51, Subsection (B) of this ordinance may have the denial, revocation, fee imposition, or

decision reviewed, upon written request, by the city council. The city council shall act on a timely written request within forty five (45) days of receipt, provided the right-of-way user has submitted its appeal with sufficient time to include the appeal as a regular agenda item. A decision by the city council affirming the denial, revocation, or fee imposition will be in writing and supported by written findings establishing the reasonableness of the decision.

§ 94.59 SEVERABILITY.

If any portion of this chapter is for any reason held invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof. Nothing in this chapter precludes the city from requiring a franchise agreement with the applicant, as allowed by law, in addition to requirements set forth herein.

§ 94.60 FRANCHISE HOLDERS.

If there is a conflict in language between the franchise of a person holding a franchise agreement with the city and this section, the terms of the franchise shall prevail.

§ 94.61 MISCELLANEOUS ITEMS IN THE RIGHT-OF-WAY.

(A) Unless authorized by this Chapter, no privately owned structure, sign or vending machine shall be located within a public right of way.

(B) *Newspaper vending machines.*

1. *Notification to city:* No newspaper vending machine may be placed or maintained in a public right-of-way without the approval of the City Manager or his or her designee, in writing, of the location of the vending machine.
2. Requests for newspaper vending machine placement shall be made to the City Manager or his or her designee in writing by the publisher.
3. *Placement conditions:* When considering a request, the City Manager or his or her designee shall take into consideration the following:
 - a. *Distance from roadway:* A newspaper vending machine may be placed no nearer than four feet from the roadway curb or the edge of the roadway where no curb exists and shall not obstruct a pathway.
 - b. *Maximum size:* the maximum size of a newspaper vending machine shall be four feet high, two feet long and two feet deep.
 - c. *Number of machines:* No more than one newspaper vending machine per newspaper publisher may be placed within 800 feet of any other newspaper vending machine of that same newspaper publisher.

d. *Attachment to public facility prohibited:* No newspaper vending machine may be attached to a public facility such as a utility pole, roadway sign or fireplug.

e. *Color and identification:* A newspaper vending machine shall be of a single color except for lettering on the machine which shall not exceed four inches in height. Such lettering shall identify the newspaper only and shall not be an advertising sign.

f. *Removal:* At the request of the City Manager, a newspaper vending machine shall be removed in order to permit right-of-way improvements or maintenance, if its location is a safety hazard or if the vending machine significantly interferes with pedestrian or vehicular traffic on the right-of-way.

g. *Residential areas:* No newspaper vending machine may be placed in a public right-of-way adjacent to a property zoned residential and containing four residential units or less.

4. *Abatement of non-conforming newspaper vending machines:* Newspaper vending machines deemed by the city to be non-conforming to the considerations of this subchapter shall be removed by the publisher upon request of the city. If after 30 days the city's request to remove has not been fully acted upon by the publisher, the city may remove it and notify the publisher in writing that it may be picked up.

(C) *Dumpsters, Roll-Offs or Similar Waste Receptacles.* No dumpster, roll-off, tub, moving containers such as PODs, or similar receptacle intended to contain waste, construction debris, and the like, may be placed or permitted to stand on any public right-of-way without a permit from the city, pursuant to Chapter 110. Clean up of the placement site and or any damage to public right-of-way shall be the responsibility of the contractor. All receptacles must have a two-inch wide reflective band three feet up from the bottom of receptacle on all four sides (or approved equal). The contractor shall make all necessary efforts to assure the material integrity of streets, alleys and public rights-of-way. This may include the placement of boards or similar product to prevent damage. The city reserves the right to limit placement and or the number of days allowed.

(D) *Rain Gardens.* Rain Gardens shall be allowed in the right-of-way to the extent that they are allowed by and comply with the provisions of Section 154.010 of this Code.

SECTION 2. This ordinance shall be effective immediately upon its passage and publication.

ADOPTED this __ day of _____, 2019, by the City Council of the City of North St. Paul, Minnesota.

On motion by Councilmember
Second by Councilmember

Voting: Ayes:
 Absent:
 Abstain:

CITY OF NORTH ST. PAUL

BY: _____
 Terry Furlong, Mayor

ATTEST:

Scott Duddeck, Interim City Manager

Summary published in Review:

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

SUMMARY ORDINANCE NO. ____

**AN ORDINANCE AMENDING THE
NORTH ST. PAUL CITY CODE OF ORDINANCES
TITLE IX, GENERAL REGULATIONS,
CHAPTER 94, STREETS AND SIDEWALKS**

NOTICE IS HEREBY GIVEN that, on _____, 2019, Ordinance No. _____ was adopted by the City Council of the City of North St. Paul, Minnesota.

NOTICE IS FURTHER GIVEN that, due to the lengthy nature of Ordinance No. ____, the following summary of the ordinance has been prepared for publication and approved by the City Council as authorized by state law.

NOTICE IS FURTHER GIVEN that, Ordinance No. _____ amends Title IX, General Regulations, Chapter 94, Streets and Sidewalks regarding right-of-way management to implement new legislation (Chapter 94) passed by the 2017 Minnesota legislature that authorizes the location of small wireless facilities and wireless support structures within public rights-of-way, prescribes and limits local authority, establishes review timelines, permitting requirements, aesthetic requirements, maximum review charges and annual fees, etc. for small wireless facilities and wireless support structures.

A printed copy of the whole ordinance is available for inspection by any person during the City's regular office hours or on the City's website.

APPROVED for publication by the City Council of North St. Paul, Minnesota this ____ day of _____, 2019.

CITY OF NORTH ST. PAUL

By _____
Terrence J. Furlong, Mayor

ATTEST:

Scott A. Duddeck, Interim City Manager

Agenda Information Memorandum
North St. Paul City Council
April 2, 2019

FROM THE OFFICE OF THE CITY MANAGER

Agenda placement: City Business

Subject: Updated Building Code Fees for 2019

To: Honorable Mayor and City Council

Background/Facts:

- At the March 19, 2019 City Council meeting the Contract for Inspection Services with MNSPECT, LLC was renewed.
- MNSPECT has provided the City with a comprehensive list of fees for building permits and inspections.
- MNSPECT and City staff have reviewed the proposed fees and the current fee schedule and revisions were made to be consistent with the contract.
- There are also some formatting changes in the fee schedule to make it more user friendly.

Recommendation: It is recommended the City Council approve the updated building code permit and inspection fees and implement those into the 2019 Municipal Fee Schedule as presented.

Attachments:

Proposed Building Code fee schedule from MNSPECT
Draft of revised 2019 Municipal and Utility Fee Schedule
Ordinance adopting changes to fee schedule

Respectfully submitted,

/s/ SD by mm

Scott A. Duddeck
Interim City Manager

2019 Municipal Fee Schedule and Utility Rates



ADOPTED DECEMBER 18, 2018

AMENDED ~~JANUARY~~ APRIL 2, 2019 ~~15, 2018~~

CITY OF NORTH ST. PAUL, MINNESOTA

extraordinary.

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ANIMAL FEES

95.02	Cat License		2019
		2-Year License Registration	\$ 25.00
		Early Renewal Discount (before February 28th)	\$ (5.00)
		Microchip Discount	\$ (2.00)
		Senior Discount (age 62 or older)	\$ (2.00)
		Sprayed / Neutered Discount	\$ (5.00)
		Late Fee (after March 31st)	
		30 Days	10%
		60 Days	25%
		90 Days	50%
95.02	Dog License		2019
		2-Year License Registration	\$ 25.00
		Early Renewal Discount (before February 28th)	\$ (5.00)
		Microchip Discount	\$ (2.00)
		Senior Discount (age 62 or older)	\$ (2.00)
		Spayed / Neutered Discount	\$ (5.00)
		Late Fee (after March 31st)	
		30 Days	10%
		60 Days	25%
		90 Days	50%
95.02	Dangerous / Potentially Dangerous Animal		2019
		Annual Registration	\$ 450.00
95.25	Dog Kennel License		2019
		2-Year License Registration	\$ 55.00
95.41	Animal Impound Fees		2019
		Cat	Actual Cost
		Dog	Actual Cost
	Other Animal Fees		2019
		Technology Fee	\$ 10.00
		Daily Boarding	Actual Costs
		Euthanasia	Actual Costs
		Cremation	Actual Costs
		Disposal (not euthanized)	Actual Costs
		Veterinary Services	Actual Costs

BUILDING PERMITS

Building Permit Fees			2019
Total Valuation		Fee	
\$1.00 to \$500		\$28.05	
\$501.00 to \$2,000.00		\$28.05 for the first \$500.00 plus \$3.50 for each additional \$100.00, or fraction thereof	
\$2,001.00 to \$25,000.00		\$80.55 for the first \$2,000.00 plus \$16.10 for each additional \$1,000.00, or fraction thereof	
\$25,001.00 to \$50,000.00		\$450.85 for the first \$25,000.00 plus \$11.65 for each additional \$1,000.00, or fraction thereof	
\$50,001.00 to \$100,000.00		\$742.10 for the first \$50,000.00 plus \$8.15 for each additional \$1,000.00, or fraction thereof	
\$100,001.00 to \$500,000.00		\$1,149.60 for the first \$100,000.00 plus \$6.50 for each additional \$1,000.00, or fraction thereof	
\$500,001.00 to \$1,000,000.00		\$3749.60 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00, or fraction thereof	
\$1,000,001.00 and up		\$6,499.60 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00	
Plan Check Fee (if applicable)			2019
		% of Building Permit Fee	65%
Inspections Outside of Normal Business Hours			2019
		per hour	\$ 75.00
Additional Plan Review Fee Required by Revisions			2019
		per hour	\$ 75.00
Add the following to all permits:			
	State Surcharge	Valuation X	\$ 0.0005
		Technology Fee	\$ 10.00
Add the following fees where applicable:			
State License Verification			2019
			\$ 5.00
Curb Deposit			2019
			\$ 600.00
Drain Tile System Fee			2019
			\$ 87.55
SAC Charge Per Unit—Regulated by Met Council			2019
			\$ 2,485.00
Demolition Permit			2019
		Residential Structure	\$ 200.00
		Commercial Structures	\$ 350.00

BUILDING PERMITS-CONTINUED

Driveway/Parking Area Permit				2019
				\$ 65.00
Electric Permit				2019
		Change Panel in Same Location		\$ 110.00
			Sub Panel	\$ 44.00
		Service/Power Supply	0-300 ampere	\$ 55.00
			400 ampere	\$ 65.00
			Add for each additional 100 amp	\$ 16.00
		Feeders/Circuits	0-30 amps	\$ 9.00
			31-100 amps	\$ 11.00
			Add for each additional 100 amps	\$ 6.00
		Transformers and Generators	Up To 10KVA	\$ 11.00
			11KVA to 75KVA	\$ 44.00
			76KVA to 299 KVA	\$ 67.00
			over 299KVA	\$ 165.00
		Accessory Structure	Per Structure	\$ 55.00
				+ Circuit Fees
		Addition, Remodel or Basement Finish		\$ 88.00
		Apartment Buildings	Per Unit	\$ 77.00
		Retro fit Lighting	Per Fixture	\$ 0.72
		Traffic Signals	Per Standard	\$ 8.00
		Street Lights and Lot Lights	Per Pole	\$ 5.00
		Sign Transformers	Each	\$ 9.00
		Remote Control or Signal Wiring	Per Device	\$ 0.85
		Swimming Pools (per trip + circuit fee)		\$ 88.00
			Re-inspection Fee	\$ 44.00
			Minimum Fee	\$ 44.00
		Single Family Dwelling or Townhouse not over 200 amps	Maximum Fee	\$ 190.00
The fee is the larger of fees above or number of inspection trips multiplied by trip fee.				2019
			Trip Fee	\$ 44.00
		Add the following to all permits:		
			State Surcharge	\$ 1.00
			Technology Fee	\$ 10.00
Fence Permit				2019
				\$ 60.00

BUILDING PERMITS-CONTINUED

Mechanical Permit (commercial)			2019
		Base Fee	\$ 95.00
		Inspection Fee	Valuation X \$ 0.0125
		Add the following to all permits:	
		State Surcharge	Valuation X \$ 0.0005
			Technology Fee \$ 10.00
Mechanical Permit (residential)			2019
		Furnace	\$ 80.00
		Air Conditioner	\$ 55.00
		Ventilating System/Air Exchanger	\$ 65.00
		Gas Fireplace	\$ 65.00
		Gas Piping	\$ 65.00
		Unit Heater	\$ 65.00
		Add the following to all permits:	
		State Surcharge	\$ 1.00
		Technology Fee	\$ 10.00
Plumbing (Commercial Plumbing and Utility Permit)			2019
		Base Fee	\$ 95.00
		Inspection Fee	Valuation X \$ 0.0125
		Add the following to all permits:	
		State Surcharge	Valuation X \$ 0.0005
			Technology Fee \$ 10.00
Plumbing Permit Residential			2019
		Base Fee	\$ 50.00
		Additional per fixture	\$ 12.00
		Add the following to all permits:	
		State Surcharge	\$ 1.0000
		Technology Fee	\$ 10.00
Refund Request			2019
Upon written application not more than 80% of the building permit fee and 80% of the plan review fee when			
Re-inspection Fee			2019
		Flat Fee	\$ 50.00

BUILDING PERMITS-CONTINUED

Right-of-Way Permit				2019
			Minimum	\$ 80.00
		Add the following where applicable:		
		Per Additional Excavation	Paved Area	\$ 30.00
		Per Additional Excavation	Unpaved Area	\$ 15.00
	Underground Utility or Telecom/Boring or Tunnelin		Per LF	\$ 0.40
	Underground Utility ore Telecom/Open Trench		Per LF	\$ 0.55
		Overhead Utility/Telecom	Per LF	\$ 0.05
		Add the following to all permits:		
			Technology Fee	\$ 10.00
Temporary Membrane Structure Permit				2019
				\$ 105.00
Trenching (Commercial Plumbing and Utility Permit)				2019
			Base Fee	\$ 95.00
		Inspection Fee	Valuation X	\$ 0.0125
		Remote Water Reader	If Applicable	\$ 130.00
		As-Built Deposit	If Applicable	\$ 250.00
		Add the following to all permits:		
		State Surcharge	Valuation X	\$ 0.0005
			Technology Fee	\$ 10.00
Underground Storage Tank Installation Permit				2019
				\$ 210.00
Underground Storage Tank Removal Permit				2019
				\$ 140.00

Residential Fees

(for permits that are issued over-the-counter and have flat-rate fees)

*(Definition of residential: **IRC-1 Single Family Dwelling:** Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-2 Two-Family Dwelling:** Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-3 – Townhouse:** Definition: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. **IRC-4 Accessory Structure:** Definition: A structure not greater than 3000 ft² in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot.*

Maintenance Permit Fees:

- Re-Roof, Re-Side, Re-Door/Garage Door, Re-Window (if replacing in the existing opening) are valuation-based permits (see valuation-based fees on page 2)

Zoning Permit Fees – INSPECTIONS WILL BE DONE BY CITY STAFF:

- Shed (under 200 ft²) \$60.00 no state surcharge
- Driveway \$65.00 no state surcharge

BUILDING PERMITS-CONTINUED

- Fence (under 7' in height) \$60.00 no state surcharge
 - Retaining Wall (under 4' in height) \$60.00 no state surcharge
- (Sheds over 200 ft², Fences over 7' in height and retaining walls over 4' in height require building permits submitted for plan review and are based on valuation)

Plumbing Permit Fees:

- Base fee: \$50.00
- Per-Fixture Fee: \$12.00 per fixture (Includes each of any of the following: Floor Drains, Toilets, Bidets, Sinks, Hose Bibs, Laundry, Dishwasher, or Refrigerator connections, Water Heater, Whole-house Humidifier, Water Softener, Lawn Irrigation System, Shower, Tub, Sump Pump, and each future rough-in fixture, and water supply pipe replacement).
- Sewer Hook-Up Fees:
 - Residential, Commercial, Industrial, Office per Unit: \$150.00
 - SAC Charge Per Unit – Regulated by Met Council: \$2,485.00
- Water Hook-Up Fees:
 - Residential, Commercial, Industrial, Officer per Unit: \$150.00

Mechanical Permit Fees:

- Furnace \$80.00
- Air Conditioner \$55.00
- Air Exchanger \$65.00
- Gas Fireplace \$65.00
- Gas Piping \$65.00
- Unit Heater \$65.00
- Installation of any other fuel fired appliance (Boiler, In-Floor Heat) \$65.00
- Bath/Kitchen Fan \$32.50 ea, \$65.00 minimum
- Fire Place masonry – Based on valuation (building permit required)

Moved in Structures: See Building Permit Related Fees – commercial and residential

All Permits require a Technology Fee and applicable State Surcharge

Commercial Fees

ALL Commercial permit applications require plan review and permit fees are based on valuation (includes, re-roof, re-side, re-window, re-door, and demolition).

Plumbing minimum: \$95.00

Mechanical minimum: \$ 95.00

Gas line minimum (unless included with other mechanical work): \$95.00

Plumbing Permit: Valuation-based fee (copy of contract must be submitted with permit application)

Mechanical Permit: Valuation-based fee (copy of contract must be submitted with permit application)

Fire Sprinkler Systems require regular building permit; fees are based on valuation

Fire Alarm Systems require regular building permit; fees are based on valuation

Valuation Based Fees

(Residential and Commercial building permit fees when plan review is required):

Fee Schedule Base: 1997 + 15%

<u>\$1.00</u>	<u>\$2000.00</u>	<u>\$80.55 minimum.</u>
<u>\$2001.00</u>	<u>\$25,000.00</u>	<u>\$80.55 for the first \$2,000 plus \$16.10 for each \$1,000 or fraction thereof, to and including \$25,000</u>
<u>\$25,001.00</u>	<u>\$50,000.00</u>	<u>\$450.85 for the first \$25,000 plus \$11.65 for each \$1,000 or</u>

BUILDING PERMITS-CONTINUED

		<u>fraction thereof, to and including \$50,000</u>
<u>\$50,001.00</u>	<u>\$100,000.00</u>	<u>\$742.10 for the first \$50,000 plus \$8.15 for each \$1,000 or fraction thereof, to and including \$100,000</u>
<u>\$100,001.00</u>	<u>\$500,000.00</u>	<u>\$1,149.60 for the first \$100,000 plus \$6.50 for each \$1,000 or fraction thereof, to and including \$500,000</u>
<u>\$500,001.00</u>	<u>\$1,000,000.00</u>	<u>\$3,749.60 for the first \$500,000 plus \$5.50 for each \$1,000 or fraction thereof, to and including \$1,000,000</u>
<u>\$1,000,001.00</u>	<u>And up</u>	<u>\$6,499.60 for the first \$1,000,000 plus \$4.50 for each additional \$1000 or fraction thereof</u>

[*Pursuant to MN Rules Chapter 1300.0160 subpart 3, Building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.](#)

[Building Permit Related Fees – \(commercial and residential\)](#)

- [Plan Check/Document Evaluation fee: 65% of the Permit Fee for Residential and Commercial Projects](#)
- [Master Plan: When submittal documents for similar plans are approved, plan review fees shall not exceed 25 percent of the normal building permit fee established and charged for the same structure. Plan review fees for the original plan review is 65% of the permit fee.](#)
- [Review of state approved plans: 25% of the plan review required by the adopted fee schedule \(for orientation to the plans\)](#)
- [Residential Site Inspection \(including initial S.E.C.\), required for all new construction \(new homes, detached garages, accessory structures\) \\$60.00](#)
- [Commercial Site Inspection \(including initial S.E.C.\), required for all new construction \(new buildings and accessory structures\) \\$90.00](#)
- [S.E.C. \(Sediment and Erosion Control\) .0006 x permit valuation for all Building Permits except Re-Roof, Re-Side, Re-Window, Decks & Interior Remodels; Minimum \\$150.00 New Home or Commercial Construction, Minimum \\$50.00 on any other non-exempt Construction](#)
- [Demolition Permit Fees: Based on valuation with a minimum fee of \\$100.00](#)
- [Exterior Structures:](#)
 - [Retaining Wall \(over 4' in height\): based on valuation](#)
 - [Fence \(over 7' in height\): based on valuation](#)
 - [Sheds \(over 200 sq. feet\): based on valuation](#)
- [Drain Tile or Radon Mitigation Permit Fees, Based on Valuation](#)
- [Curb Deposit \\$600.00](#)
- [Seasonal Swimming Pools: \\$80.00](#)

[\(Seasonal residential swimming pools requiring permits \(over 24" and 5000 gallons, installed entirely above grade\) are allowed to be installed with a single application and approval provided that the same pool is installed in the same location each year. Once approved, the pool may be put up and taken down any number of times. A site plan is required to be approved as a part of the permit submittal, and must be kept on site for review as needed.\)](#)

[Permanent and In-ground Swimming Pools: Based on Valuation](#)

- [Pre-moved in single family dwelling: \\$175.00 plus travel time and mileage from municipality office \(as calculated by Google maps\)](#)
- [Pre-moved in accessory structure: \\$125.00 plus travel time and mileage from municipality office \(as calculated by Google maps\)](#)
- [Connection fee – Moved in structure: \\$200.00 \(does not include foundation/interior remodel\)](#)
- [Connection fee – plumbing: \\$50.00](#)
- [Connection fee – mechanical: \\$50.00](#)
- [Manufactured home installation: \\$200.00 \(does not include foundation/interior remodel\) plus connection fees \(if applicable\)](#)
- [Site work for manufactured, prefab, or moved in home \(foundation, basement, etc.\): based on valuation](#)

BUILDING PERMITS-CONTINUED

State Surcharge Fees

State Surcharge: Schedule is based on the currently adopted State Surcharge Table – per MN Statute 326B

State Surcharge is applicable on all permits unless otherwise noted.

Other Inspections and Fees

1.	<u>Re-inspection Fee - A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees shall also be assessed when 1) the address of the jobsite is not posted, 2) the inspection record card is not posted or provided at the worksite, 3) the approved plans are not readily available for the inspector, 4) full access to the site is not provided for the inspector, 5) the inspector is not met by the responsible individual (no show), 6) on residential (IRC) maintenance permits where corrections are required to be inspected, and 7) deviations from the approved plans occur without prior building official approval. Re-inspection fees are due on or before the re-inspection. Payment made payable to the Municipality:</u>	\$50 each
2.	<u>Inspections outside of normal business hours (will include travel time both ways – 2 hour minimum):</u>	\$75/hr.
3.	<u>Inspections for which no fee is indicated, Miscellaneous and Special Services (1/2 hour minimum):</u>	Designated Building Official \$125/hour Senior Building Official \$95/hour Fire Inspector \$90/hour Building Inspector \$75/hour Other Staff \$75/hour
4.	<u>Additional Plan Review required by changes, additions, or revisions to approved plans (½ hour minimum)</u>	\$75/hr.
5.	<u>Special Investigation fee (work started without obtaining a permit)</u>	100% of the permit fee
6.	<u>Copy charge (black/white 8 ½ x 11 and 8 ½ x 14)</u>	\$.25/sheet
7.	<u>Copy charge (black/white 11 x 17)</u>	\$.50/sheet
8.	<u>Copy charge (color 8 ½ x 11 and 8 ½ x 14)</u>	\$1/sheet
9.	<u>Copy charge (color 11 x 17)</u>	\$2/sheet
10.	<u>Print or copy charge (large plan sheet)</u>	\$4
11.	<u>Duplicate permit card fee – short card (8 ½ x 7)</u>	\$25
12.	<u>Duplicate permit card fee – long card (8 ½ x 14)</u>	\$50
13.	<u>License Look-Up (contractor license verification)</u>	\$5
14.	<u>Lead Certification (for eligible construction) (contractor Lead Certification Verification)</u>	\$5
15.	<u>Permit Renewal within 6 mos. of expiration (no plan changes, no code changes, new permit number)</u>	50% of permit fee
16.	<u>Permit Renewal after 6 mos. of expiration (new permit required)</u>	based on valuation of remaining work
17.	<u>Change of Use, (if no construction permits are required)</u>	\$100
18.	<u>Pre-Final inspection (new home or structure)</u>	\$60
19.	<u>Temporary Certificate of Occupancy – Escrow (less costs to administer)</u>	\$1000.00
	<u>Discussion Item</u>	

BUILDING PERMITS-CONTINUED

<u>20.</u>	<u>Refunds:</u>	
	<u>Plan review (if plan review has not started)</u>	<u>100%</u>
	<u>Plan review (if plan review has started)</u>	<u>50 %</u>
	<u>Plan review (if plan review has been completed)</u>	<u>0%</u>
	<u>Permit fee (if work not started) within 6 months of permit issuance by municipality</u>	<u>80%</u>
	<u>Permit fee (if work has started – building permit)</u>	<u>0%</u>
	<u>Maintenance Permits</u>	<u>0%</u>
<u>21</u>	<u>Technology Fee (applicable to all permits)</u>	<u>\$10.00</u>

BUSINESS LICENSES

Alcoholic Beverages				2019
Bond and insurance requirements are State regulated				
117.06	Liquor and Beer		On Sale	\$ 5,000.00
			Off Sale	\$ 200.00
			Special Club	\$ 300.00
		Liquor License Investigation Fee		\$ 500.00
117.16	Liquor Sunday			\$ 200.00
117.32	Malt Liquor (3.2)		On Sale	\$ 150.00
			Off Sale	\$ 200.00
		*Minnesota Buyers Card		\$ 20.00
		*(Per year paid directly to State)		
117.06	On-Sale Temporary Liquor License or Premises Extensions		Per Event	\$ 25.00
		On-Sale Wine		\$ 2,000.00
		Microdistillery Cocktail Room		\$ 2,500.00
		Microdistillery Off-Sale		\$ 150.00
		Brewpub On-Sale		\$ 5,000.00
		Brewpub Off-Sale		\$ 150.00
		Brewer Taproom On-Sale		\$ 2,500.00
		Small Brewer Off-Sale		\$ 150.00
		Temporary On-Sale Liquor		\$ 25.00
		Temporary On-Sale 3.2% Malt Liquor		\$ 25.00
111.03	Amusement Parks, Shows and Circuses*			2019
			1st Day	\$ 125.00
			Each Additional Day	\$ 25.00
118.04	Cigarette & Tobacco Sales			2019
				\$ 300.00
111.04	Christmas Tree Sales			2019
				\$ 75.00
116.05	Courtesy Benches			2019
			Per Bench	\$ 70.00
121.03	Gasoline Distribution			2019
			Application Fee	\$ 85.00
			Per Nozzle	\$ 15.00
111.01	Outside Theater			2019
				\$ 25.00

BUSINESS LICENSES-CONTINUED

124.04	Pawn Shops		2019
		Investigation and Application Fee-MN Only	\$ 500.00
		Outside MN	\$ 10,000.00
		Annual License Fee	\$ 3,000.00
		Bond	\$ 5,000.00
		Billable Transaction Fee Per Transaction	\$ 2.00
119.03	Peddlers License		2019
		Per Company	\$ 100.00
		Per Employee	\$ 75.00
113.02	Massage Enterprise		2019
			\$ 2,000.00
120.09	Sexually Oriented Business		2019
		Business License Fee	\$ 3,000.00
		Investigation Fee	\$ 5,000.00
122.12	Special Event Vendor*		2019
		For all vendors	\$ 80.00
134.02	Unattended Collection Bin		2019
			\$ 50.00
* Insurance Required Minimum Liability Coverage: \$2,000,000			
	Each license or permit holder shall obtain an insurance policy naming the applicant and the city as insureds, providing liability for bodily injury in the amount to be set by Council resolution.		

CONTRACTOR LICENSES

94.57 Dumpster Hauler			2019
			\$ 220.00
55.04 Garbage Refuse Collection			2019
			\$ 220.00
110.02 General Contractor			2019
			\$ 80.00
96.15 Lawn Fertilizer Application			2019
			\$ 110.00
110.02 Mechanical Contractor			2019
			\$ 70.00
94.55 Right-of-Way Registration			2019
			\$ 220.00
110.02 Tree Trimmer			2019
			\$ 70.00
110.02 Trenching Contractor			2019
		NO FEE - for licensed plumber	\$ 60.00
110.01 (E) Insurance Minimum Liability Coverage: \$2,000,000			
	(1) When a licensee or permittee is required to have in force a policy of insurance, the policy shall		
	(2) The amount of insurance shall be set by Council ordinance.		

ELECTRIC CHARGES

Installation of Electric Service			
Note: For notes and conditions related to the charges listed below, see the Utility Policy.			
Underground Installation Charges			2019
	*New residential and small commercial single phase up to 200 amp	\$	650.00
	Rewire from overhead to underground single phase 200 amp	\$	650.00
		Additional fees may apply.	
Temporary Services Installation Charges			2019
	Overhead service drop not over 100 feet	\$	200.00
	Underground tap adjacent to pedestal or pad mount transformer max distance 5 feet	\$	150.00
Large Commercial			
	Fees are determined on a case by case basis		
		Additional fees may apply.	
	*Collected on Building Permit		
Lighting Service			
Note: For notes and conditions related to the charges listed below, see the Utility Policy.			
Residential and Commercial			2019
	LED 53 watt / HPS 100 watt	\$	9.00
	LED 101 watt / HPS 250 watt	\$	13.75
	400 watt	\$	19.80
	1000 watt	\$	52.00
		Additional fees may apply.	
Governmental Units - North St. Paul Owned			2019
	LED 53 watt / HPS 100 watt	\$	9.00
	LED 101 watt / HPS 250 watt	\$	13.75
	400 watt	\$	19.80
Governmental Units			2019
	100 watt	\$	4.00
	250 watt	\$	7.45
	400 watt	\$	10.85
Bus Shelters			2019
	Based on shelter design	Minimum	\$ 5.00
	Installation of wire to service shelter charged at time & materials.		

ELECTRIC CHARGES-CONTINUED

Other Electric Charges			
Note: For notes and conditions related to the charges listed below, see the Utility Policy.			
Deposits			2019
	Rental Housing	\$	150.00
	Apartment Units	\$	75.00
	Commercial and Industrial	\$	150.00
Meter Tests			2019
	Requested by customer	\$	75.00
	Faulty meter	\$	-
Pole Attachments			2019
	Per Attachment, Per Pole, Per Year	\$	10.00
Reconnect Charges			2019
	During working hours	\$	50.00
Utility Late payment Charge			2019
	10% of balance due		
	Minimum	\$	10.00
Waive/Decline Radio Meter			2019
	Monthly	\$	150.00

EQUIPMENT CHARGES

Hourly Equipment Rate			2019 Per Hour Rate
		1/2 ton Truck	\$ 30.00
		3/4 ton Truck	\$ 35.00
		1 ton Dump Truck	\$ 50.00
		2-1/2 ton Truck	\$ 50.00
		Flusher Truck	\$ 55.00
		Single Bucket Truck	\$ 90.00
		Double Bucket Truck	\$ 100.00
		Auger Truck	\$ 100.00
		Loader (4-wheel)	\$ 90.00
		Backhoe 410	\$ 75.00
		Backhoe 710	\$ 95.00
		Sweeper	\$ 90.00
		Air Compressor	\$ 35.00
		Air Hammer w/Compressor	\$ 45.00
		Chain Saw	\$ 15.00
		Pump	\$ 15.00
		Bit. Roller	\$ 25.00
		Ditching Machine: (Ditch Witch) w/trailer	\$ 40.00
		Trench/Backhoe	\$ 85.00
		Tamper	\$ 15.00
		Omni Generator (Dec. 1975)	\$ 50.00
		Chipper	\$ 65.00
		Skid Loader	\$ 80.00
		Vactron Trailer	\$ 75.00
		Generator (Small 6000 watt)	\$ 25.00
		Vactor Truck	\$ 120.00
Operator Costs			2019
	Actual Costs + % Overhead		35%
Material Costs			2019
	Actual Costs + % Overhead		35%

Note: Above costs are charges that would be used in working on city facilities for customer convenience. If we work only on customer facilities with no relation to city facilities, then labor charges are 1-1/2 times above.

FIRE DEPARTMENT FEES

Daycare/Foster Care Inspections				2019
				\$ 50.00
155.01	Rental Property Registration - Single Family Residential			2019
			Initial Registration	\$ 150.00
			Annual Renewal	\$ 100.00
			Transfer Fee	\$ 25.00
			No Entry Fee	\$ 50.00
			Reinspection	\$ 50.00
			Late Fees	
			30 Days	10%
			60 Days	25%
			90 Days	50%
155.01	Rental Property Registration - Duplex (Two Family Residential)			2019
			Initial Registration	\$ 200.00
			Annual Renewal	\$ 150.00
			Transfer Fee	\$ 50.00
			No Entry Fee	\$ 75.00
			Reinspection	\$ 75.00
			Late Fees	
			30 Days	10%
			60 Days	25%
			90 Days	50%
155.01	R2 Multi-Family Inspections (3 or more residential units)			2019
			Initial Registration	\$ 200.00
			Annual Renewal (Per Building)	\$ 150.00
			Inspection Year Base Fee (Per Building)	\$ 150.00
	+ Per Unit (total number of units per building, applied only on inspection year)			\$ 10.00
			Transfer Fee	\$ 50.00
			No Entry Fee	\$ 75.00
			Reinspection	\$ 75.00
			Late Fees	
			30 Days	10%
			60 Days	25%
			90 Days	50%
99.02	False Alarm Fees (per calendar year)			2019
			3rd False Alarm	\$ 250.00
			4th False Alarm and there after (per alarm)	\$ 500.00

FIRE DEPARTMENT FEES-CONTINUED

Fire Alarm/Sprinkler Permit Fees (calculated by value)			2019
Total Valuation	Fee		
\$1.00 to \$500	\$28.05		
\$501.00 to \$2,000.00	\$28.05 for the first \$500.00 plus \$3.50 for each additional \$100.00, or fraction thereof		
\$2,001.00 to \$25,000.00	\$80.55 for the first \$2,000.00 plus \$16.10 for each additional \$1,000.00, or fraction thereof		
\$25,001.00 to \$50,000.00	\$450.85 for the first \$25,000.00 plus \$11.65 for each additional \$1,000.00, or fraction thereof		
\$50,001.00 to \$100,000.00	\$742.10 for the first \$50,000.00 plus \$8.15 for each additional \$1,000.00, or fraction thereof		
\$100,001.00 to \$500,000.00	\$1,149.60 for the first \$100,000.00 plus \$6.50 for each additional \$1,000.00, or fraction thereof		
\$500,001.00 to \$1,000,000.00	\$3749.60 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00, or fraction thereof		
\$1,000,001.00 and up	\$6,499.60 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00		
Plan Check Fee (if applicable)			2019
		% of Building Permit Fee	65%
Inspections Outside of Normal Business Hours			2019
		per hour	\$ 75.00
Additional Plan Review Fee Required by Revisions			2019
		per hour	\$ 75.00
Add the following to all permits:			
	State Surcharge	Valuation X	\$ 0.0005
		Technology Fee	\$ 10.00
		State License Verification	\$ 5.00
Fire Safety Inspection in Minnesota Schools			2019
		Per square foot	\$ 0.014
	Includes 2 follow-up inspection or on-site consultations.		
	Additional follow-ups are charged 1/2 cents per sq. ft.		
133.03	Retail Sales of Fireworks		2019
		Retailer	\$ 100.00
		Vendor	\$ 250.00

MISCELLANEOUS FEES

98.23	Abatement Rate			2019
			Minimum Per hour	\$ 240.00
	Antenna/Tower Review Fee			2019
			New	\$ 800.00
			Maintenance	\$ 1,000.00
	Antenna/Tower Review Administrative Fee			2019
				\$ 250.00
	Buckthorn Puller Deposit	(all refundable fee - no admin charges)		2019
				\$ 100.00
	City Staff (does not include Police Department staff)			2019
		City Manager	Hourly Rate	Actual
		City Attorney	Hourly Rate	Actual
		City Engineer	Hourly Rate	Actual
		Department Head & Supervisors	Hourly Rate	Actual
		Professional Staff (City Planner, Building Official, etc.)	Hourly Rate	Actual
		Field Staff (Public Works & Electric Technicians)	Hourly Rate	Actual
		Clerical Staff	Hourly Rate	Actual
	Copy Fee			2019
			Black & White (per page)	\$ 0.25
			DVD Copies	\$ 11.00
		Building / Site Plans - Poster Size - Black & White (per page)		\$ 3.00
		Building / Site Plans - Poster Size - Color (per page)		\$ 5.00
		Zoning Map - Poster Size - Color (per page)		\$ 5.00
	Election Filing Fee			2019
			City Office	\$ 5.00
	Incident Report (City)			2019
			per page	\$ 2.00
	NSF Check Charge			2019
				\$ 30.00
	Notary Service			2019
			Plus \$1.00 per page over 5 pages	\$ 5.00
	Over the Phone Credit Card Payment			2019
				\$ 20.00
	Property and Special Assessment Verification			2019
				\$ 30.00
	Photographs			2019
			CD/DVD	\$ 40.00
			Single	\$ 5.00

PARK & RECREATION FEES

Canoe Storage Rental (Seasonal)			2019
		Resident	\$ 50.00
		Non-Resident	\$ 75.00
Park Building Rental (Casey Lake)			2019
	Weekday (Monday-Thursday) Per Day	Resident	\$ 125.00
	Weekend (Friday-Sunday) Per Day	Resident	\$ 200.00
	Weekday (Monday-Thursday) Per Day	Non-Resident	\$ 175.00
	Weekend (Friday-Sunday) Per Day	Non-Resident	\$ 300.00
	Weekday Meeting Rentals (Non-Profit) Per Hour	Resident	\$ 25.00
	Weekday Meeting Rentals (Non-Profit) Per Hour	Non-Resident	\$ 40.00
	Wedding Rate Per Day	Resident	\$400.00
		Non-Resident	\$500.00
	Building Deposit	No Alcohol	\$ 300.00
	Building Deposit	With Alcohol	\$ 600.00
* Rates based on Park Reservation Policy.			
Park Building Rental (Hause)			2019
	Per Day	Resident	\$ 100.00
	Per Day	Non-Resident	\$ 150.00
	Building Deposit	No Alcohol	\$ 150.00
	Building Deposit	With Alcohol	\$ 300.00
* Rates based on Park Reservation Policy.			
Open-Air Park Shelters (Northwood, Silver Lake, Hause & Colby Hills)			2019
	Per Day	Resident	\$ 45.00
	Per Day	Non-Resident	\$ 55.00
	Building Deposit	Resident	\$ 50.00
	Building Deposit	Non-Resident	\$ 50.00
* Rates based on Park Reservation Policy.			
Open-Air Park Shelters (Casey Lake Park Booya Patio & Tower)			2019
	Per Day	Resident	No Charge
	Per Day	Non-Resident	No Charge
* Rates based on Park Reservation Policy. Booya patio and Tower shelter are first-come, first-served.			
Ballfield Rental			2019
	Softball League	Per Game Night	\$ 72.00
	Baseball	Per Field Prep	\$ 25.00
	Contract League Softball	Per Field, Per Day	\$ 75.00
	Softball Tournament	Per Field, Per Day	\$ 125.00
	Sunday Church League	Per Field, Per Night	\$ 72.00
Recreational Programming			2019
		Per Program	Varies

PLANNING & ZONING FEES

Comprehensive Plan Amendment (Map or Text)	Application Fee	Escrow*
	\$ 1,000.00	\$2,500 minimum
Conditional Use Permit	Application Fee	Escrow*
	\$ 500.00	\$1,000 minimum
Design Review	Application Fee	
	\$ 250.00	
Grading and Excavation: 0 sq. ft. to 9,999 sq. ft.	Application Fee	
	No Fee	
Grading and Excavation: 10,000 sq. ft. to 43,560 sq. ft.	Application Fee	
	\$ 400.00	
Grading and Excavation: 1 acre or above	Application Fee	Escrow*
	\$ 1,000.00	\$1,000 minimum
		+ MPCA Review
Home Occupation Interm Use Permit	Application Fee	Escrow*
	\$ 100.00	\$250 minimum
Interim Use Permit	Application Fee	Escrow*
	\$ 500.00	\$1,000 minimum
Minor Subdivision - Lot Split / Combination / Lot line adjustment	Application Fee	Escrow*
	\$ 500.00	\$500 minimum
New Construction/New Development Landscape Escrow		Escrow*
		Commercial: \$5,000
		Residential: \$2,500
Park Dedication - Commercial, Industrial, Institutional	Fee	
	\$2,795 per acre	
Park Dedication - Residential	Fee	
	\$900 per lot	
Planned Unit Development	Application Fee	Escrow*
Planned Unit Development - Sketch Plan	\$ 500.00	\$2,500 minimum + \$25 per lot
Planned Unit Development - Preliminary	\$ 500.00	
Planned Unit Development - Final	\$ 500.00	
Planned Unit Development - Amendment	Application Fee	Escrow*
	\$ 500.00	\$1,000 minimum
Pre-Application Meeting for all Developments	Application Fee	
Initial Concept	No Fee	
Pre Application	No Fee	
All subsequent meetings before application submittal	\$ 100.00	

PLANNING & ZONING FEES-CONTINUED

Rain Gardens		Application Fee	
Individual Projects - Commercial		\$ 100.00	\$750
Individual Projects - Residential	Less than 10 square feet	\$ -	
	Greater than 10 square	\$ 50.00	
Development Projects	Commercial	\$200.00	\$5,000
	Residential	\$100.00	\$2,500
Sign Permit		Application Fee	
		\$100.00	
		+ \$0.25 per sf	
Site Plan Review		Application Fee Escrow*	
		\$ 500.00	\$1,000 minimum
Special Commission Meeting (per Meeting)		Application Fee	
		\$ 200.00	
Street, Alley, Easement Vacation		Application Fee Escrow*	
		\$ 500.00	\$500 minimum
Subdivision		Application Fee Escrow*	
	Subdivision - Sketch Plan	\$ 500.00	\$2,500 minimum + \$25 per lot
	Subdivision - Preliminary Plat	\$ 500.00	
	Subdivision - Final Plat	\$ 500.00	
Tax Increment Financing Application		Application Fee Escrow*	
		\$ 1,000.00	\$5,000 minimum
Variance Request - Non-Residential		Application Fee Escrow*	
		\$ 500.00	\$1,000 minimum
Variance Request - Residential		Application Fee Escrow*	
		\$ 200.00	\$500 minimum
Zoning Letter (historical data collection & analysis, site plan &		Fee	
		\$ 100.00	
Zoning Text Amendment		Application Fee Escrow*	
		\$ 500.00	\$1,000 minimum
Zoning Map Amendment (Rezoning)		Application Fee Escrow*	
		\$ 500.00	\$1,000 minimum
*Bond equal to or greater than escrow amount is allowed in exchange for escrowed cash			

POLICE DEPARTMENT FEES

Accident Report				2019
			State	\$ 5.00
Audio/Video CD/DVD				2019
				\$ 40.00
99.02	False Alarm Fees (per calendar year)			2019
			3rd False Alarm	\$ 250.00
			4th False Alarm and there after (per alarm)	\$ 500.00
Fingerprinting				2019
			Non-Resident	\$ 20.00
			Resident	\$ -
			1st Card	\$ 20.00
			Additional Card	\$ 5.00
Notary				2019
			Non-City Related Business	\$ 5.00
			City Related Business	\$ -
Photographs				2019
			CD/DVD	\$ 40.00
			Single	\$ 5.00
Report Copies				2019
			per page	\$ 0.25
			Certified Copies (in addition to per page fee)	\$ 5.00
Transcription				2019
			per hour	\$ 50.00
Research				2019
			Clerical per hour	\$ 50.00
			Clerical OT per hour	\$ 75.00
Patrol Officer				2019
			Regular per hour	Actual
			OT per hour	Actual
Sergeant				2019
			Regular per hour	Actual
			OT per hour	Actual
Squad				2019
			per hour	\$ 50.00

PUBLIC WORKS FEES

Sewer - Sanitary			
Sewer Hook-Up Fees (Local SAC)*			2019
	Residential, Commercial, Industrial, Office	per unit	\$ 150.00
	In addition to the MCES SAC Charge of \$2,485 per unit (2019)		
Streets			
Public Street Improvements			2019
	Residential (Front Foot)	Full Reconstruction	\$ 64.00
		Partial Reconstruction	\$ 49.00
		Roadway Reclamation	\$ 35.00
		Mill and Overlay	\$ 20.50
	Commercial/Multi-Family/Other	Full Reconstruction	\$ 96.00
		Partial Reconstruction	\$ 73.50
		Roadway Reclamation	\$ 52.50
		Mill and Overlay	\$ 30.75
Note: 35% per foot will be charged for additional footage above the minimum zoning width for the area.			
Dumpster Permit			2019
		Per Day (3 day min)	\$ 20.00
		Technology Fee	\$ 10.00
Right-of-Way Permit			2019
		Minimum	\$ 80.00
	Add the following where applicable:		
	Per Additional Excavation	Paved Area	\$ 40.00
	Per Additional Excavation	Unpaved Area	\$ 20.00
	Underground Utility or Telecom \ Boring or Tunneling	Per LF	\$ 0.50
	Underground Utility ore Telecom\ Open Trench	Per LF	\$ 0.65
	Overhead Utility\ Telecom	Per LF	\$ 0.10
	Add the following to all permits:		
		Technology Fee	\$ 10.00

PUBLIC WORKS FEES-CONTINUED

Water			
Meter Charges			2019
	New Residential Construction (collected on Plumbing permit)		\$ 130.00
	Replace Frost Damaged Water Meter		\$ 130.00
	Residential Water Turn Off		\$ 60.00
	Residential Water Turn On		\$ 60.00
Hydrant Meter Rental			2019
	Hydrant Meter Deposit (1" or smaller)		\$ 50.00
	Hydrant Meter Deposit (2 1/2")		\$ 300.00
	First 10,000 gallons		\$ 50.00
	Per 1,000 gallons there after		\$ 5.00
RPZ Filing Fee			2019
			\$ 25.00
Waive/Decline Radio Meter			2019
	Monthly		\$ 150.00
Water Hook-Up Fees			2019
	Residential, Commercial, Industrial, Office	per unit	\$ 150.00
Utility Late Payment Charge			2019
	10% of balance due		
	Minimum		\$ 10.00

ELECTRIC RATES

		2019
E1 Residential Electric Service		
Overhead	Monthly Service Charge	\$ 9.25
Consumption Charges (per kWh)	October - May	\$ 0.1079
Consumption Charges (per kWh)	June - September	\$ 0.1182
E6 Residential Electric Service		
Underground	Monthly Service Charge	\$ 11.25
Consumption Charges (per kWh)	October - May	\$ 0.1079
Consumption Charges (per kWh)	June - September	\$ 0.1182
E3 Small Commercial Service	Monthly Service Charge	\$ 11.25
Consumption Charges (per kWh)	October - May	\$ 0.1058
Consumption Charges (per kWh)	June - September	\$ 0.1175
E4 Commercial Service	Monthly Service Charge	\$ 25.50
Consumption Charges (per kWh)		\$ 0.0672
E5 Demand Charge (Related to E4 Service)		
Consumption Charges (per KW)	October - May	\$ 8.85
Consumption Charges (per KW)	June - September	\$ 11.81
Large Commercial Service	Monthly Service Charge	\$ 25.50
Consumption Charges (per kWh)		\$ 0.0667
Demand Charge (Related to Large Commercial Service)		
Consumption Charges (per KW)	October - May	\$ 8.85
Consumption Charges (per KW)	June - September	\$ 11.81
Time of Day Service	Monthly Service Charge	\$ 28.50
Consumption Charges (per kWh)	On Peak	\$ 0.0742
Consumption Charges (per kWh)	Off Peak	\$ 0.0466
Consumption Charges (per kWh)	Weekend	\$ 0.0557
North St. Paul Street Lighting	Per Month	\$ 1.3000
North St. Paul Franchise Fee (per kWh)		\$ 0.0040
Clean Energy Choice for Residential		
50% Renewal	Additional per Month	\$ 1.00
75% Renewal	Additional per Month	\$ 2.00
100% Renewal	Additional per Month	\$ 3.00
Clean Energy Choice for Commercial	Additional charge per kWh	\$ 0.001
Residential Solar Credit (per kWh)		
Consumption Credit (per kWh)	October - May	\$ 0.1079
Consumption Credit (per kWh)	June - September	\$ 0.1182

GARBAGE RATES

Garbage Rates		
	Service Size	2019
	32 Gallon	\$ 13.59
	68 Gallon	\$ 14.95
	95 Gallon	\$ 17.50
	163 Gallon	\$ 25.94
Recycling Rates		
	Service	2019
	Recycling	\$ 3.62
	Bulk Item Pick-up	\$ 3.48
Yard Waste Disposal Rates (optional)		
	Service	2019
	Unlimited-With 95 Gallon Cart	\$ 7.39
Prices above do not include 28% County Environmental Charge (Ramsey CEC) or MN State Solid Waste Tax, Residential 9.75% - Commercial 17%.		

SURFACE WATER RATES

		2019
Single Family Residential, Townhome, and Double Homes		
One Residential Equivalency Factor (REF)		\$ 10.56
Commercial, Multi-Family and Public		
Percent Impervious	Multiplied by One REF	\$ 10.56
Based on Ramsey County GIS parcel data		
Raingarden Incentive Discount		35%
Open Space		Exempt
Streets and Lakes		Exempt
Undeveloped		Exempt

WASTE WATER RATES

		2019
North St. Paul Waste Water Service - per 1,000 Gallons		
5/8" to 1" Water Service	Monthly Service Charge	\$ 32.69
Consumption Charges (Per 1,000 Gallon)*	0 to 7,000 Gallons	\$ 3.14
	7,001 to 20,000 Gallons	\$ 3.55
	20,001 Gallons or More	\$ 3.97
North St. Paul Waste Water Service - per 1,000 Gallons		
1 1/2" or Larger Water Service	Monthly Service Charge	\$ 65.33
Consumption Charges (Per 1,000 Gallon)*	0 to 7,000 Gallons	\$ 3.14
	7,001 to 20,000 Gallons	\$ 3.55
	20,001 Gallons or More	\$ 3.97
North St. Paul Waste Water Service - per Gallon		
5/8" to 1" Water Service	Monthly Service Charge	\$ 32.69
Consumption Charges (Per Gallon)*	0 to 7,000 Gallons	\$ 0.00314
	7,001 to 20,000 Gallons	\$ 0.00355
	20,001 Gallons or More	\$ 0.00397
North St. Paul Waste Water Service - per Gallon		
1 1/2" or Larger Water Service	Monthly Service Charge	\$ 65.33
Consumption Charges (Per Gallon)*	0 to 7,000 Gallons	\$ 0.00314
	7,001 to 20,000 Gallons	\$ 0.00355
	20,001 Gallons or More	\$ 0.00397
North St. Paul Waste Water Service-Flat Sewer**		
Monthly Connection Charge	Monthly Service Charge	\$ 48.39
Maplewood Waste Water Service		
Consumption Charges (Per Gallon)*	Monthly Service Charge	Set By
Consumption Charges (Per 1,000 Gallons)*		Maplewood

WATER RATES

		2019
North St. Paul Water Service-Per 1,000 Gallons		
5/8" to 1" Water Service	Monthly Service Charge	\$ 11.57
Consumption Charges (Per 1,000 Gallons)	0 to 7,000 Gallons	\$ 3.38
	7,001 to 20,000 Gallons	\$ 4.43
	20,001 Gallons or More	\$ 6.44
North St. Paul Water Service-Per 1,000 Gallons		
1 1/2" Meter or Larger	Monthly Service Charge	\$ 22.91
Consumption Charges (Per 1,000 Gallons)	0 to 50,000 Gallons	\$ 3.35
	50,001 to 150,000 Gallons	\$ 4.39
	150,001 Gallons or More	\$ 6.38
Maplewood Water Service-Per 1,000 Gallons		
5/8" to 1" Water Service	Monthly Service Charge	\$ 11.72
Consumption Charges (Per 1,000 Gallons)	0 to 7,000 Gallons	\$ 3.38
	7,001 to 20,000 Gallons	\$ 4.43
	20,001 Gallons or More	\$ 6.44
(Includes 15 cent charge for Fire Hydrant Rental)		
North St. Paul Water Service-Per Gallon		
5/8" to 1" Water Service	Monthly Service Charge	\$ 11.57
Consumption Charges (Per Gallon)	0 to 7,000 Gallons	\$ 0.00338
	7,001 to 20,000 Gallons	\$ 0.00443
	20,001 Gallons or More	\$ 0.00644
North St. Paul Water Service-Per Gallon		
1 1/2" Meter or Larger	Monthly Service Charge	\$ 22.91
Consumption Charges (Per Gallon)	0 to 50,000 Gallons	\$ 0.00335
	50,001 to 150,000 Gallons	\$ 0.00439
	150,001 Gallons or More	\$ 0.00638
Maplewood Water Service-Per Gallon		
5/8" to 1" Water Service	Monthly Service Charge	\$ 11.72
Consumption Charges (Per Gallon)	0 to 7,000 Gallons	\$ 0.00338
	7,001 to 20,000 Gallons	\$ 0.00443
	20,001 Gallons or More	\$ 0.00644
(Includes 15 cent charge for Fire Hydrant Rental)		
*Water consumption consumed by commercial users is subject to sales tax.		

57.04 Sewer & Water Rules, Regulations, Prices and Terms - Charges for service shall be a continuing lien until paid upon property served.

CITY OF NORTH ST. PAUL

ORDINANCE NO. XXX

**AN ORDINANCE ADOPTING
THE 2019 REVISED MUNICIPAL FEE
SCHEDULE
AND RESCINDING ORDINANCE NO. 778
TO INCLUDE FEES FOR COSTS TO PROCESS
SMALL WIRELESS FACILITY APPLICATIONS
AND UPDATE BUILDING CODE FEES**

SECTION I. Establishment. The City Council shall establish a fee and rate schedule for the various permits, licenses and services provided by the City of North St. Paul. Said schedule shall be reviewed by the City Manager from time to time to assure its appropriateness. In doing so, the City Manager shall consider the cost of labor and materials in providing the license, permit or service and any other factors deemed appropriate. It shall be the intent to recover all costs when establishing the fee and rate.

SECTION II. Schedule. Fees and charges for services for license, permits, applications and utilities shall be located in City Hall, and may be amended from time to time.

SECTION III. Effect. The schedule shall become effective upon the approval of the City Council. The City Clerk is hereby directed to publish this ordinance as required by law.

ADOPTED this 2nd day of April, 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 A. Duddeck, Interim City Manager

