

**CITY OF NORTH ST. PAUL
CITY COUNCIL
REGULAR MEETING AGENDA
SEPTEMBER 3, 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

VI. CONSENT AGENDA

- A. August 13, 2019 retreat workshop minutes.
- B. August 20, 2019 workshop meeting minutes.
- C. August 20, 2019 regular meeting minutes.
- D. General accounts payable: \$745,024.36.
- E. HRA accounts payable: \$21,497.45.
- F. Special Event Permit for the American Legion Brat 'n Corn Feed, Saturday, September 7, 2019.
- G. Application for an extension of an on-sale liquor license by the American Legion Post #39, to be used with their special event on Saturday, September 7, 2019.
- H. Special Event Permit for the POW/MIA Candlelight Remembrance Walk on Thursday, September 12, 2019.

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. Delaware and 17th Rezoning request: R-1 to R-2
- B. Right-Of-Way Vacation, Parkside Apartments

X. REPORTS OF CITY MANAGER & DEPARTMENTS

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

XII. GENERAL BUSINESS

XIII. CLOSED SESSION

- A. There are no closed sessions.

XIV. ADJOURNMENT

The next regularly scheduled City Council meeting is Tuesday, September 17, 2019 at 6:30 p.m.

City of North Saint Paul
August 13, 2019
Proposed City Council Retreat Workshop Minutes

I. CALL TO ORDER

Mayor Furlong called the meeting to order at 6:00 p.m.

II. ROLL CALL

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

Staff: City Manager Scott Duddeck, Deputy Clerk Mary Mills.

III. ADOPT AGENDA

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

IV. TOPIC(S)

City Manager Duddeck introduced the items not discussed at the June 11, 2019 workshop retreat.

1. Handicap parking by the Polar Lounge

Council Member Petersen indicated that Jerry Bayer at the Polar Lounge has customers who would benefit from having a designated handicap parking spot on the corner close to the entrance of the building. Manager Duddeck noted that when the new apartment development begins that can be discussed as part of the on-street parking process. Currently it is not a viable option due to curb cuts and space required. This item will remain on the list for future discussion as the redevelopment begins.

Off topic question by Council Member Thorsen was related to the development update for Margaret Street across from current City Hall. Manager Duddeck stated that the agreement with Coalition Development had expired and the City is looking at a new developer who is very interested.

2. Crittenden Memorial – parking spot

Council Member Petersen inquired about parking for people wanting to visit the Memorial. There is no parking directly in front of it so it is visible to passers by. Manager Duddeck stated that the corner of Seppala Boulevard is striped yellow for site viewing, but Seppala does have parking available, as well as Margaret Street in front of City Hall. There are spots in the parking lot next to the Fire Department as well.

3. Driveway parking setback policy

This item previously had discussion relating to how to make the ordinance work so that code enforcement can deal with complaints. This was brought up sometime back for discussion to make a decision to be consistent on all streets since setbacks varied somewhat throughout town. That very statement is the issue. There are many different setbacks and some right-of-ways have sidewalks and some don't. The right-of-way is different on different streets. Sight line can often be a problem for drivers. The ordinance does state you cannot block a sidewalk. The main question is to what extent does the City want to enforce this ordinance. There is no parking in the public right-of-way, but there are no active complaints in any area at this time.

Staff was asked look at what other cities do. Council agreed that the best plan of action at this time is to deal with these complaints case by case when they are brought forward.

4. EAC – more of an educational, not policy, driven commission

Council Member Walczak indicated that if the EAC is reinstated that it should be more of an educational commission that makes recommendations to the council on environmental items. Sonnek noted the EAC can stand up for some plans, such as the Living Streets, be an incubator for new ideas, to be more green, reach out to residents for suggestions to show engagement. Thorsen noted looking into E-stations.

Walczak stated that previously requests had been made of the members to review projects they were not trained to review and make recommendations out of their purview and comfort level. In addition, although there is no law dictating that there be an Environmental Commission, the Comprehensive Plan does refer to the EAC in many areas. If the EAC is indeed going to be responsible to perform these duties, then it needs the proper education.

The consensus was to revisit the code and guiding rules of the Commission and redefine its purpose. Find out who we are, develop the unique, forward thinking community we truly are.

5. Get a paved trail Southwood

The trail at Southwood currently is wood chipped. There has been discussion related to having it paved. Are there grant opportunities, how much would it cost. Duddeck stated that from South and Helen, going behind Cowern School all the way, could be used as a connecting trail.

6. Legislation wish list

Duddeck indicated that the City will continue its efforts related to MnDOT and Highways 120/36 interchange. It is priority to get that moved onto MnDOT's top ten year list. In addition the city will put together a plan related to the B.P. Station and other parcels needed to bring to the table. The 120 trail project is tied in, but is a very separate project not critical to 120/36. The legislative budget is a two year process. The first year they make their plans, the second they request funding for those plans.

Noted items for on-going and future discussion:

- Create and implement a firm Facebook policy.
- Chickens and bees – keep on the discussion list.
- Security cameras similar to the one placed at Helen and 18th for parks.
- Community Center sale and library status.
- Utility bill status.
- Street light fees – will be in budget discussions.

V. ADJOURNMENT

There being no further business, on motion by Council Member Sonnek, seconded by Council Member Petersen, with all present voting aye (5-0), Mayor Furlong adjourned the workshop meeting at 7:24 p.m.

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, City Manager

City of North Saint Paul
August 20, 2019
Proposed City Council Workshop Meeting Minutes

I. CALL TO ORDER

Mayor Furlong called the meeting to order at 5:00 p.m.

II. ROLL CALL

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

Staff: City Manager Scott Duddeck, Deputy Clerk Mary Mills, Finance Director Jason Zimmerman

Guests: Ramsey County Commissioner Victoria Reinhardt

III. ADOPT AGENDA

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

IV. TOPIC(S)

Ramsey County Commissioner Victoria Reinhardt and council had dialog regarding several items.

1. MnDOT Plans for the Highway 120 and Highway 36 interchange. This continues to be a struggle for North St. Paul. This interchange is not on the MnDOT ten year plan, and council inquired if Reinhardt could suggest any ways to help. The City of Oakdale is supportive but has no funding. Reinhardt noted the best way to begin is to contact Washington County Commission Stan Karwoski. He is very familiar with this project and the importance of getting it moved up on the list. He is the best starting point and Washington County needs to take the lead on this with North St. Paul providing support. The Legislature needs to put pressure on MnDOT. It was also noted that Washington County should reach out to Congresswoman Betty McCollum.

Also discussed briefly was the question about publicly owned property being sold to MnDOT. Can the City get credit if it already owns the property and contributes that property to the project. The question seems to be the timing.

2. City Manager Duddeck talked about the trash hauler contract, tipping fees and the loss of the hauler rebate. Reinhardt stated that the elimination of the rebate was driven by Washington County, and all haulers knew it was eventually going away. Reinhardt talked about the resource recovery unit and the reduction of the County Environmental Charge.

3. City Manager Duddeck reviewed the agreement with Ramsey County for the purchase of the property at 2198 2nd Street. There had been some confusion on the percentage listed in the agreement as it relates to the median family income. At the time of the city request it was listed at 115%. The agreement received back from the county listed it at 80%. Reinhardt noted that the Board intended to reduce it 80% but the 115% should be honored for this agreement. Duddeck will follow up with her on this.
4. Zimmerman discussed the proposed market values and tax capacities reports. He noted how difficult it is to get early data from Ramsey County to prepare for the city's budget process. Dakota county puts out preliminary data in April. Ramsey County doesn't release it until August. Reinhardt will talk to the County and see if that can be addressed. Duddeck and Zimmerman discussed the proposed market value increase for North St. Paul.

Reinhardt summarized the County's budget process. They are on a two year cycle and requesting an increase of 4.5% in 2020 and 4.75 in 2021. She explained the new department being implemented and what its intent is. It is for transforming systems of justice and racial equity. Half the budget is spent in health and well being. The Ramsey County budget is an outcome based budget with four service teams.

5. Duddeck discussed the Ramsey County Library and the pending sale of the Community Center. Does the library want to remain there, or would it prefer to be relocated in the city.

V. OTHER BUSINESS

There was no other business.

VI. ADJOURNMENT

There being no further business, on motion by Council Member Petersen, seconded by Council Member Sonnek, with all present voting aye (5-0), Mayor Furlong adjourned the workshop meeting at 6:22 p.m.

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, City Manager

City of North Saint Paul
August 20, 2019
Proposed Regular City Council Meeting Minutes

I. CALL TO ORDER

Mayor Furlong introduced Youth Mayors for the Day James and Ted Unger. He added the youths will serve alongside him as Mayors for the next two days. Mayor Furlong swore in the Youth Mayors. Mayors James and Ted Unger called the meeting to order at 6:31 p.m.

II. THE PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

III. ROLL CALL

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

Staff: City Manager Scott Duddeck, City Engineer Morgan Dawley, City Planner Ryan Krzos, City Engineer Morgan Dawley, Finance Director Jason Zimmerman, Parks Coordinator Keith Stachowski, City Attorney Soren Mattick, Deputy Clerk Mary Mills.

IV. ADOPT AGENDA

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

V. PRESENTATIONS

A. Ramsey County Commissioner Victoria Reinhardt

City Manager Scott Duddeck welcomed Ramsey County Commissioner Victoria Reinhardt.

Commissioner Reinhardt gave an update on the work of the Ramsey County Commissioners. She reviewed the upcoming County budget process, including public meetings, a parks workshop, and two scheduled public hearings: August 29, 2019 at 10:30 a.m. at the Ramsey County Courthouse in St. Paul; and November 25, 2019, at 6:30 p.m. at Maplewood Library. She noted public input and information is always welcome, and helps the Commissioners make informed decisions.

Commissioner Reinhardt stated Ramsey County residents can provide feedback and comments on the County website under www.opendata.ramseycounty.us. She added all input received on the website will be reviewed by all the Commissioners. She noted residents can also email, call or write the Commissioners, and her direct number is 651-266-8363.

Commissioner Reinhardt stated the County has decided to eliminate the environmental hauler rebate, which will be reflected in a lower County environmental charge. She added the County provides businesses with environmental educational materials for their employees as well as signage and bins to help transition to sustainability.

Commissioner Reinhardt stated the Board of Commissioners is committed to addressing inequities in services for Ramsey County residents. She requested input from the Mayor, City Council and residents of North St. Paul to ensure all residents have equal access to Ramsey County services.

Councilmember Sonnek whether there are indicators that County programs are making a difference in the lives of its residents. Commissioner Reinhardt stated the County has initiated a joint council with the court system to find solutions to juvenile justice issues. She added the Commissioners hope to address the issue of racial disparity in the County's jail inmates. She noted the number of youths in the juvenile detention center was reduced.

Commissioner Reinhardt encouraged the City Council to contact her with any questions or to request additional information.

Mayor Furlong thanked Commissioner Reinhardt for her presentation.

B. Constitution Week Proclamation – Karrie Blees

Mr. Duddeck introduced Karrie Blees and Pat Swanson, residents of North St. Paul and members of the Daughters of the Revolution, Nathan Hale Chapter.

Ms. Blees read a Proclamation declaring September 17-23, 2019 as Constitution Week.

C. Eagle Scout Project

Mr. Duddeck introduced Grayson Retzloff, a 17-year old resident from Boy Scout Troop #946 based at Presentation Church in Maplewood.

Grayson Retzloff thanked the City Council for considering his request for his Eagle Scout project. He added he lives in North St. Paul, and when he was deciding on his project, he wanted to give something back to his home community. He noted, for his project, he would like to build 2 benches to be placed along the path by Franklin Pond.

Grayson stated the proposed benches would give senior citizens a place to rest when they are walking near the pond. He added Public Works staff have indicated the City might be able to provide some funding for the project. He noted there is also a possibility that he can get funding from his Boy Scout Troop.

Grayson presented a draft design for the benches. He added they would not be anchored to the ground so they would be removable for shoveling and snow removal. He noted stationary benches would be difficult.

Keith Stachowski, Parks Coordinator, stated Grayson's proposed benches would be a nice addition for residents who walk on the path year-round, including students and senior citizens.

Grayson stated he could possibly get funding from his troop organization, but any City funding would be greatly appreciated.

Grayson stated the Eagle Scout project must be completed by the time he turns 18 in 6 months. He added he hopes to complete the benches this fall.

Mr. Stachowski stated this proposal is part of Grayson's bigger project involving planters at Polar Ridge. He added Grayson hoped to obtain City Council approval for the benches first.

On motion by Council Member Petersen, seconded by Council Member Thorsen, with all present voting aye (5-0), motion carried to approve Grayson Retzloff's Eagle Scout project for construction of park benches to be located at Franklin Pond, and to approve funding up to \$300 for the project to be allocated from the Park Fund.

Council Member Walczak asked whether the Public Works Department would be involved in the construction and placement of the benches. Mr. Stachowski confirmed this, adding Public Works staff will determine the most efficient and safe way to remove snow.

Mayor Furlong asked whether there will be a plaque on the benches. Grayson stated a plaque might be added on the backs of the benches.

City Attorney Soren Mattick stated, for purposes of clarification, Grayson is building the benches for the City, and the City is not making a donation to an organization. He added the money that is being allocated to Grayson will be used to buy supplies for building the benches.

VI. APPROVAL OF CONSENT AGENDA

Mr. Duddeck requested that Consent Agenda Item N be pulled for discussion.

On motion by Council Member Sonnek, seconded by Council Member Thorsen, with Mayor Furlong abstaining from Items I and L, with the rest of the City Council voting aye (4-0), motion carried to approve the Consent Agenda, Resolution No. 2019-101 consisting of:

- A. July 16, 2019 workshop meeting minutes.
- B. July 16, 2019 regular meeting minutes.
- C. July 30, 2019 special council meeting minutes.
- D. General accounts payable: \$4,117,054.34.
- E. HRA accounts payable: \$36,492.74.
- F. Schedule additional budget workshops for September 4th and September 11th at 5:00 p.m.
- G. Special Event Permit for the 2019 Church of St. Peter Fall Festival, Saturday and Sunday, September 21, 2019, 4:00 p.m. to September 22, 2019 at 5:00 p.m. **Resolution No. 2019-102.**
- H. Special Event Permit from Neumann's Bar and Grill to hold the Nuemann's Fest on Saturday September 14, 2019 beginning at 10:00 a.m. **Resolution No. 2019-103.**
- I. Special Event Permit for the Silver Lake Improvement Association's Wine Tasting at Silver Lake, Friday, October 11, 2019. **Resolution No. 2019-104.**

- J. Application for a Temporary On-Sale Liquor License AND an Application for a Charitable Gambling for Exempt Permit for the Church of St. Peter, North St. Paul. Saturday, September 21 and Sunday September 22, 2019. **Resolution No. 2019-105.**
- K. Application/Request from Neumann's Bar & Grill, North St. Paul, for a temporary extension of their on-sale liquor license to include a portion of their paved parking area. Saturday, September 14, 2019. **Resolution No. 2019-106.**
- L. Application for a Temporary On-Sale Liquor License for the Silver Lake Improvement Association, North St. Paul, for Wine Tasting to be held Friday, October 11, 2019. **Resolution No. 2019-107.**
- M. Application for a Charitable Gambling Permit to conduct Excluded Bingo by the Knights of Columbus Council #4967 for an event on Saturday, November 23, 2019 at the Church of St. Peter, North St. Paul. **Resolution No. 2019-108.**
- N. Authorize ad for bid for the Anchor Block North Site Grading Improvement Project. (City Project Number) CPN 19-01. **Moved to Item IX.D**

VII. MEETING OPEN TO PUBLIC

John Schmahl stated he supports eliminating bulk pick-up because of misuse of the program. He reviewed the notice he received with trash hauler fees, which includes a Ramsey County CEC charge in fine print at the very bottom. He requested that residents be made aware of the actual rates including taxes and charges. He noted he is unable to read the small print.

Mr. Duddeck stated the fees list was consolidated to fit onto a 1-page mailer and the font is smaller.

Mr. Schmahl stated the descriptions, fees and charges should all be the same front and boldness as the price so there are no surprises.

Mr. Schmahl stated the Minnesota Solid Waste Management Tax is listed on the mailer as a "sales tax", which it is not. He added State Statute requires that the solid waste management tax is included on the bill.

Council Member Thorsen stated City Staff has worked diligently to get the list of fees updated and made available so every item that is subject to sales tax is noted, and all rates are listed separately. He added it is a formatting issue, to fit all the information on one sheet of paper and save costs. Mr. Duddeck agreed, adding it is a 12-point font which is widely used and easily readable.

VIII. PUBLIC HEARINGS

There were no scheduled hearings.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

- A. Approval of Construction Pay Voucher No. 3 and Final for Geislinger & Sons, Inc., in the amount of \$57,509.40 for the 2016 Sanitary Sewer Lift Station Improvements.

City Engineer Morgan Dawley stated City Council authorization is required for Construction Pay Voucher #3, the final pay voucher for the 2016 Lift Station Improvement project. He added the

project has been complete for a few years, but there was a delay on the part of the contractor in providing the necessary paperwork.

Mr. Dawley stated City Staff recommends City Council acceptance of the final contract close-out.

On motion by Council Member Walczak, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to adopt Resolution No. 2019-109 to approve Construction Pay Voucher No. 3 and Final for Geislinger & Sons, Inc., in the amount of \$57,509.40 for the 2016 Sanitary Sewer Lift Station Improvements.

B. Application for a Minor Subdivision – Debra Fairbanks, located at 2060 Margaret Street N.

Ryan Krzos, WSB, stated he is filling in for Erin Perdu, who is on vacation. Mr. Krzos reviewed an application for a minor 2-lot subdivision from applicant Debra Fairbanks regarding her property at 2060 Margaret Street. The 1-acre parcel is zoned R-1 single family residential, and there is one single-family dwelling on the lot. The proposed division would create a new development site. The proposed lots exceed lot size requirements and are consistent with the R-1 designation for the site. Access to the new development site would be from Belmont Lane.

Mr. Krzos stated the Planning Commission recommended approval of this request at their August 1, 2019 meeting, and City Staff recommends approval.

Council Member Sonnek stated he attended the Planning Commission meeting at which this application was discussed. He added the driveway access to Belmont Lane would cut across the front yard of an adjacent property, within the right of way. The neighbor did not attend the public hearing or meetings, and this issue was reviewed by the Planning Commission twice.

Council Member Sonnek stated the applicant has been assessed for Belmont Lane street reconstruction and therefore has a right to access from Belmont Lane. He added he supports this request.

On motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to adopt Resolution No. 2019-110 approving an Application for a Minor Subdivision located at 2060 Margaret Street N. as recommended by the Planning Commission.

C. Application for a Conditional Use Permit amendment for Blia Adult Day Care, located at 2090 11th Avenue E.

Mr. Krzos reviewed a request for a Conditional Use Permit (CUP) amendment to expand an adult day care originally approved by the City Council in March 2019. The applicant, Blia Adult Day Care, hopes to expand into portions of adjacent tenant spaces to provide expanded recreational facilities.

Mr. Krzos stated the Planning Commission recommended approval of this request at their August 1, 2019 meeting.

On motion by Council Member Sonnek, seconded by Council Member Petersen, with all present voting aye (5-0), motion carried to adopt Resolution No. 2019-111 to approve the Conditional Use Permit Amendment for Blia Adult Day Care, 2090 11th Avenue E. as recommended by the Planning Commission.

D. Authorize ad for bid for the Anchor Block Commons Site Grading Project. (City Project Number) CPN 19-01.

Mr. Dawley reviewed a motion from the Consent Agenda authorizing advertisement for bids for the Anchor Block site. He added this would include grading and site preparation so work can begin on the site in 2019.

City Attorney Mattick clarified that this action will not authorize award of contract.

Mayor Furlong asked whether recent rainfall is having an effect on the project. Mr. Dawley stated there could be a delay, but the project timeline is still planned based on normal weather patterns.

On motion by Council Member Thorsen, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to Authorize ad for bid for the Anchor Block Commons Site Grading Project (City Project Number) CPN 19-01.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

Mr. Duddeck stated the new trash hauler contract will go into effect on September 1, 2019, with the first date of service on September 4, 2019 due to the Labor Day holiday. He added new containers are being delivered to homes in North St. Paul, and additional information is available on the City website, in a direct mailer, on Facebook, and on a flyer that will come with each container.

Mr. Duddeck reminded residents to use their current container until the August 27, 2019 pick-up, and leave their container curbside where they will be picked up. He added residents can begin using their new containers on September 4, 2019.

Mr. Duddeck expressed appreciation of the use of the southeast parking lot at Target as a staging area for delivery of containers.

Mr. Duddeck stated, with regard to street projects, the Silver Lake Area street project been ongoing, and residents are frustrated. He added the end of the project will be the reclamation of 19th Avenue from Helen Street N to 120, which will be happening this weekend. He noted the next phase will be completed this fall.

Mr. Duddeck stated residents' access to their United States Postal Service (USPS) mailboxes has been an ongoing problem in the project area. He added mailboxes have been relocated to 18th Avenue to a well-lit area with security camera monitoring. He noted there has been discussion regarding the use of secure mailboxes, and resident input is requested on this option, which is highly recommended by the USPS.

Mr. Duddeck stated the Excel Energy gas main replacement project continues, and Public Works crews are working daily with Excel crews. He added Excel has been very responsive in working with the City to complete repairs.

Mr. Duddeck stated the Council Chambers' cable equipment will be upgraded to high-definition capability after Labor Day. He added the process will take two weeks, and at least one meeting will be televised using portable equipment.

Mr. Duddeck stated he plans to attend a meeting regarding the Anchor Block development with Mr. Dawley the next day.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Sonnek stated the Planning Commission continues to meet twice a month, 1st and 3rd Thursday, at 6:15 p.m. in Council Chambers.

Council Member Sonnek stated the most recent Planning Commission meeting included a public hearing regarding a potential townhome development on 17th Avenue and Delaware Avenue. He added there was a large turn-out and many residents spoke against the proposed development and expressed concern about issues that are misconceptions. He noted, for example, residents expressed frustration that by the time a decision is reviewed by the Planning Commission or City Council, it is a formality and a decision has already been made. He stressed that this is not the case.

Council Member Sonnek stated most of the residents were not supportive of the proposed project. He added he understands the difficulty inherent in a big change, but many of the reasons were based on misconceptions.

Council Member Sonnek stated the next Planning Commission Meeting is scheduled for Thursday, September 5, 2019 at 6:15 p.m.

Council Member Peterson recently attended her first two meetings as a Board Member of the League of Minnesota Cities. She added the Board is involved with 853 different cities and has a budget of \$11.5 million. She noted she is enjoying her time on the League Board.

Council Member Petersen stated she attended a Metro Cities Revenue Policy Review meeting earlier that day, at which the issues of homelessness, implied consent, economic policy and the gas tax were discussed. She added the meeting was attended by a representative from Governor Walz's office.

Council Member Petersen stated she attended a Metropolitan Council meeting, at which she spoke with Susan Vento, the new Commissioner for District 11. She added Ms. Vento expressed an interest in coming to a North St. Paul City Council work session or meeting to address the City Council.

Ms. Petersen stated the Summer Splash event did very well this year, making approximately \$8,000 for the summer lifeguards.

Mayor Furlong asked Mr. Dawley to provide an update on the ongoing street reconstruction projects.

Mr. Dawley stated two neighborhood Open Houses are planned to review 2020 potential project areas. Both Open Houses will be held from 4:30-6:30 p.m. at City Hall. The first Open House is scheduled for August 21, 2019 to discuss 7th Avenue from 1st Street to 3rd Street, for which a feasibility report was authorized by the City Council early in 2019. He noted the second Open House is planned for August 28, 2019 to review a potential project in the Casey Lake neighborhood and determine whether to move forward.

Mr. Dawley stated the recent large amount of rain has had some effect on project timelines. Pavement management projects initiated in 2018 on Helen Street N from 17th Avenue E to 12th Avenue E/Castle Avenue E were completed. He added roadway improvements near North High School were completed by August 15, 2019 which was the City's goal.

Mr. Dawley stated the Silver Lake Area reconstruction project was originally intended to be a 1-year project, with contracts for underground utilities and streets reconstruction. He added valuable community engagement resulted in renovation of sidewalks and the addition of trees, which facilitated a 2-year time frame. He noted the length of this project has been difficult for residents.

Mr. Dawley stated the Swan Avenue/Poplar Avenue loop in the Silver Lake project area is the narrowest roadway in North St. Paul, and road construction has been problematic and frustrating for residents. He encouraged residents to use the construction hotline to contact Jason Keyser, the contractor representative. He added Mr. Keyser is always available to answer questions and provide support for residents.

Mr. Dawley stated City Staff is working on an enhanced communication email update that will provide more detailed information for concerned residents. He added that will hopefully be coming out this week.

Mr. Dawley stated curb and gutter in the Phase 1 project area will be completed on schedule, by the end of next week, and Phase 2, reclaiming pavement, will begin by August 19, 2019. He added potential paving in Phase 1 areas will begin mid-September. He noted the City has indicated that October 2019 is the substantial completion date for all areas and the contractor appears to be within that time frame.

Mr. Dawley stated residents will be able to use their driveways by the end of the week. He added it is important to wait until the cement on the driveways is cured. He encouraged residents to have patience and requested the City Council's support for the contractor and their workers.

Mayor Furlong thanked Mr. Dawley for the update.

XII. GENERAL BUSINESS

Council Member Petersen thanked all the National Night Out party hosts in North St. Paul. She wished everyone a happy and safe Labor Day.

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 (5-0), Mayor Furlong adjourned the meeting at 8:19 p.m.

Terrence J. Furlong, Mayor

Attest: _____
Scott A. Duddeck, City Manager



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Accounting Technician
DATE: September 3, 2019
SUBJECT: Recommendation of approval of GENERAL claims list.

Claim Date

8/30/2019 Payroll Register DD			\$127,290.80
8/30/2019 Payroll Direct Payables			\$98,946.77
	Payroll Subtotal		<u>\$226,237.57</u>
9/4/2019 Park Rental Refund Checks	134245-134255	\$	2,500.00
9/4/2019 A/P Checks	134256-134329	\$	497,281.22
9/4/2019 Drafts	000520-000522	\$	19,005.57
	AP Subtotal	\$	<u>518,786.79</u>

Grand Total \$ 745,024.36

Approved this 3rd day of September, 2019

City Manager

Mayor

8-27-2019 10:31 AM

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

PAGE: 1

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 8/30/2019

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	72	127,290.80
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	72	127,290.80

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 04242 8/30/19 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 201908274983	FEDERAL WITHHOLDING	D	8/30/2019		17,623.01	000516	
	I-T3 201908274983	FICA TAXES	D	8/30/2019		14,991.24	000516	
	I-T4 201908274983	MEDICARE TAXES	D	8/30/2019		5,523.40	000516	38,137.65
I09137		I C M A DISTRIBUTION CENTER						
	I-2 201908274983	EMP/EMPR DEFERRED COMP	D	8/30/2019		11,707.29	000517	
	I-21 201908274983	EMP/EMPR DEFERRED COMP	D	8/30/2019		3,003.36	000517	
	I-26 201908274983	LOAN PAYMENTS TO ICMA	D	8/30/2019		522.63	000517	
	I-2CM201908274983	CITY MGR 9% DEFERRED COMP	D	8/30/2019		627.54	000517	
	I-2IR201908274983	EMP/EMPR DEFERRED COM	D	8/30/2019		1,055.00	000517	16,915.82
M12900		MNEFTS						
	I-T2 201908274983	MN Income Tax WH	D	8/30/2019		8,304.62	000518	8,304.62
P16470		P E R A						
	I-91 201908274983	6634-00 REG PERA	D	8/30/2019		15,915.52	000519	
	I-92 201908274983	6634-00 PERA PD	D	8/30/2019		19,673.16	000519	35,588.68

* * 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:	4	0.00	98,946.77	98,946.77
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
 BANK TOTALS:	 4	 0.00	 98,946.77	 98,946.77

PACKET: 04242 8/30/19 PAYROLL - 9

VENDOR SET: 01 City of North St Paul

*** DRAFT/OTHER LISTING ***

BANK: ALL

** REGISTER GRAND TOTALS *

* * 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:	4	0.00	98,946.77	98,946.77
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	4	0.00	98,946.77	98,946.77

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
001	8/2019	61,948.24CR
048	8/2019	3,319.65CR
049	8/2019	3,266.92CR
050	8/2019	24,394.00CR
052	8/2019	2,657.22CR
053	8/2019	1,244.57CR
054	8/2019	33.85CR
098	8/2019	1,273.05CR
101	8/2019	323.84CR
102	8/2019	485.43CR
=====		
ALL		98,946.77CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04235 BL - Refund

VENDOR SET: 01 City of North St Paul

**** CHECK LISTING ****

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1		BERZOZA, ANNA						
	I-000201908194964	BERZOZA, ANNA	R	9/04/2019		150.00	134245	150.00

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

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	150.00	150.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	1	0.00	150.00	150.00

PACKET: 04236 BL - Refund

VENDOR SET: 01 City of North St Paul

**** CHECK LISTING ****

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1		VANG, CHING						
	I-000201908204965	VANG, CHING	R	9/04/2019		600.00	134246	600.00
1		GRAFF, LYNN						
	I-000201908204966	GRAFF, LYNN	R	9/04/2019		300.00	134247	300.00
1		SACHI, DAN						
	I-000201908204967	SACHI, DAN	R	9/04/2019		150.00	134248	150.00
1		JUTZ, ERNEST R						
	I-000201908204968	JUTZ, ERNEST R	R	9/04/2019		150.00	134249	150.00

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

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	4	0.00	1,200.00	1,200.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	4	0.00	1,200.00	1,200.00

PACKET: 04237 BL - Refund

VENDOR SET: 01 City of North St Paul

**** CHECK LISTING ****

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1		VANG, MAICY						
	I-000201908204971	VANG, MAICY	R	9/04/2019		50.00	134250	50.00

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	50.00	50.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	1	0.00	50.00	50.00

PACKET: 04241 BL - Refund

VENDOR SET: 01 City of North St Paul

**** CHECK LISTING ****

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1		SHAVA, CHENAYI						
	I-000201908264979	SHAVA, CHENAYI	R	9/04/2019		50.00	134251	50.00

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

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	50.00	50.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	1	0.00	50.00	50.00

PACKET: 04244 BL - Refund

VENDOR SET: 01 City of North St Paul

**** CHECK LISTING ****

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1		ELHINDI, KAREN						
	I-000201908274984	ELHINDI, KAREN	R	9/04/2019		300.00	134252	300.00

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

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	300.00	300.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	1	0.00	300.00	300.00

PACKET: 04245 BL - Refund

VENDOR SET: 01 City of North St Paul

**** CHECK LISTING ****

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1		CONTRERAS, KRISTI						
	I-000201908284985	CONTRERAS, KRISTI	R	9/04/2019		300.00	134253	300.00

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

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	300.00	300.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	1	0.00	300.00	300.00

PACKET: 04246 BL - Refund

VENDOR SET: 01 City of North St Paul

**** CHECK LISTING ****

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1		MROZINSKI, JEFFERY						
	I-000201908284986	MROZINSKI, JEFFERY	R	9/04/2019		300.00	134254	300.00

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

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	300.00	300.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	1	0.00	300.00	300.00

8/29/2019 3:02 PM

REFUNDS CHECK REGISTER

PAGE: 1

PACKET: 04247 BL - Refund

VENDOR SET: 01 City of North St Paul

**** CHECK LISTING ****

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1		MADISON, LYNNE C						
	I-000201908284987	MADISON, LYNNE C	R	9/04/2019		150.00	134255	150.00

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

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	150.00	150.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	1	0.00	150.00	150.00

PACKET: 04251 9/4/19 A/P

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	ANN DAGGY							
	I-201908214973	ANN DAGGY:	R	9/04/2019		300.00CR	134256	300.00
1	TOM OVRE							
	I-201908214975	TOM OVRE:	R	9/04/2019		150.00CR	134257	150.00
1	CHILDRENS THERAPLAY							
	I-201908294999	CHILDRENS THERAPLAY:	R	9/04/2019		300.00CR	134258	300.00
A01012	ABLE HOSE & RUBBER INC							
	I-215783-001	3" CLAMPS	R	9/04/2019		34.14CR	134259	34.14
A01274	APPLIED CONCEPTS INC							
	I-351895	SERVICE FEES	R	9/04/2019		300.00CR	134260	300.00
A1651	IEH AUTO PARTS LLC							
	I-039128181	FILTER AIR & OIL	R	9/04/2019		16.71CR	134261	
	I-039128191	OIL FILTER	R	9/04/2019		3.88CR	134261	20.59
A20235	AUTONATION, INC							
	I-511660	R&M VEHICLES #2125	R	9/04/2019		1,408.55CR	134262	
	I-512252	BATTERY	R	9/04/2019		180.45CR	134262	1,589.00
B02015	BALD EAGLE SPORTSMEN'S ASSOCIATION							
	I-1241-97	TRAINING - FIREARMS	R	9/04/2019		400.00CR	134263	400.00
B02049	BATTERIES PLUS BULBS							
	I-P17712076	BATTERIES	R	9/04/2019		192.95CR	134264	192.95
B02156	BORDER STATES ELECTRIC							
	I-918310813	CABLE TERMINATION KITS	R	9/04/2019		549.22CR	134265	
	I-918320103	TRANSFORMER BOX PAD	R	9/04/2019		368.00CR	134265	917.22
B02161	BOYER TRUCKS							
	C-CM874363	BRAKE RETURN	R	9/04/2019		153.14	134266	
	I-874363	BRAKES & CHAMBERS	R	9/04/2019		276.26CR	134266	
	I-874540	CHAMBERS	R	9/04/2019		199.30CR	134266	322.42
B02263	BULLSEYE SHOOTING RANGE LLC							
	I-347	TRAINING SUPPLIES AMMUNITION	R	9/04/2019		1,170.00CR	134267	1,170.00
C02998	CORPORATE MECHANICAL							
	I-W35651	HEAT PUMP REPAIRS	R	9/04/2019		8,697.00CR	134268	8,697.00

PACKET: 04251 9/4/19 A/P

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
C03000	CALLNET							
	I-190802120101	ANSWERING SERV 8/19-9/15	R	9/04/2019		995.00CR	134269	995.00
C03002	CAMPBELL KNUTSON PA							
	I-12-2076-0061G	LEGAL SERVICES	R	9/04/2019		1,184.00CR	134270	
	I-134-2076-0000G	LEGAL SERVICES	R	9/04/2019		2,425.00CR	134270	
	I-14-2076-0066G	LEGAL SERVICES	R	9/04/2019		1,312.00CR	134270	
	I-95-2076-0060G	LEGAL SERVICES	R	9/04/2019		64.00CR	134270	4,985.00
C03012	CARLSON MCCAIN INC							
	I-0040936	ANCHOR BLOCK SURVEY SERV	R	9/04/2019		15,894.98CR	134271	15,894.98
C03066	CINTAS							
	I-4028231387	UNIFORM SERVICES	R	9/04/2019		73.01CR	134272	73.01
C03139	COMCAST							
	I-201908284990	CABLE SERV 8/27-9/26	R	9/04/2019		128.10CR	134273	128.10
C03285	CUMMINS SALES & SERVICE							
	I-E4-13177	OIL	R	9/04/2019		100.00CR	134274	100.00
C21221	CENTURY LINK							
	I-201908214976	PHONE SERVICE 8/1-8/31	R	9/04/2019		206.12CR	134275	
	I-201908294992	PHONE SERV 8/19-9/18	R	9/04/2019		27.84CR	134275	233.96
D04012	DAKOTA SUPPLY GROUP							
	I-E932925	PVC CONDUIT	R	9/04/2019		1,215.21CR	134276	
	I-E938514	LED LIGHT FIXTURES	R	9/04/2019		772.46CR	134276	1,987.67
D04068	DELTA DENTAL OF MINNESOTA							
	I-7738875	SEPTEMBER DENTAL INSURANCE	R	9/04/2019		6,594.84CR	134277	6,594.84
D04085	DIRKS BROS LLC							
	I-0826195174	HAND TOOLS	R	9/04/2019		45.75CR	134278	
	I-0826195175	TOOL BOX LOCKS	R	9/04/2019		90.10CR	134278	135.85
D04193	DOG WASTE DEPOT							
	I-294168	DOG WASTE BAGS	R	9/04/2019		419.50CR	134279	419.50
E05126	EMERGENCY AUTOMOTIVE TECHNOLOGIES INC							
	I-SVC27365	ENG 520 CRADLEPOINT INSTALL	R	9/04/2019		1,100.00CR	134280	1,100.00

PACKET: 04251 9/4/19 A/P

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
E10050	ERICKSON BELL BECKMAN & QUINN PA							
	I-731193	LEGAL FEES PROSC RETNR JULY	R	9/04/2019		6,990.06CR	134281	6,990.06
H07501	HEALTHPARTNERS							
	I-1044713	PERSONNEL TESTING	R	9/04/2019		208.00CR	134282	208.00
H08162	HOLIDAY							
	I-201908234977	GAS 1400015462906 POLICE	R	9/04/2019		2,091.25CR	134283	
	I-201908234978	GAS 1400015501928 RECREATION	R	9/04/2019		74.25CR	134283	
	I-201908264981	GAS 1400015462884 OH ELECTRIC	R	9/04/2019		647.77CR	134283	
	I-201908264982	GAS 1400015462957 UG ELECTRIC	R	9/04/2019		548.05CR	134283	
	I-201908284988	GAS 1400015462876 FIRE DEPT	R	9/04/2019		540.43CR	134283	
	I-201908294993	GAS 1400015462892 PARKS	R	9/04/2019		999.39CR	134283	
	I-201908294994	GAS 1400015462914 SEWER DEPT	R	9/04/2019		282.89CR	134283	
	I-201908294995	GAS 1400015462930 ST CLEANING	R	9/04/2019		164.82CR	134283	
	I-201908294996	GAS 1400015462949 ST MAINT	R	9/04/2019		1,557.42CR	134283	
	I-201908294997	GAS 1400015462965 URBAN FSTRY	R	9/04/2019		358.91CR	134283	
	I-201908294998	GAS 1400015462973 WATER DEPT	R	9/04/2019		449.61CR	134283	7,714.79
H08165	HOME DEPOT							
	I-1042229	ADAPTERS & HOSE CAPS	R	9/04/2019		41.64CR	134284	
	I-3010877	SS CLAMPS	R	9/04/2019		17.39CR	134284	
	I-3010944	ROBE HOOKS	R	9/04/2019		25.44CR	134284	
	I-3033637	SSTESTERS	R	9/04/2019		27.85CR	134284	
	I-3043213	DUAL LASER THERM, DRILL, WRNCH	R	9/04/2019		239.85CR	134284	
	I-42342	LED STRIPS SAND PAPER SCRPR	R	9/04/2019		409.45CR	134284	
	I-7062489	DIATOMACEOUS EARTH & PAIL	R	9/04/2019		21.38CR	134284	783.00
I09045	IMPACT							
	I-142063	GARBAGE INFO MAILER	R	9/04/2019		3,717.24CR	134285	
	I-142067	AUG BILL INSERT & MAILING	R	9/04/2019		4,692.47CR	134285	8,409.71
J10181	JOHN DEERE FINANCIAL							
	I-P42235	FENDER KIT	R	9/04/2019		580.25CR	134286	580.25
J10187	J P COOKE COMPANY							
	I-581061	DOG LICENSE TAGS	R	9/04/2019		252.85CR	134287	252.85
K09100	KATH FUEL OIL SERVICE CO							
	I-661841	OIL	R	9/04/2019		144.00CR	134288	
	I-662348	OIL	R	9/04/2019		190.00CR	134288	334.00

PACKET: 04251 9/4/19 A/P

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
L12047	LANDIS GYR TECHNOLOGY INC I-90298453	AUG SAAS MONTHLY FEE	R	9/04/2019		750.00CR	134289	750.00
M12998	MAPLEWOOD YMCA & COMMUNITY CENTER I-2015047858	LIFE GUARDS SILVER LK	R	9/04/2019		8,411.66CR	134290	8,411.66
M13100	MERIT CHEVROLET I-654453X1	FUEL CAP	R	9/04/2019		25.06CR	134291	25.06
M13109	MENARDS-MAPLEWOOD I-37814	CONDUIT	R	9/04/2019		266.09CR	134292	266.09
M13110	MENARDS-OAKDALE I-84582 I-85102 I-85108 I-85128 I-85196 I-85390	COUPLER & CONDUIT TRUCK BED LINER VINYL TUBING BRASS HEX NIPPLE 50 LBS COARSE SALT PVC CONDUIT	R	9/04/2019		22.72CR 42.35CR 7.19CR 4.18CR 1,272.04CR 194.70CR	134293 134293 134293 134293 134293 134293	 1,543.18
M13125	MHSRC/RANGE I-629430-6998	TRAINING EVOC LAW ENFMT TRNG	R	9/04/2019		850.00CR	134294	850.00
M13192	MN BENEFIT ASSOC I-2019-0069573	LIFE INSURANCE SEPT	R	9/04/2019		71.17CR	134295	71.17
M13211	OFFICE OF MN IT SERVICES I-W19070574	JULY VOICE SERVICES	R	9/04/2019		57.48CR	134296	57.48
M13217	MN FIRE SERV CERT BOARD MSFCB I-7138	RECERTIFICATIONS	R	9/04/2019		250.00CR	134297	250.00
M13375	MTI DISTRIBUTING COMPANY I-1229640-00	WASHER SPACER	R	9/04/2019		65.03CR	134298	65.03
M14074	MNSPECT LLC I-7918	INSPECTION SERV FOR JULY	R	9/04/2019		47,879.82CR	134299	47,879.82
M14137	ROSEVILLE MIDWAY FORD I-384022	1ST OIL CHANGE	R	9/04/2019		30.59CR	134300	30.59
M16475	NCPERS GROUP LIFE INS. I-663400092019	SEPTEMBER 2019 PREMIUMS	R	9/04/2019		144.00CR	134301	144.00

PACKET: 04251 9/4/19 A/P

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
N07097	NATIONAL ASSOCIATION OF CHIEFS OF POLICE							
	I-201908214972	NATIONAL ASSOCIATION OF CHIEFS	R	9/04/2019		60.00CR	134302	60.00
N14151	NORTH VALLEY INC							
	I-PAYVOUCHER#03	2018 PVMNT MGMT PRJT	R	9/04/2019		160,501.02CR	134303	160,501.02
N14177	NAC MECHANICAL & ELECTRICAL SERVIES							
	I-163454	HVAC SERVICE & REPAIRS	R	9/04/2019		1,930.74CR	134304	1,930.74
O15032	ON-SITE SANITATION							
	C-0000805024	RESTROOMS HAUSE PK	R	9/04/2019		42.75	134305	
	C-0000805025	RESTROOMS NORTHWOOD PK	R	9/04/2019		42.75	134305	
	C-0000805026	RESTROOMS MCKNIGHT	R	9/04/2019		42.75	134305	
	C-0000805027	RESTROOMS COLBY HILLS PK	R	9/04/2019		45.90	134305	
	C-0000805028	RESTROOMS SILVER LK PK	R	9/04/2019		50.27	134305	
	I-0000801159	RESTROOMS HAUSE PARK	R	9/04/2019		57.00CR	134305	
	I-0000801160	RESTROOMS NORTHWOOD PK	R	9/04/2019		57.00CR	134305	
	I-0000801161	RESTROOMS ROTARY PK	R	9/04/2019		130.00CR	134305	
	I-0000801162	RESTROOMS MCKNIGHT COMPLEX	R	9/04/2019		57.00CR	134305	
	I-0000801163	RESTROOMS SOUTHWOOD PK	R	9/04/2019		57.00CR	134305	
	I-0000801164	RESTROOMS MCKNIGHT	R	9/04/2019		57.00CR	134305	
	I-0000801165	RESTROOMS CASEY LK FIELD	R	9/04/2019		57.00CR	134305	
	I-0000801166	RESTROOMS MCKNIGHT FLD	R	9/04/2019		57.00CR	134305	
	I-0000808435	RESTROOM SERV SILVER LK	R	9/04/2019		22.00CR	134305	326.58
VOID	VOID CHECK		V	9/04/2019			134306	**VOID**
R02001	REPUBLIC SERVICES							
	I-0923-004037105	RESIDENTIAL SERV JULY 2019	R	9/04/2019		56,657.32CR	134307	56,657.32
R18010	RAMSEY COUNTY							
	I-EMCOM-007847	RC FLEET SUPPORT JULY	R	9/04/2019		492.96CR	134308	
	I-EMCOM-007879	RC 911 DISPATCH SERVS JULY	R	9/04/2019		6,210.56CR	134308	
	I-EMCOM-007881	RC CAD SERVICES JULY	R	9/04/2019		1,272.96CR	134308	
	I-RESFA-003144	JULY PUBLIC WORKS TIPPING	R	9/04/2019		720.95CR	134308	
	I-RESFA-003157	JULY RESIDENTIAL TIPPING	R	9/04/2019		22,217.96CR	134308	30,915.39
R18022	RAMSEY COUNTY-CEC- ENVIRONMENT HEALTH							
	I-201908214974	JULY HAULER RECYCLE FEES	R	9/04/2019		19,683.73CR	134309	19,683.73
R18047	NM CLEAN 1, LLC							
	I-0000093-IN	R&M VEHICLES SQUAD WASHES	R	9/04/2019		194.85CR	134310	
	I-0000094-IN	R&M VEHICLES SQUAD & FD WASH	R	9/04/2019		285.78CR	134310	480.63

PACKET: 04251 9/4/19 A/P

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
R18091	RESCO							
	I-756720-00	LOCKS	R	9/04/2019		577.75CR	134311	577.75
R18100	R J SAYERS DISTRIBUTING							
	I-23283	UNLOADER GREEN SPRING	R	9/04/2019		254.41CR	134312	254.41
S19188	SHRED-IT USA MINNEAPOLIS							
	I-8127909979	SHREDDING SERVICE	R	9/04/2019		104.46CR	134313	104.46
S19433	STAPLES ADVANTAGE							
	I-3423208694	OFFICE SUPPLIES	R	9/04/2019		152.92CR	134314	
	I-3423208695	OFFICE SUPPLIES	R	9/04/2019		117.05CR	134314	269.97
S19461	STRYKER SALES CORP							
	I-2740558M	ASSY CHG PK REPLT KIT AED KID	R	9/04/2019		768.00CR	134315	768.00
T20190	T K D A							
	I-002019003242	ARCHITECTUAL SERVICES	R	9/04/2019		565.50CR	134316	565.50
T20191	TIMESAVER OFF SITE SECRETARIAL INC.							
	I-M24979	SECRETARIAL SERVICES	R	9/04/2019		430.00CR	134317	430.00
T20192	T-MOBILE							
	I-201908194963	TABLET/CARDS PD/FD 7/9-8/8	R	9/04/2019		960.78CR	134318	
	I-201908204969	FD/PD CARDS TABLETS 7/11-8/10	R	9/04/2019		634.63CR	134318	
	I-201908204970	CELL PHONE SERVICE 7/11-8/10	R	9/04/2019		1,602.73CR	134318	3,198.14
T20235	TOWMASTER							
	I-418745	TIRE CHAINS FOR TRUCK	R	9/04/2019		365.46CR	134319	
	I-418920	SWITCH BODY UP	R	9/04/2019		78.86CR	134319	444.32
T20243	TORQUE UTILITIES							
	I-116	BORE IN CONDUIT ON 3RD ST	R	9/04/2019		34,550.00CR	134320	
	I-117	BORE IN CONDUIT @ RICHARDSON	R	9/04/2019		3,920.00CR	134320	
	I-118	BORE IN CONDUIT UPPER 51ST ST	R	9/04/2019		2,950.00CR	134320	41,420.00
T20285	TRI STATE BOBCAT INC							
	I-A61239	D RING M SERIES	R	9/04/2019		60.57CR	134321	60.57
T20309	TRUCK UTILITIES MFG CO							
	I-5341381	BUCKET PARTS & REPAIRS	R	9/04/2019		2,197.21CR	134322	2,197.21

PACKET: 04251 9/4/19 A/P

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
T20462	TWIN CITY OPTICAL CO INC							
	I-240106257-0209508	SAFETY GLASSES D. HOSEK	R	9/04/2019		268.86CR	134323	268.86
T20485	TYLER TECHNOLOGIES							
	I-025-269690	ANNUAL SYSTEM MAINTENANCE	R	9/04/2019		24,459.31CR	134324	24,459.31
U21294	UCARE MINNESOTA							
	I-190808002554	SEPT 2019 PREMIUMS RET INS	R	9/04/2019		1,836.00CR	134325	1,836.00
V01101	VERIZON WIRELESS							
	I-9835751250	CELL PHONE SERV 7/11-8/10	R	9/04/2019		525.23CR	134326	525.23
W23500	WSB & ASSOCIATES INC							
	I-4-R-013293-000	2019 ELECTRIC GEN SERVICES	R	9/04/2019		522.00CR	134327	
	I-4-R-013758-000	WINDOW WORLD SITE PLAN	R	9/04/2019		1,441.00CR	134327	
	I-5-R-013307-000	2019 GEN PLANNING SERVICES	R	9/04/2019		5,335.25CR	134327	
	I-6-R-013292-000	GEN SERVICES 2019 STREETS	R	9/04/2019		2,978.00CR	134327	
	I-6-R-013295-000	GEN SERV 2019 ROW PERMIT	R	9/04/2019		352.00CR	134327	10,628.25
X14164	XCEL ENERGY							
	I-0397971248	NATURAL GAS PREM#302713963	R	9/04/2019		110.74CR	134328	
	I-0397977914	NATURAL GAS PREM#304194027	R	9/04/2019		273.79CR	134328	
	I-0398308538	NATURAL GAS PREM#302997881	R	9/04/2019		25.69CR	134328	
	I-0398318462	NATURAL GAS PREM#303755177	R	9/04/2019		272.54CR	134328	
	I-0398431320	NATURAL GAS PREM#303323202	R	9/04/2019		28.63CR	134328	
	I-0398431754	NATURAL GAS PREM#303115482	R	9/04/2019		25.69CR	134328	
	I-0398432474	NATURAL GAS PREM#302174583	R	9/04/2019		25.69CR	134328	
	I-0398432753	NATURAL GAS PREM#302483559	R	9/04/2019		55.80CR	134328	
	I-0398434002	NATURAL GAS PREM#302246319	R	9/04/2019		25.69CR	134328	
	I-0398434048	NATURAL GAS PREM#303578596	R	9/04/2019		26.94CR	134328	
	I-0398434354	NATURAL GAS PREM#303688026	R	9/04/2019		29.03CR	134328	
	I-0398435805	NATURAL GAS PREM#302437926	R	9/04/2019		27.78CR	134328	928.01
Z26047	ZAYO GROUP LLC							
	I-2019080011274	DARK FIBER	R	9/04/2019		5,131.85CR	134329	5,131.85

PACKET: 04251 9/4/19 A/P

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
P16421	PREMIER BANK							
	I-201908294991	DEPOSIT TICKETS	D	8/14/2019		42.64CR	000522	42.64
M13232	MN DEPT OF LABOR & INDUSTRY							
	I-201908295000	BLDG PERMIT SURCHARGE	D	8/29/2019		2,622.05CR	000520	
	I-201908295001	BLDG PERMIT SURCHARGE	D	8/29/2019		2,419.70CR	000520	5,041.75
R18030	RDO EQUIPMENT COMPANY							
	C-W50764	SKIDSTEER NOT FOR NSP	N	9/04/2019		785.10	000000	
	I-W50667	SKIDSTEER	N	9/04/2019		785.10CR	000000	0.00
N14207	CITY OF NORTH ST PAUL							
	I-201908284989	JULY USAGE ELECTRIC	D	9/05/2019		13,921.18CR	000521	13,921.18

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	73	0.00	497,281.22	497,281.22
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	0.00	19,005.57	19,005.57
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	1	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	78	0.00	516,286.79	516,286.79

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04251 9/4/19 A/P

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : AP PREMIER BANK

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

FUND	PERIOD	AMOUNT
001	8/2019	5,084.39CR
001	9/2019	102,711.12CR
015	9/2019	8,411.66CR
022	9/2019	160,501.02CR
048	9/2019	19,354.27CR
049	9/2019	9,968.47CR
050	9/2019	58,880.47CR
053	9/2019	102,997.20CR
054	9/2019	5,131.85CR
063	9/2019	590.94CR
064	9/2019	98.15CR
096	9/2019	8,646.01CR
098	9/2019	4,241.21CR
099	9/2019	13,475.05CR
210	9/2019	16,194.98CR
=====		
ALL		516,286.79CR



**NORTH
ST. PAUL**
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MEMORANDUM

TO: HRA Chairman and Commissioners
FROM: Jacquelyn Lutmer, Accounting Technician
DATE: September 3, 2019
SUBJECT: Recommendation of approval of HRA claims list.

Claim Date			
8/27/2019 A/P Check Register	134244	\$ 21,497.45	Pre-Approved by S. Duddeck
	Total	<u>\$21,497.45</u>	

Approved this 3rd day of September, 2019

City Manager

Mayor





**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: HRA Chairman and Commissioners
FROM: Jacquelyn Lutmer, Accounting Technician
DATE: August 27, 2019
SUBJECT: Recommendation of approval of HRA claims list.

Claim Date

8/30/2019 A/P Checks

134244

\$ 21,497.45

Total

\$21,497.45

Approved this 30th day of August, 2019

City Manager - Pre-Approval



PACKET: 04243 HRA EARLY RELEASE

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
R18010	RAMSEY COUNTY							
	I-201908264980	2198 2ND ST N PURCHASE	R	8/27/2019		21,497.45CR	134244	21,497.45

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	21,497.45	21,497.45
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	21,497.45	21,497.45

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

Agenda Information Memorandum
North St. Paul City Council
September 3rd, 2019

FROM THE OFFICE OF THE COMMUNITY DEVELOPMENT DEPARTMENT

Agenda placement: Consent Agenda

Subject: Approval of Special Event Permit for American Legion Brat n' Corn Feed occurring on September 7th from 12pm to 4pm.

To: Honorable Mayor and City Council

Background/Facts:

This is the 3rd Annual Brat n' Corn Feed hosted by the American Legion Club 39. The event will take place on September 7th, 2019 from 12:00 p.m. to 4:00 p.m. with approximately 25 volunteers and expected 100-200 participants. The event will occur in the Legion parking lot, with parking occurring in a portion of the lot as well as approved overflow at Old National Bank. The American Legion is providing their own food and drink to be served and has been approved for a temporary liquor sales license.

Recommendation: It is recommended the City Council approve the special event permit for the American Legion Beer n' Corn Feed occurring on September 7th from 12pm to 4pm.

Attachments:

Summary of request
Special Event Permit Application
Resolution

Respectfully submitted,

/s/ OB by mm

Olivia Boerschinger
Community Development

APPROVED FOR AGENDA ENCLOSURE:

/s/ SD by mm

Scott Duddeck
City Manager



**NORTH
ST. PAUL**
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Return To: Community Development Department
2400 Margaret Street
Phone: 651-747-2407 Fax: 651-747-2435

SPECIAL EVENT PERMIT APPLICATION – 2019

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:

AMERICAN LEGION CLUB 39

"3rd Annual 'Brat N' Corn Feed"

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

Applicant: *ARCHIE E. VICKERMAN*

Title: *BAR & HALL BOARD CHAIRMAN*

Address: *2021 NORTHWOOD DR*

N. ST. PAUL, MN. 55109

Business/Organization Name: *AMERICAN LEGION CLUB 39*

Daytime Phone: *651-226-6320* Evening Phone: *651-770-0010* Emergency Phone: *651-226-6320*

E-Mail Address: *archievickerman@live.com*

III. EVENT TIMETABLE:

Requested day and date: *SEPTEMBER 7th 2019*

Requested hours of operation, from *12* ~~a.m.~~/p.m. to *4* ~~a.m.~~/p.m.

Set-up beginning day and date *9-7-2019* time *7* a.m./~~p.m.~~

Dismantle by day and date *9-7-2019* time *6* ~~a.m.~~/p.m.

E. Anticipated number of participants *25+ VOLUNTEERS* and spectators *100-200?*

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:

VI. CHECK ALL ITEMS WHICH APPLY TO YOUR EVENT:

	Event participant and/or spectator parking areas (describe): <i>PORTION OF LEGION PARKING LOT - WITH OVERFLOW APPROVED AT OLD NATIONAL BANK PARKING LOT.</i>
	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) <i>WE WILL FURNISH OUR OWN 5-6 BARRICADES TO DESIGNATE TRAFFIC FLOW & HANDICAPPED PARKING.</i>
	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:

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: *BAATS WILL BE PARTIALLY PRE-COOKED AT LEGION & TRANSPORTED TO PARKING LOT VIA NSF CONTAINERS. CORN WILL BE COOKED IN SECURED FENCED PARKING LOT AREA. CAN BEER, POP & BOTTLED WATER WILL BE SOLD IN SAME AREA.*

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: *CHARCOAL GRILL - LP FUELED CORN COOKERS. WE WILL HAVE A FIRE EXTINGUISHER ON SITE.*

X. ALCOHOLIC BEVERAGES:

Will alcoholic beverages be served? ☒ Yes ☐ No

If Yes Name of Liquor Establishment: AMERICAN LEGION CLUB 39

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: WE WILL MONITOR FOR DRINKING AGE PATRONS. ALSO, PARKING LOT WILL BE PARTIENCED WITH ACCESS ONLY FROM SOUTH BLDG. ENTRANCE.

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.

PENDING APPROVAL.

*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: PARKING LOT IS TO CONTAIN PARTICIPANTS WITHIN FENCED AREA.

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:

XII. CLEAN-UP:

List persons responsible for clean-up duties:

AMERICAN LEGION VOLUNTEERS

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:

THE EVENT IS 12-4 PM WITHIN A PARTIENCED PARKING LOT - OVERFLOW PARKING ONLY AT OLD NATIONAL BANK PARKING LOT. OUR EVENT SHOULD HAVE LITTLE IF ANY IMPACT ON OTHER BUSINESSES OR NEARBY RESIDENTS.

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: Archie E. Vickerman Date of Application: AUG. 19, 2019

FOR OFFICE USE ONLY

Received	
By	<u>AB</u>
Date	<u>8/22/19</u>
Mail	
Fax	
In Person	<u>X</u>

Documentation	Required	Received
Certificate of Insurance		<u>✓</u>
Map		<u>✓</u>
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:		

FENCE LINE

ENTR
EXIT

GRILL
CORN COOKERS
TABLES & CHAIRS

20' FENCE

60' FENCE

DRIVEWAY

CONES

PARKING

36' FENCE

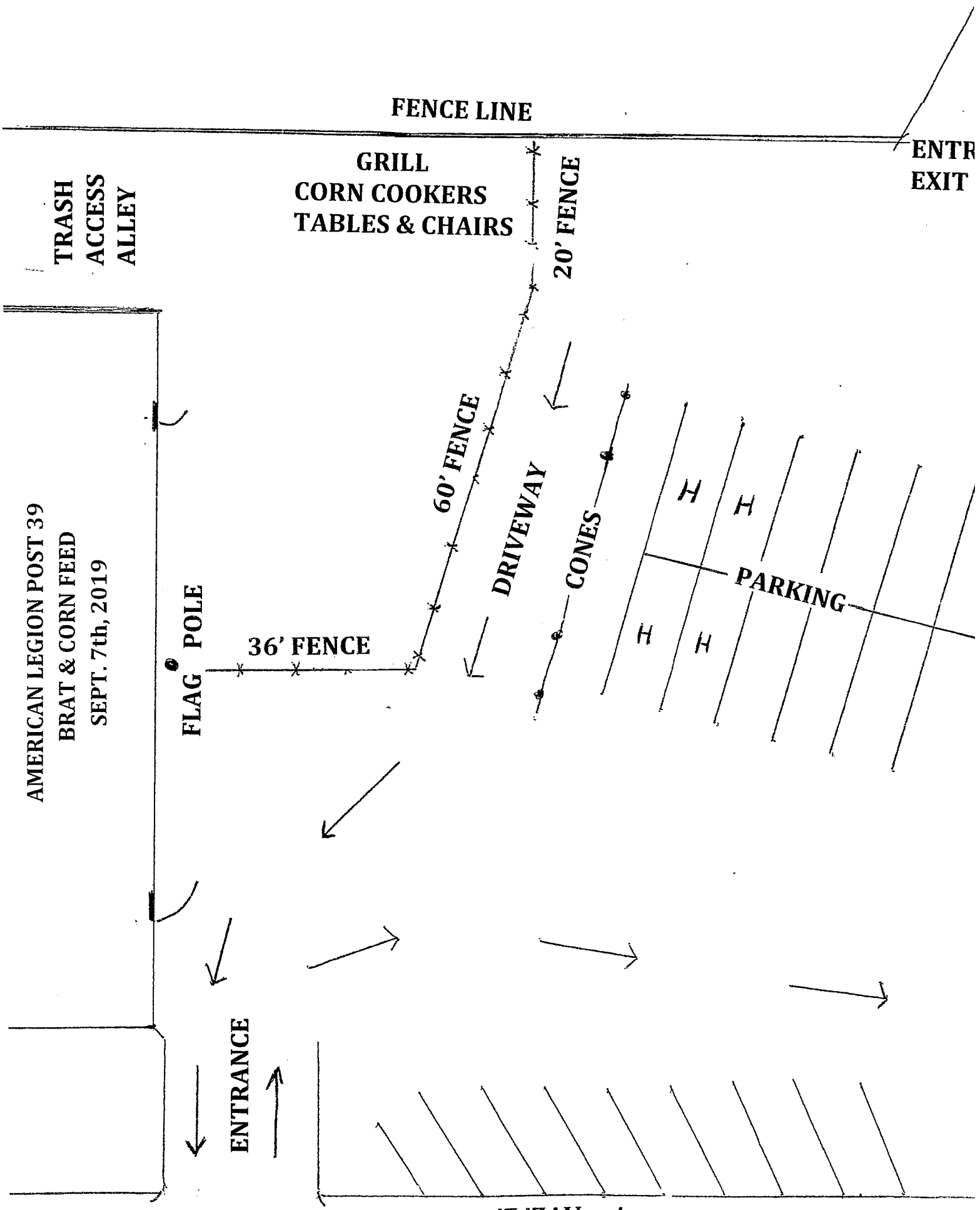
FLAG POLE

TRASH
ACCESS
ALLEY

AMERICAN LEGION POST 39
BRAT & CORN FEED
SEPT. 7th, 2019

ENTRANCE

7TH AVE. E.





NORTH ST. PAUL
extraordinary.

COPY

**Application and Permit for a 1 Day to 3 Day Temporary On-Sale Liquor License
or Extension of Premises**

Important Notice: Certificate of Liability Insurance 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.

APPLICANT INFORMATION

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

Name of organization <u>AMERICAN LEGION CLUB 39</u>		
Date organized <u>AUG. 1, 1919</u>	Tax exempt number	MN Tax ID Number <u>EAN 6304014</u>
Address: <u>2678 7th AVE.</u>		
City <u>NORTH ST. PAUL</u>	State <u>MN.</u>	Zip Code <u>55109-3113</u>
Name of person making application		
First <u>ARCHIE</u>	Middle <u>EDMOND</u>	Last <u>VICKERMAN</u> DOB <u>10-8-1948</u>
Business Phone	Home Phone <u>651-770-0020</u>	Cell Phone <u>651-226-6320</u>
E-mail Address <u>archie.vickerman@live.com</u>		
Type of organization ☐ Business ☒ Club ☐ Charitable ☐ Religious ☐ Other non-profit		
Organization officer's name		
First <u>ARCHIE</u>	Middle <u>E.</u>	Last <u>VICKERMAN</u> DOB <u>10-8-1948</u>
City <u>NORTH ST. PAUL</u>	State <u>MN.</u>	Zip Code <u>55109-4032</u>

PERMIT DETAILS

Date (s) of event
Location where permit will be used. If an outdoor area, describe the location and attach a diagram. <u>SEE SUBMITTED DIAGRAM</u>
If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
The applicant must carry liquor liability insurance. Please provide the carrier's name and amount of coverage. <u>SECURA INS.CO. - SEE SUBMITTED LIABILITY INS. DOCUMENT</u>
- The Certificate of Liquor Liability Insurance, naming the City of North St. Paul as the Certificate Holder, must be attached to this application. - If this is an extension of premises application, the insurance certificate must indicate the area covered for the event.

IMPORTANT NOTES REGARDING YOUR APPLICATION

- Submit this form and **\$25.00** fee to the North St. Paul Police Department no later than 60 days prior to the event.
- Any condition which causes adverse impacts may be cause to revoke the 1 to 3 Day Temporary On-Sale Liquor License or Extension of Premises.

Acknowledgement and Signature: The undersigned hereby applies for a 1 to 3 Day Temporary On-Sale Liquor License or Extension of Premises as described above and states the information submitted is true and correct.

Applicant Signature: Archie E. Vietherma Date of Application: Aug. 19, 2019

FOR OFFICE USE ONLY

RECEIVED	
By	
Date	
Mail	
Fax	
In Person	
Email	

DOCUMENTATION	REQUIRED	RECEIVED
Certificate of Insurance		
Temporary Tent Permit		
Alcohol Service Diagram		
\$25.00 Application Fee		

APPROVALS:

Chief of Police

Date Approved

City Manager/Clerk

Permit Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/19/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners of Minnesota LLC 2361 Hwy 36 W St. Paul MN 55113		CONTACT NAME: Lynn Otto PHONE (A/C, No, Ext): (651) 644-7200 FAX (A/C, No): (651) 644-9137 E-MAIL ADDRESS: lotto@apminnesota.com	
INSURED American Legion Post 39 DBA American Legion Bar/Hall, Inc. 2678 7Th Ave E North Saint Paul MN 55109-3113		INSURER(S) AFFORDING COVERAGE INSURER A: Secura Insurance Companies INSURER B: Security National Insurance Co INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 22543 19879	

COVERAGES

CERTIFICATE NUMBER: 2019/20 master w/

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ PD \$500 Ded Per Claim GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			20CP3224265-10	06/30/2019	06/30/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			20CP3224265-10	06/30/2019	06/30/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			20-CU3224266-10	06/30/2019	06/30/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N	N/A	SWC1194198	06/30/2019	06/30/2020	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			20CP3224265-10	06/30/2019	06/30/2020	Each Common Cause \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

COPY

CERTIFICATE HOLDER

CANCELLATION

North St. Paul Police Dept 2400 Margaret St. North St. Paul MN 55109	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

COPY

TENNESSEN WARNING

You are hereby warned, pursuant to Minnesota Statutes, Section 13.04, Subd. 2 that the license and/or permit you are applying for will require you to supply to the City private or confidential data about yourself. This data will be used by the City staff and City Council to determine whether or not you should receive the license and/or permit applied for. You have a right to refuse to supply the data asked for, however, your application will **NOT** be processed without all the questions being answered. All data supplied in the license and/or permit application and the investigative data obtained by agents of the City in processing this application will be public data. **PUBLIC DATA** is available to anyone who requests it.

You are also warned to seek legal counsel of your own choice to review this **TENNESSEN WARNING** so that you can understand the full consequences of your answering the questions on the application for license and/or permit.

Date:

AUG. 19, 2019

Archie E. Vickerman
(Signature)

I HAVE READ THE ABOVE WARNING AND FULLY UNDERSTAND THE CONSEQUENCES OF FILLING OUT THE ATTACHED APPLICATION FOR LICENSE, AND WAIVE ANY RIGHTS I MAY HAVE TO KEEP THE DATA PRIVATE OR CONFIDENTIAL.

SPECIAL EVENTS PERMIT SUMMARY AND DEPARTMENT APPROVALS

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

Name/Type of Event: AMERICAN LEGION – 3RD ANNUAL BRAT N' CORN FEED
Location/Area: AMERICAN LEGION CLUB 39
Day/Date/Time: Friday, September 7, 2018 at 12:00 p.m. to 4:00 p.m.
Brief Description:
On Public property: ___ YES X NO
Alcohol Served: X YES ___ NO
Charitable Gambling: ___ YES X NO

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

Parks & Recreation: Ok – no requests

Comments:

Electric Dept: Ok – no requests

Comments:

Fire Dept: OK

Comments: SW exit from building must be clear of tables and chair, allowing patrons to be able to get away from the building in case of fire,

Police Dept: TEMP LIQUOR LICENSE APPLICATION RECEIVED 8/19/19

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

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

Comments:

Public Works Dept: Ok – no requests

Comments:

PLEASE REVIEW AND RESPOND BY: **ASAP (needs to get to City Clerk THIS WEEK)**

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

Special Notes Regarding this Application

1. Silver Lake Improvement Association is providing their own table for this event
2. Furlong Liquor will be the vendor providing wine tasting
3. Approximately 50 people will attend this event
4. Current Certificate of Liability is on file
- 5.
- 6.

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

CITY OF NORTH ST. PAUL
Consent Agenda

RESOLUTION NO. 2019-xxx
RESOLUTION APPROVING A SPECIAL EVENT PERMIT
FOR AMERICAN LEGION BRAT N' CORN FEED

WHEREAS, the City of North St. Paul has received a request from the American Legion Club 39 for the 3rd Annual Brat n' Corn Feed; and

WHEREAS, the particulars of the event are:

- The event includes over 25 volunteers and anticipates 100-200 guests
- Overflow parking has been approved by Old National Bank
- The American Legion will furnish their own barricades to designate traffic flow and parking
- The event has no requests for city services
- A temporary liquor license application has been approved by the Police Department.

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

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of North St. Paul, it hereby approves the Special Event Permit for the American Legion Brat n' Corn Feed event scheduled to take place on the grounds of American Legion Club 39 on Saturday, September 7th 2019.

ADOPTED this 3rd day of September, 2019.

Motion by Council Member xxx
Second by Council Member xxx

Voting:	Aye:	Council Member
		Council Member
		Council Member
		Council Member
		Mayor
	Nay:	None
	Abstain:	None
	Absent:	None

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, City Manager

Agenda Information Memorandum
North St. Paul City Council
September 3, 2019

FROM THE OFFICE OF THE POLICE DEPARTMENT

Agenda placement: Consent

Subject: Application for an extension of an on-sale liquor license by the American Legion Post #39, to be used with their special event on Saturday, September 7, 2019.

To the Honorable Mayor and City Council:

To review and approve or deny, application for a temporary extension of their On-Sale Liquor License by American Legion Post #39.

Facts:

- The American Legion is hosting their 3rd Annual “Brat N’ Corn Feed” on Saturday, September 7th, 2019.
- Intended Hours are from 12:00 Noon to 4:00 PM.
- A Special Event Permit has been submitted.
- Intended area of liquor sales and consumption will be in a fenced area in the parking lot, appurtenant to the building, only accessible from the American Legion’s south entrance.
- American Legion will provide security, and trained service staff.
- This is a family/community event.

Attachments for Council Packet:

Resolution

Items reviewed by Police Chief Lauth:

Diagram of event area

Informational Flier

Data Practices Tennessee Warning.

Insurance, tax and other certificates.

Respectfully submitted,

/s/ TL by mm

Tom Lauth

Chief of Police

APPROVED FOR AGENDA ENCLOSURE:

/s/ SD by mm

Scott Duddeck
City Manager

CITY OF NORTH ST. PAUL
Consent Agenda

RESOLUTION NO. 2019-XXX

**RESOLUTION APPROVING A TEMPORARY EXTENSION OF
THE ON-SALE LIQUOR LICENSE FOR AMERICAN LEGION POST #39
FOR SEPTEMBER 7, 2019**

WHEREAS, Archie Vickerman, American Legion Post #39, Bar & Board Chairman, has submitted a Special Event Permit Application and is requesting a Temporary Extension of their On-Sale Liquor License in order to provide additional liquor service, in an area appurtenant to their building premises, 2678 7th Avenue E., North St. Paul, MN; and,

WHEREAS, the American Legion Post #39 plans to host their 3rd Annual “Brat N’ Corn Feed” on Saturday, September 7th, 2019; and,

WHEREAS, this is intended as a Family/Community event. Proceeds will assist the American Legion with donating to area organizations and programs; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North St. Paul, Minnesota hereby approves the application by the American Legion Post #39, to temporarily extend the on-sale liquor license to permit liquor sales and consumption in the fenced parking lot area described in the application and diagram, for Saturday, September 7th, 2019.

ADOPTED this 3rd day of September, 2019.

Motion by Council Member xxx
Second by Council Member xxx

Voting:	Aye:	Council Member
		Council Member
		Council Member
		Council Member
		Mayor
	Nay:	None
	Abstain:	None
	Absent:	None

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, City Manager

Agenda Information Memorandum
North St. Paul City Council
September 3rd, 2019

FROM THE OFFICE OF THE COMMUNITY DEVELOPMENT DEPARTMENT

Agenda placement: Consent Agenda

Subject: Approval of Special Event Permit for the POW Remembrance Walk

To: Honorable Mayor and City Council

Background/Facts:

- Event date is Thursday, September 12th; 6:30pm to 8:30pm; assembly at 6:00pm
- The Walk will commence from North St. Paul VFW Post 1350 and end at Veterans Park
- The event requires the closure of Margaret to 14th for the duration of the event
- North St. Paul Police Department reserves have been requested and private security will be in attendance
- All departments have reviewed the request

Recommendation: It is recommended the City Council approve the special event permit for the POW/MIA Remembrance Walk.

Attachments:

Summary of request
Special Event Permit Application
Resolution

Respectfully submitted,

/s/ OB by mm

Olivia Boerschinger
Community Development Administrative Assistant

APPROVED FOR AGENDA ENCLOSURE:

/s/ SD by mm

Scott Duddeck
City Manager



**NORTH
ST. PAUL**
extraordinary.

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:

POW Remembrance (WALK) Candlelight
Joint VFW and Veterans Park

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

Applicant: Angela S. Strong

Title:

Address: 2601 16th Ave E.

Nash Saint Paul MN.

Business/Organization Name: Journey of Light

Daytime Phone: 651 230-7774 Evening Phone: 111 Emergency Phone: 111

E-Mail Address: AngelaStrong43@yahoo.com

III. EVENT TIMETABLE:

Requested day and date: Sept. 12th, Thursday 2019

Requested hours of operation, from 6:30 a.m./p.m. to 8:30 a.m./p.m.

Set-up beginning day and date Sept 12 time 5:30 a.m./p.m.

Dismantle by day and date Sept 12 time 8:30 a.m./p.m.

E. Anticipated number of participants 25 approx- and spectators 150-200

IV. INSURANCE:

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

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

n/a	Trash containers (indicate number/location below)
n/a	Electricity (The cost of the electrical hook-up is the applicant's responsibility. Payment must be made to the City of North Saint Paul. Please contact Brian Frandle at 747-2472.)
✓	Police Officers / Reservists
✓	Fire Department Personnel / Vehicles
✓	Barricades / Traffic Cones <i>close together to 14th per Scott Duddeek</i> How Many?
n/a	Recycling Containers How Many
X	Other - Please describe:

VI. CHECK ALL ITEMS WHICH APPLY TO YOUR EVENT:

✓	Event participant and/or spectator parking areas (describe):
n/a	Entertainment or stage locations (provide to-scale drawing)
n/a	Construction/erection of temporary structure(s) (may need permit, check with Community Development) – indicate location.
n/a	Trash containers (indicate number/location)
✓	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)
n/a	Fireworks or pyrotechnics site (may need permit, check with Fire Department)
n/a	Cooking facilities, open flame, or vehicle fuels (may need permit, check with Fire Department)
	Other - Please describe: <i>reweaving salvation army - Scott Duddeek</i>

VII. CHARITABLE GAMBLING (CHECK IF APPLIES):

na

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:

na

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:

na

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.

na

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

na

X. ALCOHOLIC BEVERAGES:

Will alcoholic beverages be served? _____ Yes _____ No n/a

If Yes Name of Liquor Establishment: n/a

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:

n/a

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.

n/a

*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.

n/a

*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:

NSSPD / Reserves will be on site

private security will be in attendance

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:

V. Park area is well lit

XII. CLEAN-UP:

List persons responsible for clean-up duties:

Army of saints / volunteers

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:

Shir's ~~road~~ road ~~road~~ ~~road~~ ~~road~~
distracted

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: Angela Gray

Date of Application: 7/10/19

FOR OFFICE USE ONLY

Received	
By	OB
Date	7-10-19
Mail	
Fax	
In Person	

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

last yr. need updated

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2019-xxx

Consent Agenda

**RESOLUTION APPROVING A SPECIAL EVENT PERMIT
FOR POW/MIA REMEMBRANCE WALK**

WHEREAS, the City of North St. Paul has received a request from Ms. Angela Strong to hold the POW/MIA Candlelight Remembrance Walk on September 12th beginning at 6:00pm in North St. Paul; and

WHEREAS, the particulars of the event are:

- Event date is Thursday, September 12th; 6:30pm to 8:30pm; assembly at 6:00pm
- The Walk will commence from North St. Paul VFW Post 1350 and end at Veterans Park
- The event requires the closure of Margaret to 14th for the duration of the event
- North St. Paul Police Department reserves have been requested and private security will be in attendance
- All departments have reviewed the request.

WHEREAS, requests for City services include North St. Paul Police Department to be present, as well as assistance with road closures along the path of the Walk;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of North St. Paul, it hereby approves the Special Event Permit for the POW/MIA Remembrance Walk scheduled to take place between VFW Post 1350 and Veterans Park on September 12th, 2019 beginning at 6:30pm as referenced above.

ADOPTED this ____ day of _____.

Motion by Council Member _____

Second by Council Member _____

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

Nay:

Absent:

Abstain:

/s/ _____
Terry Furlong, Mayor

Attest: /s/ _____
Scott Duddeck, City Manager

Agenda Information Memorandum
North St. Paul City Council
August 29, 2019

FROM THE OFFICE OF THE CITY PLANNER

Agenda placement: CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

Subject: Delaware and 17th Rezoning: R-1 to R-2

To: Honorable Mayor and City Council

Background/Facts:

- The applicant, Paul Bruggeman, is requesting to rezone the property at the corner of Delaware and 17th Ave. E. from R-1 to R-2 to support an 18-townhome development.
- At this time, only the rezoning is being considered; the Planned Unit Development, preliminary plat and site plan were tabled by the Planning Commission on August 15th.
- The Planning Commission held a public hearing on the matter and received significant opposition from those in attendance.
- The Planning Commission has recommended approval of the rezoning request based on the staff report, information submitted, and consistency with the comprehensive plan.
- The site plan, PUD and preliminary plat will be reviewed by the Planning Commission at a special meeting on 9/12 and will be before the City Council on 9/20

Recommendation: It is recommended the City Council approve the rezoning request per the Planning Commission's recommendation

Attachments:

Staff Report

Rezoning Resolution

Materials submitted at Planning Commission Meeting

Respectfully submitted,



Erin Perdu
City Planner

APPROVED FOR AGENDA ENCLOSURE:

/s/ SD by mm

Scott Duddeck
City Manager

MEMORANDUM

Date: 9/3/2019

To: Mayor and City Council Members

From: Erin Perdu, AICP, City Planner
Ryan Krzos, AICP, Planning Consultant

CC: Scott Duddeck, City Manager
Debra Gustafson, Administrative and Community Services Director

Re: Rezoning of the property at the Intersection of Delaware Avenue and 17th Avenue (2329 17th Avenue E) from R-1, Single Family Residential District to R-2, R-2 Mixed Residential District.

BACKGROUND

Paul Bruggeman is requesting Rezoning of the property located at 2329 17th Avenue E. The subject site is a vacant, City-owned, 2.48-acre parcel currently zoned R-1, Single Family Residential District. The applicant is requesting that the site be rezoned to the R-2 Mixed Residential District in conjunction with a proposed townhome development.

The proposed rezoning is one of a number of reviews that the proposed development requires including site plan review, Planned Unit Development (PUD) review, and a subdivision plat. Per the requirements of the Zoning Ordinance a public hearing must be held for each of these reviews. At the August 15th Planning Commission meeting, a public hearing on the requested rezoning was conducted. A number of attendees spoke in opposition to the project. The Planning Commission unanimously recommended approval of the rezoning request. The Planning Commission's consideration of the PUD, site plan, and preliminary plat was tabled. A public hearing and a special Planning Commission meeting was scheduled for September 12th for the Site Plan review, Planned Unit Development, and Preliminary Plat.

The R-2 District allows residential townhomes as a permitted use and allows density at 5.6 – 7.3 units per acre. The 2040 Comprehensive Plan guides this site for Medium Density land uses including townhomes and attached residences at densities between 5.6 and 12 units per acre. It should be noted that as required by the Metropolitan Council, within nine months the City must update its official controls – including the Zoning Map and Zoning Code – to be consistent with the plan.



Residential Districts

- R-1** Single Family Residential District
- R-2** Mixed Residential District
- R-3** Multiple Family Residential District

Mixed-Use Districts

- MU-1** Downtown Mixed-Use District
- MU-2** Transitional Mixed-Use District
- MU-3** Corridor Mixed-Use District

Overlay Districts

- D-1** Downtown District Overlay
- S-1** Shoreland Overlay

Special Districts

- LID** Low-Impact Development
- PUD** Planned Unit Development



Parks

FINDINGS

Rezoning from R-1 to R-2

Standards for Zoning Map Amendments (rezoning) are found in Chapter 154.004 Section D of the City Code are listed below in italics. Staff comments on each of the review criteria follow.

(a) The proposed amendment is consistent with the general purposes and intent of the Comprehensive Plan;

- The 2040 Comprehensive Plan guides this site for Medium Density Residential land uses at densities between 5.6 and 12 units per acre. This future land use designation is meant to accommodate townhomes and other small-scale attached residential structures. The R-2 Zoning category allows townhomes as a permitted use at a density of 5.6 – 7.3 units per acre. This rezoning request to R-2 enabling the development of 18 townhome units on the 2.48-acre site would provide a density of 7.26 units per acre, which is within the Plan's guidance.

(b) The proposed amendment will not adversely affect the health, safety, or general welfare of the city;

- The amendment is not likely to result in development adversely affecting the public health, safety and general welfare. The parcel is currently vacant and surrounded by residential land uses. The proposed rezoning would allow residential land uses, but at the next increment of density. Furthermore, the proposed rezoning would make the site eligible for those types of uses envisioned by the 2040 Comprehensive Plan. Any adverse impacts of a proposed new development could be mitigated through the municipal code and site plan review process.

(c) The proposed amendment is compatible with present and future land uses in the surrounding area and reasonably related to the overall needs of the city;

- The proposed rezoning is consistent with the future land use designation for this site. Medium density residential uses enabled by this rezoning can be developed in a manner that provides a reasonable transition to the adjoining R-1 zoning areas as reinforced with the Zoning Ordinance and the site plan review process.

(d) The proposed amendment is compatible with adjacent properties;

- Surrounding properties are zoned R-1 and contain primarily low-density residential land uses. This site was identified in the 2040 Comprehensive Plan as appropriate for medium density land uses. Medium density residential uses enabled by this rezoning can be developed in a manner that provides a reasonable transition to the adjoining R-1 zoning areas as reinforced by the Zoning Code and site plan review process.

(e) The proposed amendment can be adequately supported by public urban services including the water supply, transportation system and capacity, police and fire protection, utilities, and sanitary waste disposal and stormwater disposal systems; and

- The development plans for the proposed medium density development were submitted with insufficient time for the City engineer to provide a complete review substantiating compliance with this criterion. However, the Planning Commission may choose to approve the rezoning if they feel comfortable that the site is sufficiently provided municipal services.

(f) If applicable, the proposed amendment is consistent with officially adopted city plans and overlays.

- There are no overlays governing the subject site, and as noted above the rezoning enables medium density land uses as envisioned for the site by the 2040 Comprehensive Plan.

RECOMMENDED ACTION

At their regular meeting on August 15, 2019 the Planning Commission held a public hearing on this request. The Planning Commission unanimously recommended approval of the rezoning request based on the findings in this report.

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2019-xxx

**A RESOLUTION REZONING PROPERTY LOCATED AT 2329 17TH AVENUE E
FROM R-1, SINGLE FAMILY RESIDENTIAL DISTRICT to R-2, MIXED
RESIDENTIAL DISTRICT**

WHEREAS, Paul Bruggeman has requested the rezoning of 2329 17th Avenue E from R1 to R2; and

WHEREAS, the property is legally described as follows: The South 286 feet of the East 650 feet of the Southwest Quarter of the Southwest Quarter of Section 1, Township 29, Range 22, Ramsey County, Minnesota, except the south 163 feet of the East 340 feet thereof and except the East 92.5 of the South 170 feet from the remainder; and

WHEREAS, as required by City Ordinance, the Planning Commission held a public hearing on August 15. The planning commission gave everyone at the hearing a chance to speak and present written statements; and

WHEREAS, the Planning Commission recommended that the City Council approve the rezoning; and

WHEREAS, On September 3, 2019, the City Council discussed the rezoning and considered reports and recommendations from the planning commission and city staff; and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of North St. Paul, that approval of the project as recommended by the Planning Commission is hereby granted.

ADOPTED this 3rd day of September, 2019.

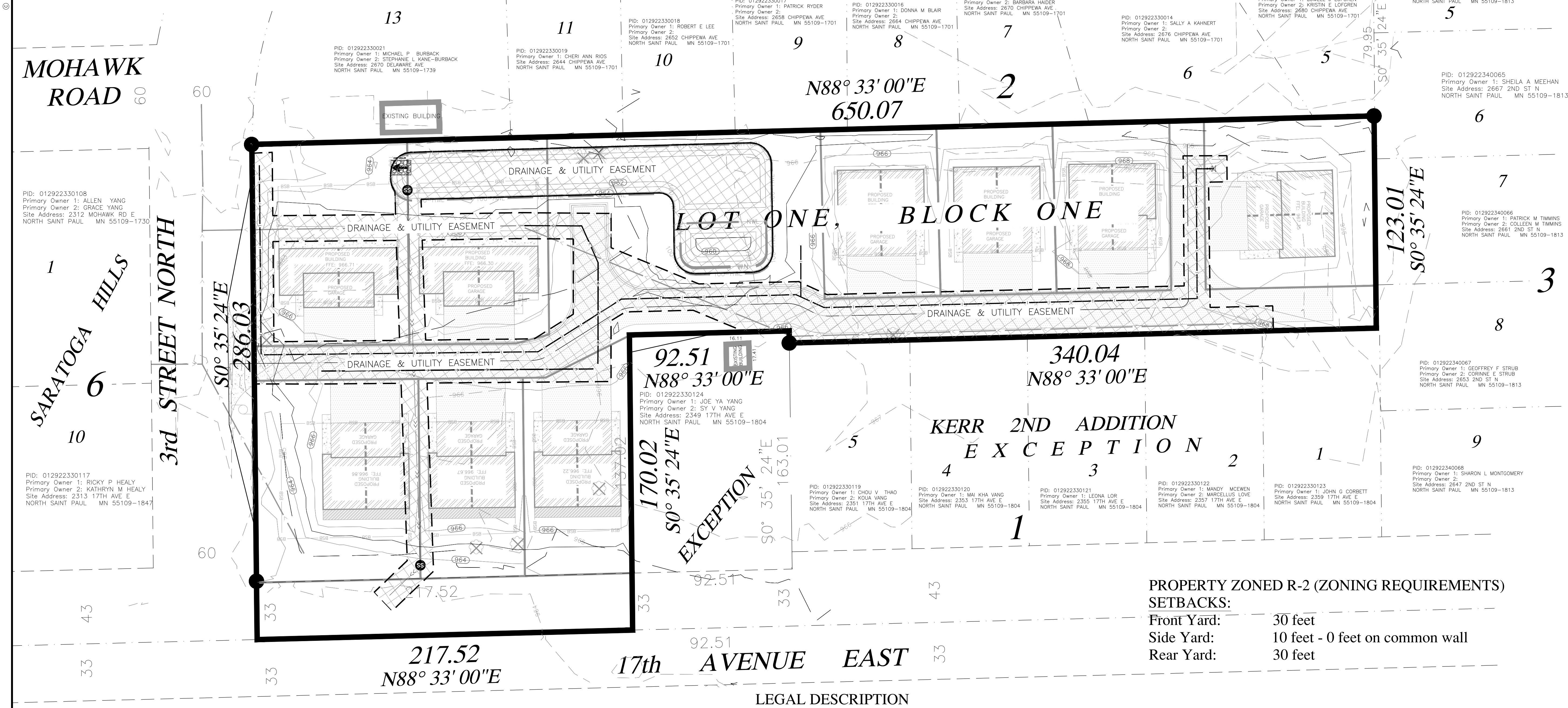
Motion by Council Member
Second by Council Member

Voting: Aye: Council Member
 Council Member
 Council Member
 Council Member
 Mayor Furlong
 Nay: None
 Abstain: None
 Absent: None

Terrence J. Furlong, Mayor

Attest: _____
 Scott A. Duddeck, City Manager

Preliminary Plat
 For Bruggeman Builders LLC
 PROPERTY TO BE DEVELOPED AS A COMMON
 INTEREST COMMUNITY (CIC) DESIGNED AS SHOWN



WE HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT REPRESENTATION OF
 A SURVEY OF THE BOUNDARIES OF THE LAND ABOVE DESCRIBED AND OF THE
 LOCATION OF ALL BUILDINGS, IF ANY, THEREON, AND OF ALL VISIBLE
 ENCROACHMENTS, IF ANY, FROM OR ON SAID LAND.

RONALD P. ALWIN
 PLS No. 17765

REV. BY:	DESCRIPTION	REV.	DATE:

17TH & 3RD TOWNHOMES NSP	PRELIMINARY PLAT
3RD ST N AND 17TH AVE E NORTH SAINT PAUL MN 55109	

JOB No: 181076
 DATE: 07/19/2019
 DRAWN BY: AES
 DESIGNED BY: ECR

Agenda Information Memorandum
North St. Paul City Council
August 29, 2019

FROM THE OFFICE OF THE CITY PLANNER

Agenda placement: CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

Subject: Right-Of-Way Vacation, Parkside Apartments

To: Honorable Mayor and City Council

Background/Facts:

- The applicant, LHB Properties, is requesting to vacate the alley ROW that bisects the parking lot at the Parkside Apartments between 10th and 11th Ave., west of 2nd St.
- Currently, the alley is paved and provides direct access to surface parking stalls and detached garages that serve the adjoining multi-family buildings.
- The owners of the apartments own all adjacent property to the area being vacated.
- There are public utilities in the alley, and staff has requested that the vacation be conditioned upon a drainage and utility easement over the entire area.
- The Planning Commission has recommended approval of the rezoning request based on the staff report and information submitted

Recommendation: It is recommended the City Council approve the right-of-way vacation request per the Planning Commission's recommendation

Attachments:

Staff Report

Vacation Resolution

Materials submitted at Planning Commission Meeting

Respectfully submitted,



Erin Perdu
City Planner

APPROVED FOR AGENDA ENCLOSURE:

/s/ SD by mm

Scott Duddeck
City Manager

MEMORANDUM

Date: 08/15/2019
To: Planning Commission Members
From: Erin Perdu, AICP, City Planner
Ryan Krzos, Planning Consultant
CC: Scott Duddeck, City Manager
Debra Gustafson, Administrative and Community Services Director
Re: Application for an Alley Vacation – LHB Properties (Parkside Apartments)

BACKGROUND

LHB Properties, LLC (“the applicant”) is requesting a vacation of the alley adjoining the properties collectively known as the Parkside Apartments. The area to be vacated consists of the entire alley way bound by 11th Ave to the north, 2nd Street N to the east, 10th Ave to the south, and by 3rd Street N to the west. Currently, the alley is paved and provides direct access to surface parking stalls and detached garages that serve the adjoining multi-family buildings. No portions of the right-of-way for the surrounding roadways (2nd and 3rd Sts. N.) are included in this request. Only one of the properties adjoining the area to be vacated (2455 2nd Street North) is owned by an entity (Portland Holding Properties LLC) that is not LHB Properties. However, Portland Holding Company LLC is affiliated with LHB Properties and supports the requested vacation.

There are public utilities located within the area to be vacated. Accordingly, staff is recommending that the vacation be conditioned upon the reservation of a drainage and utility easement within the vacated area. The City does not have any information regarding the presence of private utilities within the alley way.

The 2040 Comprehensive Plan guides the properties surrounding the vacation area for Multi-Family Residential uses. The proposed vacation will not change the present uses of adjoining properties nor would it prevent improvements in the vicinity. The vacation would transfer maintenance responsibilities of the area to the respective owners.

The Planning Commission is asked to make a recommendation to the City Council to approve or deny the requested vacation of the alleyway adjoining the properties collectively known as the Parkside Apartments.



- Special Districts**
- LID** Low-Impact Development
- PUD** Planned Unit Development

FINDINGS

Street Vacation

Minnesota statutes establish that the City Council may vacate a street only upon a finding that the vacation is “in the interest of the public.” Staff finds that the proposed vacation would not alter the uses of the adjoining property and would not conflict with the ability to facilitate improvements to this area of the community.

RECOMMENDED ACTION

Based on the findings described in this report, staff recommends the following action:

1. **Approval** of the request vacation as the application meets the requirements as set forth State Statue subject to the following conditions:
 - a. A drainage and utility easement to the favor of the City of North St. Paul is retained over the entire alley to be vacated.

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2019-xxx

**RESOLUTION APPROVING THE VACATION OF THE ALLEY WITH
BLOCK 13 OF THE FOURTH ADDITION OF NORTH ST PAUL**

WHEREAS, the City of North St. Paul (“City”) has received a Right of Way Vacation application from LHB Properties, LLC, 7800 Metro Parkway Suite 200 Minneapolis, MN 55425, owners of the property located within the subdivision plat of the Fourth Addition to North St. Paul within the City of North St. Paul; and

WHEREAS, the applicants are requesting vacation of an alley adjacent to their property; and

WHEREAS, the right of way is legally described as: all that part of 20 foot East-West Alley as dedicated in Block 13, FOURTH ADDITION TO NORTH ST. PAUL, Ramsey County, Minnesota, lying between the northerly extension of the west line of Lot 28, Block 13, FOURTH ADDITION TO NORTH ST. PAUL and the northerly extension of the east line of Lot 15, Block 13, FOURTH ADDITION TO NORTH ST. PAUL; and

WHEREAS, City staff have reviewed the request and determined that the alley area subject to the request does not serve a public purpose worthy of retaining the right of way; and

WHEREAS, the Planning Commission has reviewed this request and recommends the City Council approve the right of way vacation as stated in staff’s report and related minutes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, the request to vacate the alley as described herein is hereby approved according to the plans reviewed by the Planning Commission and City Council.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, that this approval is conditioned on the following:

1. Reservation of a Utility and Drainage easement over the entire area to be vacated.

ADOPTED this 3rd day of September 2019.

Motion by Council Member
Second by Council Member

Voting: Aye: Council Member
 Council Member
 Council Member
 Council Member
 Mayor Furlong
 Nay: None
 Abstain: None
 Absent: None

Terrence J. Furlong, Mayor

Attest: _____
Scott A. Duddeck, City Manager

Vacate all that part of 20 foot East-West Alley as dedicated in Block 13, FOURTH ADDITION TO NORTH ST. PAUL, Ramsey County, Minnesota, lying between the northerly extension of the west line of Lot 28, Block 13, FOURTH ADDITION TO NORTH ST. PAUL and the northerly extension of the east line of Lot 15, Block 13, FOURTH ADDITION TO NORTH ST. PAUL.



City of North St. Paul
2400 Margaret Street
North St. Paul, MN 55109
Phone (651) 747-2407
www.northstpaul.org

ZONING & LAND USE APPLICATION

Escrow:
\$500 min.
(code 1.2044)

Application Fee:
\$500
(code 1.3290)

APPLICATION FOR VACATION

The vacation process must be scheduled through the Community Development Planning and Zoning Department. The lead-time for submittals shown on this application is necessary to allow City staff and consultants time to review and comment on documents provided. Additional lead-time will be required if the City determines that the potential impacts require more detailed study, or if review by other agencies is required. Incomplete application submittals will not be forwarded to the appropriate Commission or Council until all required information has been provided.

Applicant: LHB Properties, LLC

APPLICANT INFORMATION

Applicant Name: Norlin Boyum, chief manager

Company (if applicable): LHB Properties LLC

Address: 7800 Metro Parkway, Suite 200

City, State, Zip: Minneapolis MN 55425

Phone Number: 952 250 3035

Email: ncboyum@msn.com

Are you the owner of the property? ☒ YES ☐ NO

(If no, you must supply property owner information)

Owner Name: LHB Properties LLC

Company (if applicable): _____

Address: Same as left side

City, State, Zip: _____

Phone Number: _____

Email: _____

PROPERTY INFORMATION

Street location of property (address): _____

Parcel Identification Number (PID) (see Ramsey County website): ↳ Please see exhibit 1

Legal description of property: A survey of the alley is also included.

Present zoning of property (see City website): _____

Size of property (acreage): _____

Title information: ☒ Abstract

☐ Torrens

Property Description: ☐ Residential

☐ Commercial

☐ Industrial

☐ Institutional

Apartment

PROPOSAL INFORMATION

Application is hereby made for a Vacation:

☐ Street ☒ Alley ☐ Easement ☐ Property ☐ Dedication

Legal Description of the street, alley, easement or property to be vacated: ↳ Please see exhibit 2
A survey + legal description of the alley to be vacated is included.

In the space provided below, please answer the following question in full detail: → exhibit 2

1. Written statement explaining the reasons for the request of the vacation and why there is no public need for the street, alley, easement, property or dedication..

Example Petition Form (please attach separate petition form with the information shown below)

We, the undersigned property owners, hereby petition the City Council of North St. Paul to vacate the following:

☐ Street ☒ Alley ☐ Easement ☐ Property ☐ Dedication

Described as: _____

Name (Please Print)

Address

Signature

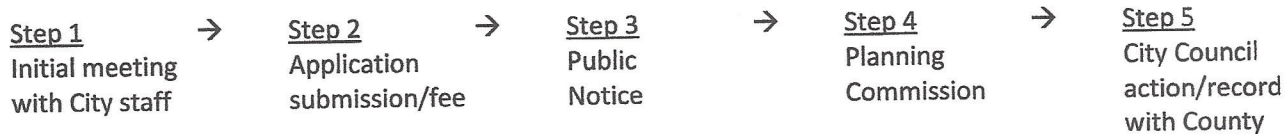
1. _____
2. _____
3. _____

1. _____
2. _____
3. _____

1. _____
2. _____
3. _____

LAND USE PROCESS

Review Process



	MONTH:					MONTH:				
App Submittal										
Design Review										
EAC										
Parks & Rec										
Planning Commission										
City Council										
WEEKS:	1	2	3	4	5	1	2	3	4	5

Regular Scheduled City Meetings:

PLANNING COMMISSION

1st Thursday of the month (6:15 p.m.)

DESIGN REVIEW COMMISSION

4th Thursday of the month (5:00 p.m.)

ENVIRONMENTAL ADVISORY COMMISSION

4th Monday of the month (6:00 p.m.)

PARKS & RECREATION COMMISSION

4TH Wednesday of the month (6:30 p.m.)

ECONOMIC DEVELOPMENT AUTHORITY

2ND Tuesday of every odd month (4:00 p.m.)

CITY COUNCIL

1st and 3rd Tuesday of the month (6:30 p.m.)

APPLICATION SUBMITTALS

Required	Completed	
_____	<u>X</u>	Completed Application.
_____	<u>X</u>	Application Fee \$500.00. Escrow Fee \$500.00 minimum.
_____	<u>X</u>	Map showing the following: <i>Please see exhibit 3 &</i>
_____	<u>X</u>	Exact area to be vacated. <i>the attached survey</i>
_____	<u>X</u>	Utilities in the area proposed for vacation. <i>+ legal description</i>
_____	<u>X</u>	Signed petition form. Note: If a majority of the abutting owners sign the petition, the City Council may approve the vacation by a majority vote. (The City considers each person who is listed as a legal property owner as an individual owner).
_____	_____	Any additional data requested by the city: _____

NOTE: After all approvals are granted, the City will then record the vacation with Ramsey County.

NOTE TO APPLICANT

All completed application and accompanying materials are due 30 days prior to the scheduled Planning Commission meeting (if applicable). The purpose of this submittal requirement is to allow for:

1. Plan distribution to the City staff, consultants, and applicable government entities.
2. Project review time and generation of staff reports.
3. Project meetings between City staff and applicants.
4. Meeting materials preparation and distribution.

The North St. Paul City Codes guide and enable development activities within the City by ensuring proper and well-coordinated projects. The land use application is the mechanism that allows the City to examine proposed land uses to ensure compatibility with the City Codes, design and development standards, and the surrounding land uses and natural environments. The review is intended to ensure positive growth for the community. All applications are reviewed individually and are evaluated based on their own merit. Each land use request has an associated checklist of required items. Applicants are encouraged to participate in an initial meeting with City staff prior to submitting a formal land use application. The initial meeting is an opportunity to informally discuss the conceptual idea of the proposed project in an effort to reduce delays. Participation in the initial meeting does not provide approval, or guarantee approval of the project. The City shall not accept plans, drawings, or other information related to the project except upon submittal of a formal application. The City reserves the right to reject an incomplete application.

APPLICATION FEE STATEMENT

There may be additional expenses pertaining to project review that is the responsibility of the applicant. All applicable fees must be paid when submitting land use applications and accompanying materials. All fees, which are set annually by City Ordinance, help cover costs incurred by the City to review the application. The City of North St. Paul often uses consulting firms to assist in the review of projects. Please refer to the City's Fee Schedule for information on planning review fees and other applicable costs.

REVIEW REQUIREMENTS

Minnesota State Statute 15.99 requires local governments to review an application within 15 business days of submission to determine if an application is complete and/or if additional information is required to complete the review. Once complete, a formal 60-day review period begins. The City has the ability to extend the review period for an additional 60 days, if necessary, due to insufficient information or scheduling difficulties. Please review the corresponding checklist that goes with the request. All applications must be received by the deadline(s) attached hereto. Failure to submit by the date given may result in a delay of the review by the Planning Commission and City Council.

ACKNOWLEDGEMENT

I certify that all information submitted is true and correct and I fully understand that all information and a complete application must be submitted at least 30 days prior to a Planning Commission meeting to ensure review by the Planning commission on that date. By signing this form, I hereby acknowledge the receipt of the checklist and procedure for the project to be submitted for consideration. It is my responsibility to check all applicable ordinances pertaining to the application, comply with all ordinance requirements, and submit all required materials. All permit requests should be submitted in a timely manner so as not to cause project delays.

Applicant signature: Mark Bayum Chief Manager Date: 7/10/19
Owner Signature: Mark Bayum Chief Manager Date: 7/10/19

PROPOSED MEETING DATES:

Design Review Commission: _____ Planning Commission 8/15/19 Parks & Rec Commission _____
Environmental Advisory Commission _____ City Council _____

FOR OFFICE USE ONLY

Date submitted: _____ Date complete: _____ If incomplete, date letter sent to applicant: _____
Date of public hearing: _____ Publication date: _____ Date notice sent to adjoining properties: _____
Amount fee paid: _____ Date fee paid: _____ Receipt #: _____ File #: _____

Planning Commission action: _____ Recommend approval: _____ Recommend denial: _____
Date applicant/property owner notified of Planning Commission action: _____

City Council action: _____ Recommend approval: _____ Recommend denial: _____
Date applicant/property owner notified of City Council action: _____

Date filed with Ramsey County Recorder office: _____

Exhibit 1

Parkside Apartments - Property Information

Property Address	PIDs	Acres	Ownership
2328 11th Ave E	12.29.22.23.0067	0.55	LHB Properties LLC
2334 11th Ave E			LHB Properties LLC
2344 11th Ave E	12.29.22.23.0068	0.28	LHB Properties LLC
2350 11th Ave E	12.29.22.23.0069	0.28	LHB Properties LLC
2362 11th Ave E	12.29.22.23.0070	0.32	LHB Properties LLC
2329 10th Ave E	12.29.22.23.0074	0.43	LHB Properties LLC
2343 10th Ave E	12.29.22.23.0073	0.42	LHB Properties LLC
2355 10th Ave E	12.29.22.23.0072	0.84	LHB Properties LLC
2363 10th Ave E			LHB Properties LLC

Adjacent Property with Related Party Ownership to Parkside - Property Information

Property Address	PIDs	Acres
2455 2nd St N	12.29.22.23.0071	0.27 Portland Holding Company LLC

Exhibit 2

The property owners of the parcels surrounding the city alley between 10th Avenue East, 11th Avenue East, 3rd Avenue North, and 2nd Avenue North in North St. Paul, MN respectfully request that the City of North St. Paul vacate the alley way and assign ownership of the alley to LHB Properties LLC.

Seven of the eight parcels of land surrounding the alley way are owned by LHB Properties LLC and are part of the Parkside Apartments Multi-Family Apartment Complex. The remaining 8th Parcel is owned by Portland Holding Company LLC, a related company to LHB Properties LLC. Portland Holding Company supports the vacation of the alley.

The alley is not needed for public use and essentially serves as a parking lot for the apartment complex. The city would still be able to use the alley with a utility easement as necessary to support the city's utility infrastructure.

We, the undersigned property owners, hereby petition the City Council of North St. Paul to vacate the alley described above.

LHB Properties LLC (addresses and PIDs provided on Exhibit 1)

A handwritten signature in black ink, appearing to read "Norlin Boyum", written over a horizontal line.

Norlin Boyum, Chief Manager

Portland Holding Company LLC (addresses and PIDs provided on Exhibit 1)

A handwritten signature in black ink, appearing to read "Stephanie Boyum", written over a horizontal line.

Stephanie Boyum, Chief Manager

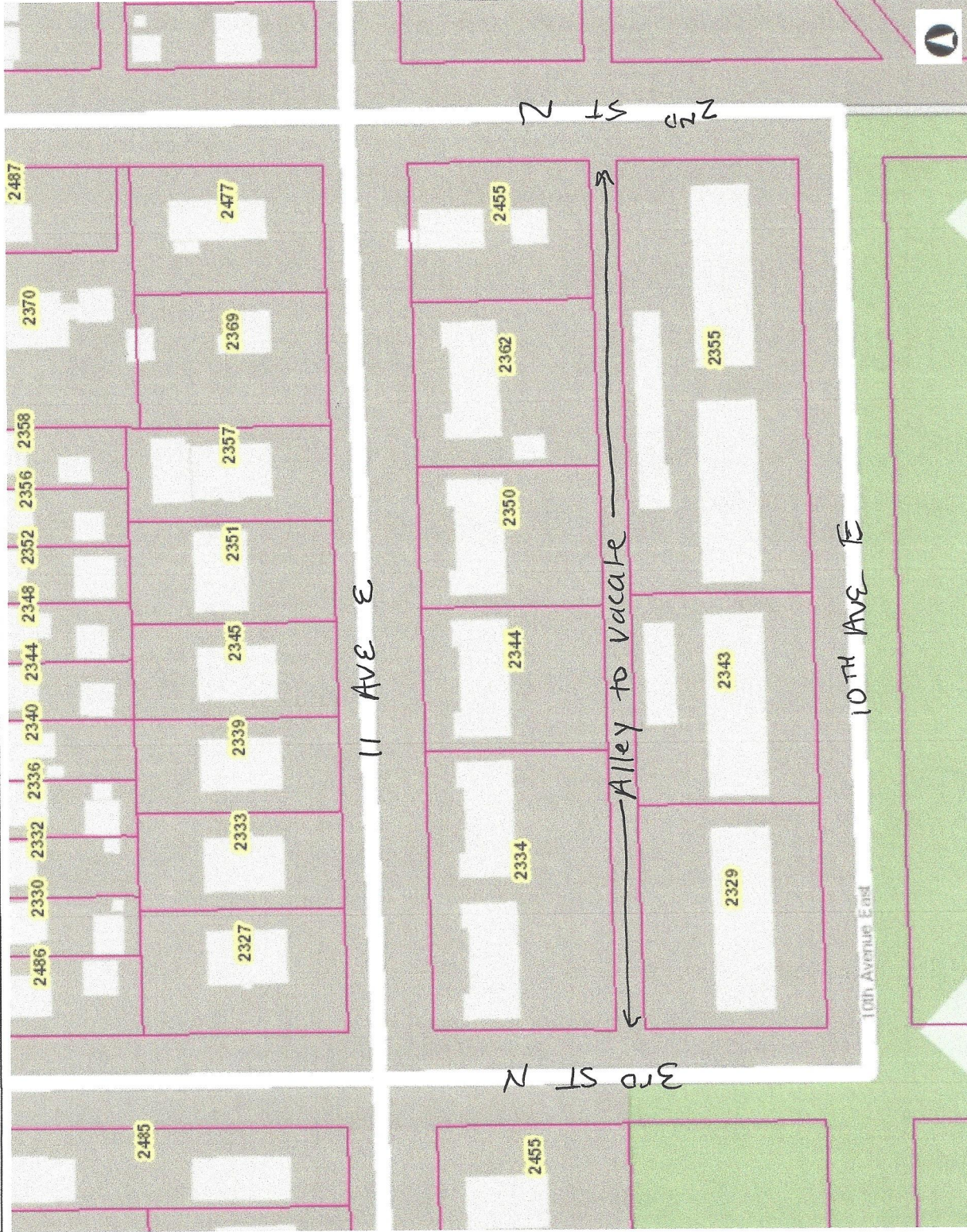
Legend



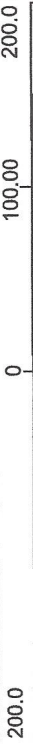
-  City Halls
-  Schools
-  Hospitals
-  Fire Stations
-  Police Stations
-  Recreational Centers
-  Parcel Points
-  Parcel Boundaries

Notes

Enter Map Description



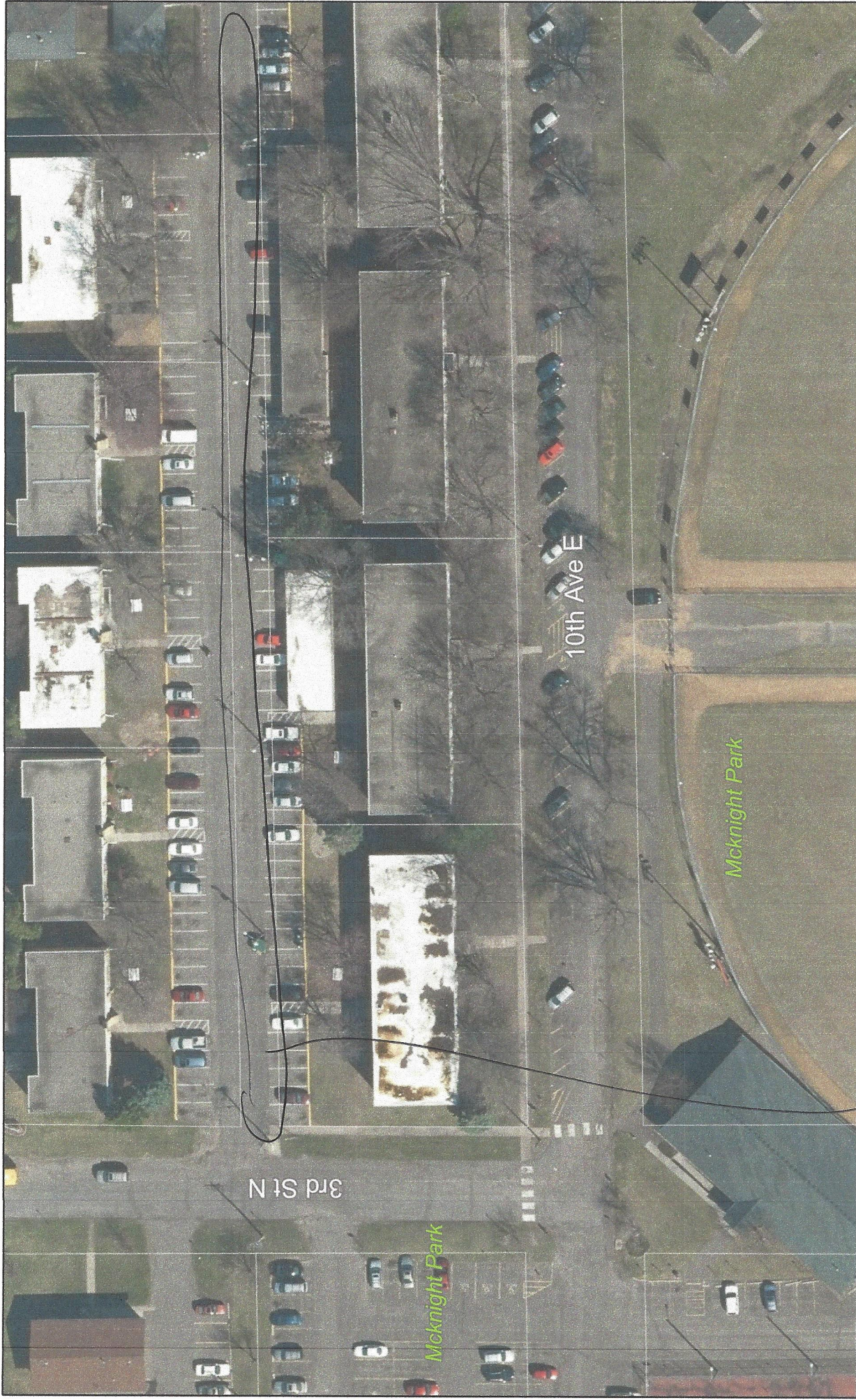
200.0 0 100.00 200.0 Feet



NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



1 in = 94 ft

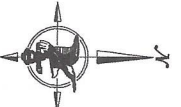


Alley to vacate

1. This survey was made on the ground.
2. The local of the underground utilities shown hereon, if any, are approximately only PRELIMINARY TO USA 2100 CONTACT GOMER STATE ONE CALL 811 (612) 454-0000 PRIOR TO ANY EXCAVATION.
3. No property adjoining 20 foot east-west alley are owned by UAB Properties LLC, unless otherwise noted on survey.



Vocals all that part of 20 foot East-West Alley as dedicated in Block 13, FOURTH ADDITION TO NORTH ST. PAUL, Ramsey County, Minnesota, lying between the northerly extension of the west line of Lot 28, Block 13, FOURTH ADDITION TO NORTH ST. PAUL, and the northerly extension of the east line of Lot 15, Block 13, FOURTH ADDITION TO NORTH ST. PAUL.



REVISION

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

Thomas E. Hodorf, L.S.
Minnesota Reg. No. 2365

Date: July 1, 20**PROPOSED
ALLEY
VACATION**

5

NORLIN BOYT

SITE

NORTH ST. PAUL, MINNESOTA

RAMSEY COUNT

HARRY S. JOHNSON CO., INC.
LAND SURVEYORS

9063 Lyndale Avenue South
Bloomington, MN. 55437
Tele. 952-884-5341 Fax 952-884-5344

File No. 13-106E

CT	201926
1 OF 1	

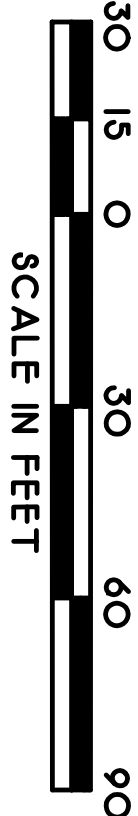
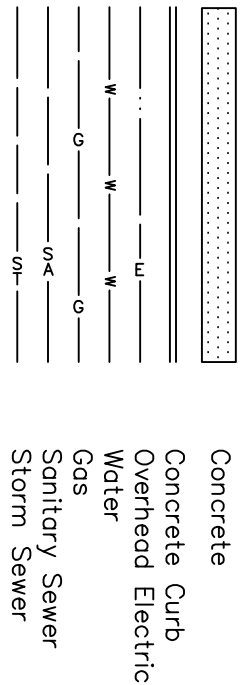
Page 2 of 2

Vacate all that part of 20 foot East-West Alley as dedicated in Block 13, FOURTH ADDITION TO NORTH ST. PAUL, Ramsey County, Minnesota, lying between the northerly extension of the west line of Lot 28, Block 13, FOURTH ADDITION TO NORTH ST. PAUL and the northerly extension of the east line of Lot 15, Block 13, FOURTH ADDITION TO NORTH ST. PAUL.

GENERAL NOTES:

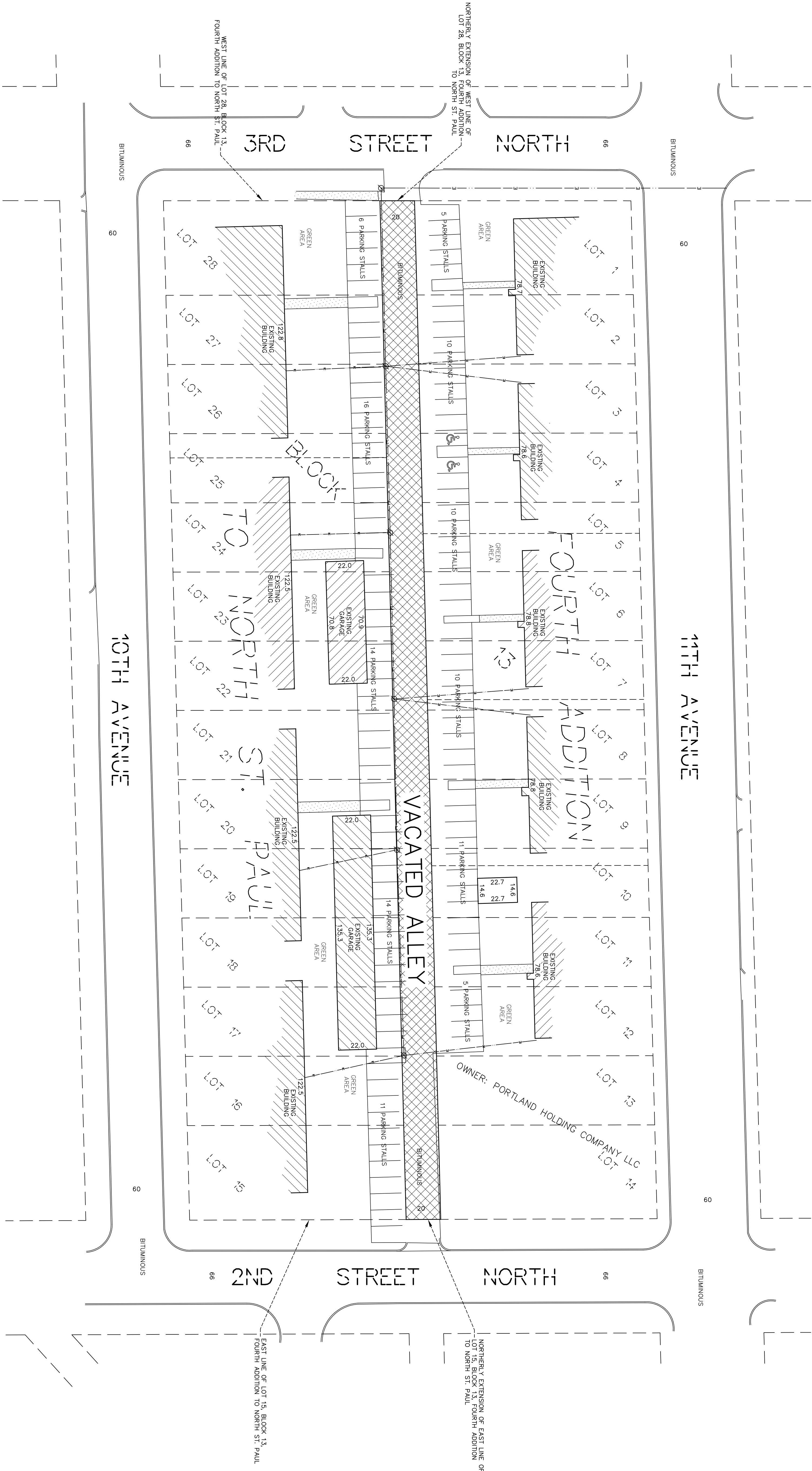
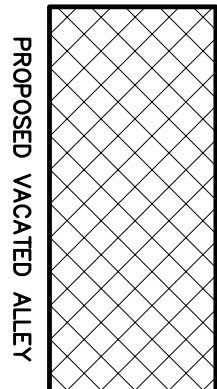
1. The bearing system used is assumed.
2. The location of the underground utilities shown herein, if any, are approximate only. PURSUANT TO MSA 21B0 CONTRACT GOPHER STATE ONE CALL AT (612) 454-0002 PRIOR TO ANY EXCAVATION.
3. This survey was made on the ground.
4. No current title work was furnished for the preparation of this survey. Legal description, recorded or unrecorded easements and encumbrances are subject to revision upon receipt of current title work.
5. All properties adjoining 20 foot east-west alley are owned by LHB Properties LLC, unless otherwise noted on survey.

LEGEND

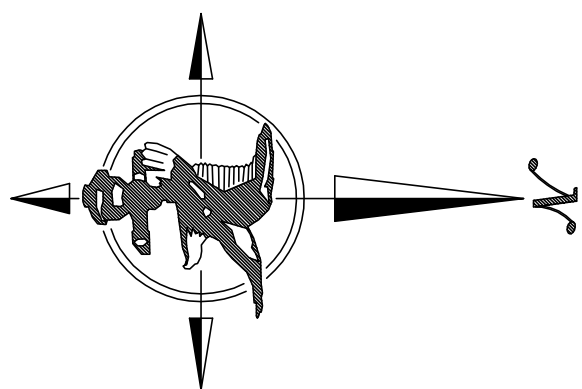


ALLEY VACATION

Vacate all that part of 20 foot East-West Alley as dedicated in Block 13, FOURTH ADDITION TO NORTH ST. PAUL, Ramsey County, Minnesota, lying between the northerly extension of the west line of Lot 28, Block 13, FOURTH ADDITION TO NORTH ST. PAUL and the northerly extension of the east line of Lot 15, Block 13, FOURTH ADDITION TO NORTH ST. PAUL.



SCALE: 1 INCH = 30 FEET



REVISIONS

Date:	

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

Thomas E. Hedrick, L.S. 111
Minnesota Reg. No. 22677

Date: July 1, 2019

PROPOSED
ALLEY
VACATION

For:

NORLIN BOYUM

SITE:

NORTH ST. PAUL, MINNESOTA
RAMSEY COUNTY

HARRY S. JOHNSON CO., INC.
LAND SURVEYORS

9063 Lyndale Avenue South
Bloomington, MN 55437
Tele. 952-864-5341 Fax 952-864-5344
www.hsjsurveyors.com

Block	File No.
6568	1-3-1065
Sheet	W.O. Number
15	2019269
CT	

Sheet No. 1 OF 1