CITY OF NORTH ST. PAUL
CITY COUNCIL
REGULAR MEETING AGENDA
JULY 7, 2020
6:30 PM

The City Council will be meeting by interactive TV under Minn. Stat. 13D.02. Members of the public are permitted to attend the meeting in person, however members of the public are strongly encouraged to participate in the meeting remotely. Instructions can be found below.

The City Council Meeting will be conducted on Tuesday, July 7, 2020 at 6:30 p.m. The meeting location is the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul. All City Council members participating in the meeting will be in attendance in the City Council Chambers. Minn. Stat. 13D.02 subd. 4.

The **July 7th Zoom meeting can be accessed HERE or via:**
https://wsbeng.zoom.us/ (from a PC, Mac, tablet, iPhone or Android device)
Meeting ID: 992 0651 9334
Password: 648191
or by phone at 1-929-205-6099, meeting ID 992 0651 9334, password 648191.

The City Council Zoom meeting will be 'open to the public' to listen in, but will be muted from contributing at all times with the exception of a Public Hearing and open to the public forum.

Please join the meeting early to test your audio and video settings. If you join via a device and your audio is not working, you may need to use the dial-in phone number option in order to be heard. If you have technical difficulties during the meeting please call or text (612) 352-8452.

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

Laurie Koehnle retirement

VI. CONSENT AGENDA

A. June 16, 2020 workshop meeting minutes.
B. June 16, 2020 regular meeting minutes.
C. General accounts payable: $1,848,944.47.
D. HRA accounts payable: $10,584.72.
E. Application for a Premises Permit to conduct Lawful Gambling at Neumann's Bar & Grill submitted by the Tartan Area Youth Hockey Association (TAYHA).
F. Contract with Malloy, Montague, Karnowski, Radosevich & Co. P.A. (MMKR) for auditing services.

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. Conditional Use Permit request to locate an Adult Day Care in the existing building at 2544, 2546, 2548 7th Avenue E.

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

There is an HRA meeting immediately following the regular meeting.

The next regularly scheduled City Council meeting is Tuesday, July 21, 2020 at 6:30 p.m.

Agenda Information Memorandum
North St. Paul City Council
July 7, 2020

FROM THE OFFICE OF ADMINISTRATION

LAURIE KOEHNLE RETIREMENT

Community Relations Coordinator, and the voice of our ‘Big, little city’, Laurie Koehnle has announced her retirement from the City of North St. Paul effective on June 30, 2020.

Laurie Koehnle has served the City of North St. Paul for 18+ years from February 18, 2002 – June 30, 2020, most notably in the role of Community Relations Coordinator.

During her 18+ years of service she has admirably and unselfishly served the citizens and businesses of our community. This evening she will be honored for her years of extraordinary public service.

Laurie’s service to the City has touched many departments over the last 18 years including processing payments in the Utility Billing department, working in the Community Development department, a brief stint with the Police Department as a Records Clerk, and then finally into her current position as Community Relations Coordinator.

During her tenure with the Community Development department, Laurie coordinated many initiatives including the Home Improvement Fair, Parks and Recreations Quarterly Publications, Community Workout Reimbursement program, Tour de North St. Paul —all while continuing to process permits, licenses and reports for the City.

Her experience with the City and its residents prepared Laurie well for her current position as Community Relations Coordinator. In this dynamic role Laurie was involved in creating all marketing and public relations for the City. Some of Laurie’s favorite projects included working on press releases, managing the website and social media channels, working on the monthly newsletter, designing marketing materials, editing the Channel 16 cable pages and coordinating the popular North St. Paul Notes Show.

Laurie has a special fondness for the many community events she worked on, promoted and coordinated over the years including city-wide events like National Night Out. Through all of her projects with City, Laurie especially enjoyed the opportunity to meet our wonderful residents and work with many talented people in the community. Laurie sums up her time with North St. Paul as “nothing short of wonderful,” and is grateful for her time in our “Extraordinary” City.

Laurie is looking forward to retirement and spending more time with her husband Ron, her three daughters and their spouses, and especially her six, (soon to be seven!) grandchildren.

Please join me on behalf of the City of North St. Paul in wishing Laurie continued success and happiness in her upcoming retirement.

Sincerely,

Scott Duddeck
City Manager

City of North Saint Paul
June 16, 2020
Proposed City Council Workshop Meeting Minutes

I. CALL TO ORDER

Mayor Furlong called the meeting to order at 5:01 p.m. The meeting was conducted at City Hall in Council Chambers, and also via Zoom.

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, City Attorney Soren Mattick (arrived at 5:24 p.m.). City Engineer Morgan Dawley participated via Zoom.

III. TOPIC(S)

A. Contract for Private Development and Sale of Property for IP4 AF St. Paul, LLC for storage facility at Anchor Commons.

City Manager Duddeck stated that the City Council is being asked to approve a Contract for Private Development ("Contract") for the sale and development of Lot 1, Block 1, Anchor Block Commons ("Property") to IP4 AF St. Paul, LLC ("Developer").

The City acquired the property as part of the acquisition of the Anchor Block site from Anchor Crossings, LLC, ("Contract Vendor") under a Contract for Deed in 2019 ("Contract for Deed"). Thereafter, the City corrected soils for the Anchor Block site, platted the property as Anchor Block Commons and installed public improvements, including streets and utilities. The Property is located within Development District No. 4 and Tax Increment Financing (Soils Condition) District No. 4-11.

To further the objectives of the Development Plan for Development District No. 4, the Contract proposes to convey the Property to the Developer under the terms of the Contract at a purchase price of $1.1 million dollars. The Contract requires the Developer to construct Minimum Improvements consisting of an approximate 101,400 gross square foot storage facility and other required and accessory site improvements consistent with Construction Plans to be approved by the City no later than January 1, 2022.

The Contract also requires the Developer to enter into a Minimum Assessment Agreement establishing a Minimum Market Value for the Property of $5,519,500.00 over the term of the TIF District to provide additional assurance that the City will recoup the debt it funded for the costs in acquiring and preparing the Property for future development.

At closing on the Contract, the City will use the proceeds from the sale to pay the Contract Vendor under the Contract for Deed for the City's acquisition of the Property.

Mr. Duddeck recommended this item be brought forward to the regular City Council meeting for consideration of approval of a Resolution approving a Contract for Private Development for the Conveyance and Development of Lot 1, Block 1, Anchor Block Commons and Dispensing with Statutory Requirements for Review by the Planning Commission.

IV. OTHER BUSINESS

City Manager Duddeck inquired about having staff make the determination for funding regarding Silver Lake Weed Management rather than having it come from the Park Commission. This led to discussion related to the Park Fund, Park Dedication Fund, and Park Maintenance Fund and their utilization. Attorney Mattick noted that Park Dedication fees are to be used for capital improvements, not maintenance expenditures. The Park Fund typically has no restrictions. Staff agreed to bring a proposal/policy to the Council regarding the proper spending of monies from these three funds, and create clarity within our own rules of how funds are to be used.

There was discussion as to the Food Truck Night event. It is scheduled in July, and would be a challenge to honor the social gathering and distancing guidelines. Staff will continue to monitor the guidelines and make a determination.

City Manager Duddeck indicated that the Park Buildings will be reopening. Several residents who have reservations indicated they will follow the current guidelines for occupancy, gathering and social distancing.

City Attorney Mattick noted that the City has received a new lawsuit from Erik Peterson. Mattick indicated it has been tendered to the LMCIT. Council and staff were advised not to comment on pending litigation.

The hazardous house item for the council meeting was reviewed and will go forward for approval.

The project on 7th Avenue has had a few roadblocks, but notices are getting out to residents and business owners.

VI. ADJOURNMENT

There being no further business, on motion by Council Member Walczak, seconded by Council Member Petersen, with all present voting aye (5-0), Mayor Furlong adjourned the workshop meeting at 6:23 p.m.

____
Terrence J. Furlong, Mayor

Attest:

____
Scott A. Duddeck, City Manager/Clerk

City of North Saint Paul
June 16, 2020
Proposed Regular City Council Meeting Minutes
City Hall – Council Chambers

I. CALL TO ORDER

Mayor Furlong called the meeting to order at 6:30 p.m. The meeting was conducted at City Hall in Council Chambers, and also via Zoom.

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 Attorney Soren Mattick, Deputy Clerk Mary Mills.

IV. ADOPT AGENDA

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

V. PRESENTATIONS

There were no presentations.

VI. APPROVAL OF CONSENT AGENDA

On motion by Council Member Petersen, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to approve the consent agenda, Resolution No. 2020-067 consisting of:

A. May 30, 2020 Emergency meeting minutes.
B. June 2, 2020 Workshop meeting minutes.
C. June 2, 2020 Regular meeting minutes.
D. General accounts payable: $1,448,191.64.
E. HRA accounts payable: $16,515.74.
F. Authorization to process Interfund transfers. Resolution No. 2020-068.

VII. MEETING OPEN TO PUBLIC

Antonio Nerios, 2184 Mohawk Road E, stated he had a conversation with Council Member Thorsen in March 2020 regarding the North St. Paul Police Department. He added he is confused about what Council Member Thorsen wants to do about the North St. Paul Police.

Council Member Thorsen stated he did have a conversation with Mr. Nerios, but they did not discuss the future of the Police Department.

Mr. Nerios argued that he remembers the conversation and does not appreciate the implication that he is not being truthful.

Mr. Nerios stated Mayor Furlong owns a liquor store which has been operating at 100%. He added other local businesses were closed and are now open at 50%. He asked what the Mayor has done to get the City's businesses back to 100% operations. He expressed frustration that City Hall has been closed.

Mayor Furlong stated he discussed this issue with Mr. Nerios over the phone. He added the City of North St. Paul, and the State of Minnesota, have been under an Executive Order issued by the Governor.

City Attorney Soren Mattick stated he had this conversation with Mr. Nerios. He added he understands Mr. Nerios does not believe Governor Walz was within his power, but Mr. Mattick disagrees. He noted the City Council did not have the authority to open businesses.

Mr. Mattick stated the opening of local businesses is not in any way related to Mayor Furlong's ownership of a liquor store. He added the closing of businesses was mandated by the Governor's Executive Order.

Mr. Nerios stated he pays taxes, and his kids have not been able to play at the playground for two months. He asked whether he will be reimbursed.

Mayor Furlong stated he has already discussed these issues with Mr. Nerios. He added the City has been under direct orders from the State of Minnesota.

Mr. Nerios stated the Governor did not close City Hall. He added that was done by Mayor Furlong.

Mr. Mattick stated the City of North St. Paul has the right and authority to manage its resources. He added this includes shutting down parks and streets, as well as City Hall. He added he understands that Mr. Nerios disagrees with the decisions that were made. He noted the City of North St. Paul complied with the State Executive Order to protect the health and safety of its residents and City Staff.

Mr. Nerios asked what is being done to open small businesses and get them back to operating at 100%. He added many businesses will have to close.

Mayor Furlong stated he agrees that businesses need to be re-opened. He added all local businesses have re-opened.

Mr. Nerios stated they are open, but they are running at 50%.

Mr. Mattick stated decisions were made at the State level about what types of businesses could be open, and at what capacities. He added he understands that there are people who disagree with those decisions. He noted, however, the City did not have the right to ignore the Statewide Executive Order.

Mr. Mattick stated the City Council drafted a letter in support of re-opening the City's small businesses, which was sent to the Governor. Mr. Nerios requested a copy of the letter. City Manager Scott Duddeck agreed to provide that for Mr. Nerios.

Jackie Rothstein, 2481 19th Avenue, stated she would like to address the City Council on behalf of her family and her neighbors regarding the problem home in her neighborhood. She thanked the Police Department for their continued efforts and response to almost 500 calls over the past 5 years. She urged the City to continue to press hard. She added the quality of life of all the neighbors has been negatively impacted, and especially her family, as she is the closest neighbor.

Ms. Rothstein thanked Mr. Duddeck for responding to her and providing support. She requested that the City continue to put pressure on the property owner, as progress is being made. She requested better communication from the City Council. She stated she has only received email responses from Council Member Petersen and Mr. Duddeck over the years. She added she understands that her emails are forwarded to City Staff. She noted the neighbors expect better communication and transparency from the City, as well as compassion and understanding.

Ms. Rothstein stated garbage on and near the property should be monitored better, as that is not a police issue. She added she is afraid to leave her kids home alone. She reiterated the fact that they have no quality of life.

Mayor Furlong stated Ms. Rothstein's emails that are sent to the City Council are forwarded directly to City Staff and Mr. Duddeck, who is the point of contact for the City Council.

Council Member Thorsen stated Ms. Rothstein has not sent him any emails. He added he was not aware of this situation as he never received any emails. He noted there is a link on the City Council's webpage that is set up to send an email out to the entire City Council.

Council Member Thorsen stated it is always possible to do a better job of communication. He added the role of the City Council is to represent the citizens of North St. Paul. He noted requests and comments that the City Council receives from residents are forwarded directly to City Staff. He expressed his sympathy for Ms. Rothstein and her neighbors, for all that they have had to deal with over the years. He added the City will do everything possible to get a resolution to this situation.

Council Member Sonnek stated he understands Ms. Rothstein's frustration. He added he received a series of emails in 2018-19, one of which he responded to. He added he forwarded all related emails to the City Manager and Police Chief. He noted there is not a lot of direct action the Council Members can take with homeowners, which is why these types of issues are forwarded to City Staff.

Council Member Sonnek stated it is difficult for the City to take a person's home, for good reason. He added there is a lengthy process for legal action to be taken.

Mr. Mattick stated this item is on tonight's Agenda for discussion. He added the governments' ability to regulate behavior is one of the most difficult things to do. He noted there are some options at the City level, which will be discussed on tonight's Agenda.

Ms. Rothstein expressed her frustration that the owners of the problem property have rights that are being protected, but her family and her neighbors continue to deal with this situation every day.

John Schmahl stated the Fourth of July holiday is coming up soon, and Casey Lake Park parking lot is open. Mayor Furlong stated the events of last year will not happen again.

City Engineer Morgan Dawley stated he is managing the online Zoom meeting, and there are a few attendees on the line. He asked whether anyone wished to address the City Council. There were no responses.

VIII. PUBLIC HEARINGS

There were no scheduled hearings.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

Mr. Duddeck stated there are several liquor license renewals that require City Council approval. He added a credit from liquor store license fees was carried forward by City Council Resolution due to bars and restaurants closings during Covid-19 emergency declaration. He noted license holders are being allowed to pay their license fees on a monthly basis, in an effort to assist and support local small businesses.

Mr. Mattick stated City insurance and regulatory issues are being reviewed with regard to the opening of public streets and sidewalks for bars and restaurants to use for outdoor seating. He added he is working with the Police Department on a review process. He noted it is a routine process for the City's liquor licenses to be approved by the City Council.

Deputy Clerk Mary Mills stated the license approvals have been drafted as separate motions as Mayor Furlong may need to abstain from a vote.

A. Liquor License Renewals for City 3.2 On-sale Liquor Licenses and On-sale wine licenses.

On motion by Council Member Sonnek, seconded by Council Member Thorsen, with all present voting aye and Mayor Furlong abstaining (4-0), motion carried to adopt Resolution No. 2020-069 approving liquor license renewals for City 3.2 On-sale Liquor Licenses and On-sale wine licenses.

B. Liquor License Renewals for City Off-sale Intoxicating Liquor Licenses
C. Liquor License Renewals for On-Sale Intoxicating Liquor Licenses, including Sunday Sales On-Sale Intoxicating Liquor Licenses with patio or outdoor serving areas

D. Liquor License Renewals for Applications for renewal of On-Sale Intoxicating Liquor Licenses, including Sunday Sales On-Sale Intoxicating Liquor Licenses w/o patio or outdoor serving areas

On motion by Council Member Petersen, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to adopt Resolution No. 2020-070 approving liquor license renewals for City Off-sale Intoxicating liquor licenses; adopt Resolution No. 2020-071 approving Liquor License Renewals for On-Sale Intoxicating Liquor Licenses, including Sunday Sales on-sale intoxicating liquor licenses with patio or outdoor serving areas; and adopt Resolution No. 2020-072 approving Liquor license renewals for applications for renewal of on-sale intoxicating liquor licenses, including Sunday Sales on-sale intoxicating liquor licenses without patio or outdoor serving areas.

E. City Council Meeting Calendar related to National Night Out and additional remote workshop meetings

Mr. Duddeck stated National Night Out is usually held the first week in August. He added a new nation-wide date of October 6, 2020 has been designated due to the Covid-19 pandemic. He noted the City Council's August 4, 2020 meeting can be moved back in place.

On motion by Council Member Walczak, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to adopt Resolution No. 2020-073 approving the 2020 City Council Meeting Schedule.

F. Contract for Private Development and Purchase Agreement for storage facility at Anchor Commons with IP4 AF St. Paul, LLC

Mr. Duddeck reviewed a contract for private development and purchase agreement for the proposed storage facility at Anchor Commons. He added this is the final step in moving forward with the development of a 104,000 square foot, 3-story building to be constructed on the northeast corner of the Anchor Commons site. He noted a minimum assessment has been set to ensure that the TIF funding will work properly. He recommended City Council approval of the documents.

On motion by Council Member Sonnek, seconded by Council Member Thorsen, with all present voting aye (5-0), motion carried to adopt Resolution No. 2020-075 approving Contract for Private Development and Purchase Agreement for storage facility at Anchor Commons with IP4 AF St. Paul, LLC.

Council Member Walczak asked when Anchor Road will be finished. Mr. Duddeck stated the road will remain closed for general use until mid-August, after traffic signals, turn lanes, sidewalks and streetlights have been completed.

G. Hazardous Building Order 2487 19th Avenue

Mr. Duddeck reviewed an ongoing issue with a problem home at 2487 19th Avenue, which was discussed at a City Council Workshop tonight, and also at tonight's Public Open Forum. He added City Staff and the Police Department have been involved in calls to this home for many years.

Mr. Duddeck stated both the City Attorney and City building official have been involved in this process. The property is currently boarded up and secured as it has been deemed unfit for human habitation. He noted the City intends to move forward with this order.

Mr. Mattick stated the City building official entered the home and determined that it is unfit for human habitation. Upon making that determination, the building official has the legal authority to board up the facility and prohibit people from entering it. He added the building official has forwarded his report, and the City will pursue a "hazardous building" process in Minnesota State Statutes.

Mr. Mattick stated the City Council's permission to initiate the hazardous building action is requested, to initiate action against the property owner and occupant to require them to complete certain repairs. He added the property owner, under law, is given a certain amount of time to comply with the action; in this case, 20 days. If compliance is not achieved, it is his intention to file with the court. He noted, in his opinion, the city has a strong enough case moving forward regarding the condition of the property. He urged the City Council to approve the Resolution.

Council Member Sonnek asked, if approved, when the 20-day period will begin. He asked how the property owner will access the property to begin cleaning it out. Mr. Mattick stated the property owner will work through the building official.

Mr. Duddeck stated the property owner has indicated he will start the process of removing personal items tomorrow.

The building official stated the house has been posted as an unsafe structure. He added there is a checklist of 10 or 11 items that includes clean-up and repair, and during that time the property owners are not allowed to live in the house. He noted they are required to provide a plan, and tonight's action of the City Council will reinforce and require additional action if the plan fails or is not carried out.

Council Member Sonnek asked what would happen if the property owner does not comply with these requirements. He asked if City Staff knows what the property owner's intention is. Mr. Duddeck stated he believes their intention is the sell the property.

Mr. Mattick stated this cause of action is not intended to bar the property owner from entering their home. He added the City does not have the right to evict residents from their homes and is not in the business of renovating homes.

Council Member Thorsen stated he understands there needs to be a plan, and it seems like it will be a lot of work. He asked whether the house will be open for them to make repairs. He asked, if the repairs are made, whether the property owners will be allowed to move back in.

Council Member Thorsen stated there has been no good faith on the part of the current occupants. He added it is difficult to believe they will act in good faith now. He asked whether there is an enforcement plan to ensure that the owners are doing the necessary work, that they leave the house every night, the house is locked, and the work is completed. He asked whether the City would step in to do repairs if they are not completed by the homeowner, with associated costs assessed to the property. He added he understands the City is limited in what it can do, but this has been going on for five years. He noted the house is deemed unfit for habitancy.

Mr. Duddeck stated the homeowner would not be allowed to move back until the City is satisfied that it meets current Code regulations. He added the property owner has indicated his intention to sell the property, and the City's intentions to pursue purchase of the property has been made known to the property owner. He added the property owner is also seeking other private buyers.

The building official stated he could not fully assess the structural defects of the property as inspections were limited due to its contents. He added after structural components are assessed, there could be additional necessary actions on the part of the City.

Mayor Furlong asked whether there will be someone there to monitor the progress, when the property owner goes in to remove personal belongings, and what course of action is available if illegal items are found.

Mr. Duddeck stated the search warrant to enter house was to inspect the conditions, not to look for illegal substances.

Mr. Mattick stated the action that will be brought is a civil action and not a criminal action.

Mr. Duddeck stated the decision will be made within the 20-day time frame. He added they will be making decisions fairly quickly.

Council Member Walczak asked whether the City inspector will do another inspection at the end of the 20 days. The inspector stated there is no time frame, but once the house is cleaned out of its contents, there will be structural issues to address. Mr. Duddeck stated they will be required to go through the permitting process for necessary structural work. He added it is not expected that the current property owner will re-occupy the house.

Mr. Mattick stated the City's intent with this action is to simultaneously clean up the home and address outstanding repair issues. He added the interior of the home is unsafe, but repairs and cleaning do not equate to occupancy. He noted the City is taking the best available course of action.

Council Member Sonnek why the City could not have taken this action sooner. Mr. Mattick stated it was necessary to gain entry into the building, and the City was able to obtain a search warrant after Police calls to the home.

Council Member Sonnek stated the home's windows were broken out and boarded up. He asked whether the City has any action that can be taken with regard to Code compliance. Mr. Mattick stated the City has been using administrative fines to address the property's Code compliance issues. He added criminal prosecution is typically not used for Code enforcement issues as it is not received well in court.

Mr. Duddeck stated this ongoing situation has been extremely frustrating for City Staff as well as the neighbors, although obviously not at the same level. He added the City hopes that this action will begin to address the problem and bring resolution for the neighborhood and the City.

On motion by Council Member Petersen, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to adopt Resolution No. 2020-074 ordering demolition, repair, or removal of a hazardous building at 2487 19th Avenue E.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

Mr. Duddeck stated City Staff have been busy with development projects, moving forward with the purchase agreement discussed earlier in the meeting and starting construction on Anchor North. He added road construction in the downtown area continues. He apologized to residents and businesses for the disruption due to construction.

Mr. Duddeck stated City Staff is working on a plan to re-open the city's park facilities in compliance with guidance from the Governor's office related to Covid-19. He added some residents have expressed interest in renting park facilities, and the intention is to get that going again tomorrow.

Mr. Duddeck stated food trucks and vendors around the community have been very well received by residents and have gotten a lot of business. He added City Staff is doing as much as possible to help the City's small businesses that have re-opened, and portable businesses that have been shut down with fairs and carnivals that were cancelled. He noted these efforts have been well-received by the community.

Mr. Duddeck stated the next phase of re-openings will involve sports facilities, following State guidelines.

Mr. Duddeck stated upcoming City Council meetings will continue to be held in Council Chambers. He added City Council workshops will continue to be held in Council Chambers on the nights that a Regular Meeting is held, with additional workshops to be held on alternating weeks by Zoom only. He noted City Staff will not attend the regular Zoom workshops unless there is an Agenda item that requires their presence.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Sonnek stated the Planning Commission's next meeting is scheduled for July 2, 2020 at 6:15 p.m. He added there has not been any discussion about whether the Planning Commission meetings will be back in Council Chambers, or if Zoom will still be used. Mr. Duddeck stated the Planning Commission could certainly meet in Council Chambers in the same format as tonight's City Council meeting. He agreed to look into it.

Deputy Clerk Mills asked whether the Planning Commission meeting location would need to be noticed in the paper. Mr. Mattick confirmed this, adding people should be kept informed regarding the meeting format, as well as the opportunity to continue to attend meetings via Zoom if they choose.

Mr. Duddeck stated the City Council could hold a Special Meeting to review development agreements. He added public notice would be given.

There was a majority Consensus of the City Council to schedule a Special Meeting to review development agreements.

Council Member Petersen stated the next Parks and Recreation Commission meeting is scheduled for June 24, 2020. She added it is hoped that the July 2020 meeting will be held in a park.

Council Member Petersen stated she plans to attend a League of Minnesota Cities virtual conference on June 25, 2020.

Council Member Petersen stated the City of North St. Paul received special recognition from the GreenStep Cities initiative. She thanked City Staff for their hard work on this important effort.

XII. GENERAL BUSINESS

Council Member Petersen wished a Happy Father's Day to dads, and a happy and safe Fourth of July celebration.

Council Member Petersen stated she has heard from several residents who want to have a dialogue about the Police Department and racial equality. She added she believes the Police Department does a great job. She noted this type of dialogue can be helpful and requested that the City Council think about it, to promote safety awareness and inclusiveness.

Council Member Petersen congratulated the graduates of the class of 2020. She added they have shown their resilience and strength.

Council Member Thorsen thanked City Staff for their hard work and efforts in getting the City Council meetings back into Council Chambers.

Council Member Thorsen expressed his gratitude and support for the North St. Paul Police Department. He stated, in response to a residents' comments earlier, he fully supports the Police Department and its Officers, who do a great job under sometimes difficult circumstances. He noted he has heard from many residents who agree.

Council Member Thorsen stated residents have expressed an interest in having a meeting to review the Police Department's methods. He added, in his opinion, people should not assume that Police Departments or Police Officers are not trained properly or that they fit a negative stereotype. He noted there has never been a case in North St. Paul of a Police Officer accused of brutality or racism.

Council Member Thorsen stated he is open to having a conversation about North St. Paul Police training and practices for informational purposes, but a meeting should not be held just because everyone else is doing it. He added the City's successful community policing model has been in place for many years. He noted he is glad to see that the Police Department is fully staffed.

Council Member Thorsen encouraged residents to schedule a police officer drive-along when Covid-related restrictions are lifted. He added community Neighborhood Watch programs are a great way to get involved. He stressed the importance of ensuring that a shadow is not cast upon the men and women who serve and protect the residents of the City of North St. Paul.

Mayor Furlong agreed, adding he would support a special meeting or workshop to address these issues and provide information for residents. He added this conversation is being echoed around the country. He noted it would be a good discussion to have.

Mr. Duddeck stated City Staff are moving forward with providing body-worn cameras for the Police Department. He added Officers want them, and it is an important protection for them as well as residents. He added there will be a public meeting to take input, and the intention is to move forward and have the program in place as soon as possible.

XIII. CLOSED SESSION

There was no closed session.

XIV. ADJOURNMENT

There being no further business, on motion by Council Member Walczak, Seconded by Council Member Petersen, with all present voting aye (5-0), Mayor Furlong adjourned the meeting at 7:59 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: July 7, 2020
SUBJECT: Recommendation of approval of GENERAL claims list.

Claim Date				
6/19/2020	Payroll Register DD			$130,879.37
6/19/2020	Payroll Direct Payables			$115,217.39
6/19/2020	Fire Payroll Register DD			$20,792.18
6/19/2020	Fire Payroll Direct Payables			$6,072.18
7/3/2020	Payroll Register DD			$125,769.96
7/3/2020	Payroll Direct Payables			$112,773.64
7/7/2020	Direct Payable A/P	136367		$950.80
		Payroll Subtotal		$512,455.52

6/26/2020	Early Release A/P Checks	136247-136276	$	223,801.97	Pre-Approved by S. Duddeck
6/26/2020	Early Release A/P Drafts	000777-000778	$	490,436.51	Pre-Approved by S. Duddeck
7/8/2020	Utility Refund Checks	136368	$	512.01	
7/8/2020	A/P Checks	136284-136366	$	255,562.60	
7/8/2020	Drafts	000785-000789	$	366,175.86	
		AP Subtotal	$	1,336,488.95	
		Grand Total	$	1,848,944.47	

Approved this 7th day of July, 2020

/s/ Terrence J. Furlong, Mayor by Consent Resolution
/s/ Scott A. Duddeck, City Manager/Clerk by Consent Resolution

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	74	130,879.37
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	74	130,879.37

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 04553 6/19/20 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 202006165906	FEDERAL WITHHOLDING	D	6/19/2020		19,064.75	000769	
	I-T3 202006165906	FICA TAXES	D	6/19/2020		16,214.28	000769	
	I-T4 202006165906	MEDICARE TAXES	D	6/19/2020		6,007.76	000769	41,286.79
H08033		H S A BANK						
	I-444202006165906	HSA ACCOUNT	D	6/19/2020		6,302.50	000770	6,302.50
I09137		I C M A DISTRIBUTION CENTER						
	I-2 202006165906	EMP/EMPR DEFERRED COMP	D	6/19/2020		11,683.93	000771	
	I-21 202006165906	EMP/EMPR DEFERRED COMP	D	6/19/2020		3,472.76	000771	
	I-26 202006165906	LOAN PAYMENTS TO ICMA	D	6/19/2020		1,116.59	000771	
	I-2CM202006165906	CITY MGR 9% DEFERRED COMP	D	6/19/2020		638.19	000771	
	I-2IR202006165906	EMP/EMPR DEFERRED COM	D	6/19/2020		1,490.00	000771	18,401.47
M12900		MNEFTS						
	I-T2 202006165906	MN Income Tax WH	D	6/19/2020		8,471.75	000772	8,471.75
M13320		MN STATE RETIREMENT SYSTEM						
	I-12 202006165906	POST DEDUCTIONS	D	6/19/2020		1,000.00	000773	1,000.00
P16470		P E R A						
	I-91 202006165906	6634-00 REG PERA	D	6/19/2020		16,869.93	000774	
	I-92 202006165906	6634-00 PERA PD	D	6/19/2020		22,744.93	000774	
	I-94 202006165906	6634-00 PERA DCP ELECTED	D	6/19/2020		140.02	000774	39,754.88

* * 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:	6	0.00	115,217.39	115,217.39
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:	6	0.00	115,217.39	115,217.39

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	27	20,792.18
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:	1	

TOTAL CHECKS:	27	20,792.18

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 04554 6/19/20 FIRE PAYROLL - 9

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

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E05000		EFTPS						
	I-T1 202006165907	FEDERAL WITHHOLDING	D	6/19/2020		1,485.49	000775	
	I-T3 202006165907	FICA TAXES	D	6/19/2020		3,094.52	000775	
	I-T4 202006165907	MEDICARE TAXES	D	6/19/2020		723.70	000775	5,303.71
M12900		MNEFTS						
	I-T2 202006165907	MN Income Tax WH	D	6/19/2020		768.47	000776	768.47

** BANK TOTALS **	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	0.00	6,072.18	6,072.18
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	2	0.00	6,072.18	6,072.18

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	69	125,769.96
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	69	125,769.96

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 04562 7/3/20 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 202006295922	FEDERAL WITHHOLDING	D	7/03/2020		18,475.00	000779	
	I-T3 202006295922	FICA TAXES	D	7/03/2020		16,416.78	000779	
	I-T4 202006295922	MEDICARE TAXES	D	7/03/2020		5,811.40	000779	40,703.18
H08033		H S A BANK						
	I-444202006295922	HSA ACCOUNT	D	7/03/2020		6,802.50	000780	6,802.50
I09137		I C M A DISTRIBUTION CENTER						
	I-2 202006295922	EMP/EMPR DEFERRED COMP	D	7/03/2020		11,683.93	000781	
	I-21 202006295922	EMP/EMPR DEFERRED COMP	D	7/03/2020		3,472.76	000781	
	I-26 202006295922	LOAN PAYMENTS TO ICMA	D	7/03/2020		1,116.59	000781	
	I-2CM202006295922	CITY MGR 9% DEFERRED COMP	D	7/03/2020		638.19	000781	
	I-2IR202006295922	EMP/EMPR DEFERRED COM	D	7/03/2020		1,490.00	000781	18,401.47
M12900		MNEFTS						
	I-T2 202006295922	MN Income Tax WH	D	7/03/2020		8,221.91	000782	8,221.91
M13320		MN STATE RETIREMENT SYSTEM						
	I-12 202006295922	POST DEDUCTIONS	D	7/03/2020		1,000.00	000783	1,000.00
P16470		P E R A						
	I-91 202006295922	6634-00 REG PERA	D	7/03/2020		17,379.15	000784	
	I-92 202006295922	6634-00 PERA PD	D	7/03/2020		20,265.43	000784	37,644.58

* * 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:	6	0.00	112,773.64	112,773.64
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:	6	0.00	112,773.64	112,773.64

PACKET: 04552 6/19/20 PAYROLL - 8
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
L12385		LOCAL UNION #160						
	I-11 202006025851	UNION DUES	R	7/07/2020		475.40	136367	
	I-11 202006165906	UNION DUES	R	7/07/2020		475.40	136367	950.80

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	950.80	950.80
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	950.80	950.80

NORTH
ST.PAUL
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Accounting Technician
DATE: June 26, 2020
SUBJECT: Recommendation of approval of GENERAL claims list Early Release.

Claim Date				
6/26/2020	A/P Checks	136247-136276	$	223,801.97
6/26/2020	Drafts	0007477-000778	$	490,436.51
		AP Subtotal	$	714,238.48
		Grand Total	$	714,238.48

Approved this 26th day of June, 2020

Scott A. Duddeck

City Manager

PACKET: 04559 Regular Payments
VENDOR SET: 01 **** CHECK LISTING ****
BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	ASPHALT DRIVEWAY CO							
	I-202006245913	ASPHALT DRIVEWAY CO:	R	6/26/2020		75.00CR	136247	75.00
A01650	AWARDS BY HAMMOND INC							
	I-M7266	PLAQUES/AWARDS	R	6/26/2020		190.00CR	136248	190.00
B02209	BREDEMUS HARDWARE CO INC							
	I-260102	SERVICE CALL LOCK REPAIR	R	6/26/2020		90.00CR	136249	90.00
B02296	BUSINESS WATCH INTERNATIONAL							
	I-33010	2020 ANNUAL SERVICE FEE RAPID	R	6/26/2020		250.00CR	136250	250.00
C03002	CAMPBELL KNUTSON PA							
	I-143-2076-0000G	ADMIN/GENERAL MATTERS	R	6/26/2020		2,757.70CR	136251	
	I-2-2076-0084G	7TH ST PUD REZONE SUBDIVISION	R	6/26/2020		1,800.00CR	136251	
	I-2076-0000G-144	ADMIN/GENERAL MATTERS	R	6/26/2020		8,161.90CR	136251	
	I-2076-0077G-10	ANCHOR CROSSING PURCH AGRMT	R	6/26/2020		72.00CR	136251	
	I-2076-0078G-7	IP4 AF ST PAUL (PRIVATE DEV)	R	6/26/2020		1,996.50CR	136251	
	I-2076-0079G-7	TRIDENT DEV CONTRACT PVT DEV	R	6/26/2020		214.50CR	136251	
	I-2076-0081G-6	LAKEPOINTE HOLDING PURCH AGR	R	6/26/2020		1,632.00CR	136251	
	I-2076-0084G-3	7TH ST PUD REZONE SUBDIVISON	R	6/26/2020		150.00CR	136251	
	I-24-2076-0063G	ELECTRIC DEPT	R	6/26/2020		99.00CR	136251	
	I-3-2076-0081G	LAKEPOINT HOLDING II PURCH AG	R	6/26/2020		231.00CR	136251	
	I-3-2076-0086G	MCKNIGHT TOWNHOMES 2ND ADD	R	6/26/2020		1,567.91CR	136251	
	I-4-2076-0078G	EDA/IP3 AF PROPERTIES PRIV DEV	R	6/26/2020		709.50CR	136251	
	I-4-2076-0081G	LAKEPOINT HOLDING II PURCH AG	R	6/26/2020		591.00CR	136251	
	I-5-2076-0081G	LAKEPOINT HOLDING II PURCH AG	R	6/26/2020		82.50CR	136251	
	I-6-2076-0078G	IP4 AF ST PAUL (PRIVATE DEV)	R	6/26/2020		1,413.00CR	136251	
	I-6-2076-0079G	TRIDENT DEV CONTRACT PRIV DEV	R	6/26/2020		1,758.00CR	136251	23,236.51
VOID	VOID CHECK		V	6/26/2020			136252	**VOID**
C03139	COMCAST							
	I-202006265914	6/27-7/26 INTERNET PHONE SERV	R	6/26/2020		129.71CR	136253	129.71
C03273	CURTIS 1000 INC - MINNESOTA							
	I-5944006	BUSINESS CARDS ERPENBACH	R	6/26/2020		62.11CR	136254	62.11
E05012	ECOLAB INSTITUTIONAL							
	I-6255661074	ENZYMATIC SPECIAL 5 GAL	R	6/26/2020		562.00CR	136255	562.00
F06008	ENTIRA FAMILY CLINICS							
	I-202006235911	NEW EMPLOYEE TESTING	R	6/26/2020		140.00CR	136256	140.00

PACKET: 04559 Regular Payments

VENDOR SET: 01 **** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
H08165	HOME DEPOT							
	I-2020142	PAINT, TRAYS, ROLLERS, VELCRO	R	6/26/2020		79.41CR	136257	
	I-3015601	HAMMER, STUD FINDER, PENCILS	R	6/26/2020		67.68CR	136257	
	I-4015407	TAPE, BUCKET, TRIM, BITS SCREW	R	6/26/2020		117.90CR	136257	
	I-5015284	TACK CLOTH	R	6/26/2020		17.82CR	136257	
	I-5167759	18 VOLT LITHIUM ION BATTERY	R	6/26/2020		599.00CR	136257	
	I-6015030	GOOFOFF, TROWL, ROLLR, SPONG	R	6/26/2020		175.67CR	136257	
	I-6620556	TROWELS	R	6/26/2020		12.94CR	136257	
	I-7010302	PLYWOOD	R	6/26/2020		72.96CR	136257	
	I-8010007	PAINTING SUPPLIES	R	6/26/2020		93.21CR	136257	
	I-9524954A	RING DOOR BELL	R	6/26/2020		61.98CR	136257	1,298.57
I09045	IMPACT							
	I-147834	JUNE 2020 BILL INSERT/MAILING	R	6/26/2020		4,691.52CR	136258	4,691.52
L12050	LARSON DIESEL SERVICE							
	I-200415011	PLOW TRUCK MNDOT STICKER	R	6/26/2020		129.20CR	136259	129.20
L12099	LAW ENFORCEMENT LABOR SERVICES							
	I-202006265921	JUNE 2020 UNION DUES	R	6/26/2020		992.08CR	136260	992.08
L12384	LOCAL UNION #320							
	I-202006265920	JUNE 2020 UNION DUES	R	6/26/2020		1,466.00CR	136261	1,466.00
M13027	MARCO TECHNOLOGIES LLC							
	I-INV7513493	CITY HALL SECURITY CAMERAS	R	6/26/2020		641.92CR	136262	
	I-INV7621030	CITY HALL SECURITY CAMERAS	R	6/26/2020		1,951.77CR	136262	2,593.69
M13056	CITY OF MAPLEWOOD							
	I-202006265917	JUNE 2020 UTILITY BILL	R	6/26/2020		30,348.44CR	136263	30,348.44
M13110	MENARDS-OAKDALE							
	I-1135	SELECT BOARD & PRIMED MDF BRD	R	6/26/2020		891.99CR	136264	
	I-1836	CHALK, NAILS, SHIMS, MDF BOARD	R	6/26/2020		420.14CR	136264	
	I-2182	MDF BOARD & DOOR HANDLE	R	6/26/2020		127.19CR	136264	
	I-2258	WALL PLATES, WIRE, CABLE PORT	R	6/26/2020		309.08CR	136264	
	I-2267	100' CAT6 CABLE	R	6/26/2020		29.99CR	136264	
	I-2597	FURRING	R	6/26/2020		73.92CR	136264	1,852.31
M13192	MN BENEFIT ASSOC							
	I-2020-0097254	JULY 2020 MBA LIFE INSURANCE	R	6/26/2020		71.17CR	136265	71.17

PACKET: 04559 Regular Payments

VENDOR SET: 01 **** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
M13247	MN POLLUTION CONTROL AGENCY							
	I-10000108158	PBP REIMBURSEMENTS	R	6/26/2020		250.00CR	136266	250.00
M13291	MN PEIP							
	I-978258	JULY 2020 PREMIUM INSURANCE	R	6/26/2020		36,547.06CR	136267	36,547.06
M14074	MNSPECT LLC							
	I-8339	MAY 2020 INSPECTION/PERM FEES	R	6/26/2020		10,871.21CR	136268	10,871.21
P16261	PINE CREEK SERVICES							
	I-16618	MAY 2020 WINDOW CLEANING	R	6/26/2020		200.00CR	136269	200.00
R18170	CITY OF ROSEVILLE							
	I-0228968	CH COUNTER SEC CAMERA LICENSE	R	6/26/2020		600.00CR	136270	600.00
S19193	SILENT KNIGHT OF MINNESOTA INC							
	I-00116028	YR MONITORING 5/17/20-5/16/21	R	6/26/2020		299.40CR	136271	299.40
S19233	SPECTACULAR CLEANING LLC							
	I-070	MAY 2020 CLEAN SERV SILVER LK	R	6/26/2020		540.00CR	136272	
	I-072	JUNE 2020 CLEAN SERV SILVER LK	R	6/26/2020		760.00CR	136272	1,300.00
S19485	SUN LIFE FINANCIAL							
	I-202006265918	JUNE 2020 LIFE INS COVERAGE	R	6/26/2020		1,602.60CR	136273	
	I-202006265919	JUNE 2020 LTD COVERAGE	R	6/26/2020		1,680.77CR	136273	3,283.37
W23500	WSB & ASSOCIATES INC							
	I-13-R-013350-000	MAR 2020 MCKNIGHT ACCESS	R	6/26/2020		13,453.75CR	136274	
	I-2-R-015593-000	MAR 2020 ANCHOR VIEW APTS	R	6/26/2020		2,280.50CR	136274	
	I-2-R-015594-000	MAR 2020 ANCHOR COMMONS STG	R	6/26/2020		898.00CR	136274	
	I-20-R-012723-000	MAR 2020 ANCHOR BLOCK SOUTH	R	6/26/2020		1,037.00CR	136274	
	I-3-R-015209-444	MAR 2020 GEN PLANNING SERVICES	R	6/26/2020		3,900.50CR	136274	
	I-6-R-014750-000	MAR 2020 MARGARET/7TH REDEV	R	6/26/2020		453.50CR	136274	
	I-6-R-015098-000	MAR 2020 7TH MAJOR REZONE	R	6/26/2020		1,045.00CR	136274	
	I-7-R-014770-000	MAR 2020 DT IMPRVTS CP 20-02	R	6/26/2020		60,305.75CR	136274	
	I-8-R-014660-000	MAR 2020 ANCHOR BLK GRDNG PRM	R	6/26/2020		13,285.75CR	136274	96,659.75
X14164	XCEL ENERGY							
	I-0419827743	GAS SERVICE PW BLDG	R	6/26/2020		186.17CR	136275	
	I-0419851163	GAS SERVICE COMM CENTER	R	6/26/2020		108.51CR	136275	294.68
Z26047	ZAYO GROUP LLC							
	I-2020060011274	JUN 2020 DARK FIBER SERVICES	R	6/26/2020		5,318.19CR	136276	5,318.19

PACKET: 04559 Regular Payments

VENDOR SET: 01 **** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT

PACKET: 04559 Regular Payments

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
M13248	MN DEPT OF REVENUE							
	I-202006265915	MAY 2020 SALES & USE TAX	D	5/20/2020		49,067.00CR	000777	
	I-202006265916	JUNE 2020 ACCELERATED PYMNT	D	5/20/2020		42,940.00CR	000777	92,007.00
M13300	M M P A - C/O AVANT ENERGY							
	I-3277	MAY 2020 POWER BILLING	D	6/19/2020		398,429.51CR	000778	398,429.51

** TOTALS **	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	29	0.00	223,801.97	223,801.97
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	0.00	490,436.51	490,436.51
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	32	0.00	714,238.48	714,238.48

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 04555 US - 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		MNSF ACQUISITIONS, LLC						
	I-000202006185909	MNSF ACQUISITIONS, LLC	R	7/08/2020		512.01	136368	512.01

** BANK TOTALS **	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	512.01	512.01
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	512.01	512.01

PACKET: 04567 Regular Payments

VENDOR SET: 01 **** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	JAMES STAFKI							
	I-202006305932	JAMES STAFKI:	R	7/08/2020		300.00CR	136284	300.00
1	DOLORES CLEMENS							
	I-202006305933	DOLORES CLEMENS:	R	7/08/2020		200.00CR	136285	200.00
1	LOVELINE NGU							
	I-202006305934	LOVELINE NGU:	R	7/08/2020		300.00CR	136286	300.00
1	ROXANNE SONNEK							
	I-202006305935	ROXANNE SONNEK:	R	7/08/2020		400.00CR	136287	400.00
1	CORVUS SYSTEMS INC							
	I-202006305936	CORVUS SYSTEMS INC:	R	7/08/2020		96.65CR	136288	96.65
1	MIDWEST FENCE							
	I-202006305937	MIDWEST FENCE:	R	7/08/2020		70.00CR	136289	70.00
1	WINDOW WORLD							
	I-202006305938	WINDOW WORLD:	R	7/08/2020		370.35CR	136290	370.35
1	CINDY BURKMAN							
	I-202006305939	CINDY BURKMAN:	R	7/08/2020		200.00CR	136291	200.00
1	CLIFFORD E. LASLEY							
	I-202006305940	CLIFFORD E. LASLEY:	R	7/08/2020		125.00CR	136292	125.00
1	TOM KORAN							
	I-202006305941	TOM KORAN:	R	7/08/2020		436.00CR	136293	436.00
1	LAUREL TROST							
	I-202007015953	LAUREL TROST:	R	7/08/2020		225.00CR	136294	225.00
A00995	A-1 HYDRAULIC SALES & SER							
	I-0122403-IN	THREADED PIPE	R	7/08/2020		466.12CR	136295	466.12
A01034	ADVANCED GRAPHIX INC							
	I-204352	HAND SANITIZER DECALS	R	7/08/2020		51.00CR	136296	51.00
A01119	ALLIED MEDICAL TRAINING							
	I-1552	EMR & CPR COURSE FOR NEW FFS	R	7/08/2020		1,550.00CR	136297	1,550.00

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
A01247	ANDERSON CONCRETE FORMING INC							
	I-20-146	CONCRETE SIDEWALK/WALK PATH	R	7/08/2020		6,300.00CR	136298	6,300.00
A01310	ASPEN MILLS							
	I-258314	UNIFORM INITIAL ISSUE #930	R	7/08/2020		1,177.00CR	136299	1,177.00
A01629	AUTOMATIC SYSTEMS CO							
	I-35090S	LIFT STATION REPAIRS	R	7/08/2020		403.50CR	136300	403.50
A20235	AUTONATION, INC							
	I-4112762	HUB & SHIELD	R	7/08/2020		997.31CR	136301	
	I-4114607	SHIELD	R	7/08/2020		41.99CR	136301	1,039.30
B02049	BATTERIES PLUS BULBS							
	I-P28124553	BATTERIES	R	7/08/2020		74.85CR	136302	74.85
C03000	CALLNET							
	I-200602120101	5/25-6/21 ANSWERING SERVICE	R	7/08/2020		995.00CR	136303	995.00
C03041	FLEETPRIDE							
	I-53749838	MEGACRIMP COUPLINGS	R	7/08/2020		89.04CR	136304	
	I-53750124	MEGACRIMP COUPLING	R	7/08/2020		47.52CR	136304	136.56
C03055	CEMSTONE - BIN #131462							
	I-2188018	CEMENT PRODUCTS	R	7/08/2020		582.50CR	136305	582.50
C03066	CINTAS							
	I-4053178779	UNIFORM SERVICES	R	7/08/2020		112.77CR	136306	
	I-4053178931	UNIFORM SERVICES	R	7/08/2020		110.59CR	136306	
	I-4053178963	UNIFORM SERVICES	R	7/08/2020		111.69CR	136306	
	I-4053798819	UNIFORM SERVICES	R	7/08/2020		74.52CR	136306	
	I-4053798826	UNIFORM SERVICES	R	7/08/2020		8.84CR	136306	
	I-4053798893	UNIFORM SERVICES	R	7/08/2020		183.78CR	136306	602.19
C03091	CES IMAGING							
	I-INV115275	PLOTTER COPIER INK	R	7/08/2020		11.75CR	136307	
	I-INV115681	JULY 2020 COPIER LEASE	R	7/08/2020		257.55CR	136307	269.30
C03105	C L BENSEN CO INC							
	I-121602	AIR FILTERS FOR CITY HALL	R	7/08/2020		1,541.64CR	136308	1,541.64
C03273	CURTIS 1000 INC - MINNESOTA							
	I-5993738	BUSINESS CARDS PLANNER	R	7/08/2020		62.09CR	136309	
	I-5993739	BUSINESS CARDS BLDG INSPTR	R	7/08/2020		55.05CR	136309	117.14

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C21221	CENTURY LINK							
	I-202006305928	6/19/20-7/18/20 PHONE SERVICE	R	7/08/2020		27.37CR	136310	27.37
D04070	DITCH WITCH OF MINNESOTA							
	I-E02538	GROUND THAWING UNITS	R	7/08/2020		4,500.00CR	136311	4,500.00
D04085	DIRKS BROS LLC							
	I-06082012442	DIRKS BROS LLC	R	7/08/2020		214.60CR	136312	214.60
E05125	EMERGENCY APPARATUS MTN							
	I-112331	REPAIR TO ENGINE 520 AIR LEAK	R	7/08/2020		359.36CR	136313	359.36
E05126	EMERGENCY AUTOMOTIVE TECHNOLOGIES INC							
	I-SVC28156	R&M VEHICLES PD SQUAD#2127	R	7/08/2020		90.00CR	136314	90.00
F06475	FRA-DOR BLACK DIRT & RECY							
	I-2006095	BLACK DIRT	R	7/08/2020		170.00CR	136315	170.00
G07021	G WHIZ LETTERING							
	I-8216	WORK T-SHIRTS	R	7/08/2020		615.00CR	136316	615.00
G07100	GERTENS WHOLESALE							
	I-488802/1	ZINNIAS	R	7/08/2020		72.77CR	136317	
	I-489107/1	ZINNIAS & GARDEN SOIL	R	7/08/2020		77.76CR	136317	
	I-489918/1	ZINNIAS & GARDEN SOIL	R	7/08/2020		100.94CR	136317	
	I-69617/6	ARONIA MEL GLOSSY BLACK #2	R	7/08/2020		52.00CR	136317	303.47
G07292	GRAYBAR							
	I-9316383751	PVC ELBOWS & END CAPS	R	7/08/2020		200.62CR	136318	200.62
H08162	HOLIDAY							
	I-202006305942	GAS 1400015462914 SEWER DEPT	R	7/08/2020		520.36CR	136319	
	I-202006305943	GAS 1400015462892 PARKS DEPT	R	7/08/2020		993.55CR	136319	
	I-202006305944	GAS 1400015462930 STREET CLEAN	R	7/08/2020		79.29CR	136319	
	I-202006305945	GAS 1400015462965 URBAN FRSTY	R	7/08/2020		334.86CR	136319	
	I-202006305946	GAS 1400015463058 CITY MECHAN	R	7/08/2020		50.94CR	136319	
	I-202006305947	GAS 1400015462906 POLICE DEPT	R	7/08/2020		1,801.96CR	136319	
	I-202006305948	GAS 1400015462973 WATER DEPT	R	7/08/2020		352.12CR	136319	
	I-202006305949	GAS 1400015462884 OH ELECTRIC	R	7/08/2020		505.26CR	136319	
	I-202006305950	GAS 1400015462949 ST MAINT	R	7/08/2020		452.61CR	136319	
	I-202006305951	GAS 1400015462906 UG ELECTRIC	R	7/08/2020		524.68CR	136319	
	I-202006305952	GAS 1400015462906 FIRE DEPT	R	7/08/2020		320.30CR	136319	5,935.93

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H8185	HI-LINE							
	I-10162549	RUBBER/ELECTRIC PROOF BLANKETS	R	7/08/2020		423.76CR	136320	423.76
I09178	STUART C IRBY CO							
	I-S011923649.001	EXTENSION ROD & HELIX ANCHOR	R	7/08/2020		264.56CR	136321	264.56
J10048	JEFFERSON FIRE & SAFETY INC							
	I-IN118584	NO CONTACT THERMOMETERS	R	7/08/2020		1,200.00CR	136322	1,200.00
L12028	LAKE ELMO SOD FARM LLC							
	I-18857	SOD	R	7/08/2020		166.25CR	136323	
	I-18859	SOD	R	7/08/2020		38.00CR	136323	204.25
L12047	LANDIS GYR TECHNOLOGY INC							
	I-90317943	JUNE 2020 SAAS MTHLY FLAT FEE	R	7/08/2020		750.00CR	136324	750.00
L12445	LISA SENOPOLE							
	I-202006305923	JUNE 2020 MEETING FILMING	R	7/08/2020		100.00CR	136325	100.00
L12451	L T G POWER EQUIPMENT							
	I-248350	STARTER ASSMBLY, SCREW SPK PLG	R	7/08/2020		50.31CR	136326	
	I-248356	KEY-IGNITION	R	7/08/2020		4.99CR	136326	
	I-248367	BAG	R	7/08/2020		119.08CR	136326	
	I-248644	ECHO SPEED FEED TRIMMER HEAD	R	7/08/2020		197.70CR	136326	
	I-248912	PREFILTER	R	7/08/2020		46.70CR	136326	418.78
M13081	MUNICIPAL EMERGENCY SERVICES							
	I-IN1464541	4' NY HOOKS & 5' NY HOOKS	R	7/08/2020		343.25CR	136327	343.25
M13100	MERIT CHEVROLET							
	I-666692	SPARK PLUG, SENSOR WIRE, GASKE	R	7/08/2020		359.19CR	136328	359.19
M13110	MENARDS-OAKDALE							
	I-3423	FRAMES & SCREWS	R	7/08/2020		18.96CR	136329	
	I-3712	PVC CONDUIT & BATTERIES	R	7/08/2020		248.36CR	136329	
	I-4005	PVC CONDUIT	R	7/08/2020		37.74CR	136329	305.06
M13217	MN FIRE SERV CERT BOARD MSFCB							
	I-7676	FFI & FFII CERTIFICATION EXAMS	R	7/08/2020		840.00CR	136330	840.00
M13370	M-R SIGN CO INC							
	I-208516	SIGNS FOR TENNIS COURTS	R	7/08/2020		255.27CR	136331	255.27

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M13374	MINNESOTA NATIVE LANDSCAPES							
	I-24296	MAY 2020 WEED TREATMENT SW	R	7/08/2020		840.00CR	136332	840.00
N07096	NAPA AUTO PARTS							
	C-3617-035434	RETURNED SPLASH GUARD/COVER	R	7/08/2020		55.98	136333	
	C-3617-038056	COUPLER RETURNS	R	7/08/2020		38.98	136333	
	I-3617-036754	FLOOR DRY	R	7/08/2020		19.98CR	136333	
	I-3617-037334	LAMP	R	7/08/2020		18.28CR	136333	
	I-3617-037439	COUPLERS	R	7/08/2020		38.98CR	136333	
	I-3617-038057	COUPLER	R	7/08/2020		7.29CR	136333	
	I-3617-038457	ANTIFREEZE	R	7/08/2020		7.99CR	136333	
	I-3617-038959	MINIATURE LAMPS	R	7/08/2020		29.90CR	136333	
	I-3617-039762	BRAKE CLEANER & RTV SILICONE	R	7/08/2020		82.97CR	136333	
	I-3617-039839	BATTERY & CORE DEPOSIT	R	7/08/2020		142.74CR	136333	
	I-3617-040002	BRAKE GREASE	R	7/08/2020		27.99CR	136333	
	I-3617-040068	ELBOW	R	7/08/2020		42.94CR	136333	324.10
N14114	QUADIENT LEASING USA INC							
	I-N8342014	7/12/20-10/11/20 MAIL MACHINE	R	7/08/2020		744.48CR	136334	744.48
N14168	NORTHERN TOOL & EQUIPMENT							
	I-4131112540	TIRE SAWTOOTH TREAD	R	7/08/2020		5.99CR	136335	
	I-4131114640	REDUCER, COUPLER, WRENCH	R	7/08/2020		390.97CR	136335	
	I-4131114997	COUPLINGS	R	7/08/2020		51.96CR	136335	
	I-45302830	PRESSURE WASHER & SOCKET	R	7/08/2020		92.37CR	136335	541.29
O15001	O'REILLY AUTO PARTS							
	I-2074-476711	ATO FUSE	R	7/08/2020		3.39CR	136336	3.39
O15006	OAKDALE RENTAL CENTER							
	I-146243	CONCRETE FOR ST LIGHT BASE	R	7/08/2020		254.00CR	136337	254.00
O15032	ON-SITE SANITATION							
	I-0000937856	6/8-6/12 RESTROOMS NW PK	R	7/08/2020		10.18CR	136338	
	I-0000937857	6/8-6/12 RESTROOMS KUNKEL	R	7/08/2020		10.18CR	136338	
	I-0000937858	6/8-6/12 RESTROOMS SL PARK E	R	7/08/2020		10.18CR	136338	
	I-0000937859	6/8-6/12 RESTROOMS SW PK	R	7/08/2020		10.18CR	136338	
	I-0000940638	6/13-7/10 RESTROOM ROTARY PK	R	7/08/2020		130.00CR	136338	
	I-0000940639	6/13-7/10 RESTROOM KUNKEL FLD	R	7/08/2020		57.00CR	136338	
	I-0000940640	6/13-7/10 RESTROOM SW PK	R	7/08/2020		57.00CR	136338	
	I-0000940641	6/13-7/10 RESTROOM SL PARK E	R	7/08/2020		57.00CR	136338	
	I-0000940643	6/13-7/10 RESTROOMS NW PARK	R	7/08/2020		57.00CR	136338	398.72

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P16336	POMPS TIRE SERVICE INC							
	I-210474374	TIRES	R	7/08/2020		792.56CR	136339	792.56
P16455	PRO HYDRO-TESTING							
	I-103508	HYDRO-TESTING DOT CYLINDERS	R	7/08/2020		468.00CR	136340	468.00
R18010	RAMSEY COUNTY							
	I-EMCOM-008504	MAY 2020 FLEET SUPPORT	R	7/08/2020		492.96CR	136341	
	I-EMCOM-0085370	MAY 2020 911 DISPATCH SERVICES	R	7/08/2020		6,018.56CR	136341	
	I-EMCOM-0085390	MAY 2020 CAD SERVICES	R	7/08/2020		1,165.64CR	136341	7,677.16
R18030	RDO EQUIPMENT COMPANY							
	I-W5424201	REPAIRS TO BACKHOE LOADER	R	7/08/2020		611.72CR	136342	611.72
R18203	R & S UNDERWOOD HEATING & AIR COND							
	I-202006245912	HAUSE PARK A/C	R	7/08/2020		3,485.00CR	136343	3,485.00
S18996	SAFE-FAST INC							
	I-INV232589	CHILL-ITS COOLING BANDS	R	7/08/2020		24.00CR	136344	
	I-INV232648	GLOVES & CHILL-ITS BANDS	R	7/08/2020		252.10CR	136344	276.10
S18997	SAFEASSURE CONSULTANTS INC							
	I-2796	SAFETY TRAINING	R	7/08/2020		8,466.64CR	136345	8,466.64
S19003	INNOVATIVE OFFICE SOLUTIONS LLC							
	I-IN3006186	FOLDERS, MARKERS, BATTERIES	R	7/08/2020		114.02CR	136346	
	I-IN3007525	BATTERIES	R	7/08/2020		10.39CR	136346	
	I-IN3008265	FORKS, PLATES. TAPE. PENS	R	7/08/2020		398.36CR	136346	
	I-IN3012309	FRAMES	R	7/08/2020		67.80CR	136346	
	I-IN3012384	SIGN CLIP FRAME	R	7/08/2020		250.29CR	136346	840.86
S19106	SITE ONE LANDSCAPE SUPPLY							
	I-100597157-001	COUPLING, SOCKETS & ADAPTORS	R	7/08/2020		161.22CR	136347	
	I-100751524-001	LANDSCAPING SUPPLIES	R	7/08/2020		266.15CR	136347	
	I-100768435-001	LIQUID HERBICIDE	R	7/08/2020		146.28CR	136347	
	I-100769627-001	SOCKETS, PVC PIPE, PRO-TRADE	R	7/08/2020		114.72CR	136347	
	I-100919439-001	PRIMER, CEMENT, SOCKET, PIPE	R	7/08/2020		531.62CR	136347	
	I-100985080-001	PVC PIPE	R	7/08/2020		169.20CR	136347	1,389.19
S19130	SKB ENVIRONMENTAL							
	I-RI 63121	DISPOSAL CHARGES	R	7/08/2020		89.85CR	136348	89.85

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S19433	STAPLES ADVANTAGE							
	C-3448650899	RETURNED GARBAGE BAGS	R	7/08/2020		22.23	136349	
	I-3448370190	NITRILE DISPOSABLE GLOVES	R	7/08/2020		14.20CR	136349	
	I-3448370191	OFFICE SUPPLIES	R	7/08/2020		46.61CR	136349	
	I-3448370192	OFFICE SUPPLIES	R	7/08/2020		82.57CR	136349	
	I-3448370193	OFFICE SUPPLIES	R	7/08/2020		27.59CR	136349	
	I-3448425723	NITRILE DISPOSABLE GLOVES	R	7/08/2020		14.20CR	136349	
	I-3448650900	ENVELOPES	R	7/08/2020		209.98CR	136349	372.92
T08168	THE GOODYEAR TIRE & RUBBER CO							
	I-124-1098102	TIRES	R	7/08/2020		347.76CR	136350	
	I-124-1098132	TIRES	R	7/08/2020		157.46CR	136350	505.22
T19150	T A SCHIFSKY & SONS INC							
	I-66035	AC SAND MIX	R	7/08/2020		142.71CR	136351	142.71
T20076	TOSHIBA FINANCIAL SERVICES							
	I-5010813618	JULY 2020 COPIER LEASE	R	7/08/2020		262.12CR	136352	
	I-5010813619	JULY 2020 COPIER LEASE	R	7/08/2020		217.10CR	136352	
	I-5010813620	JULY 2020 COPIER LEASE	R	7/08/2020		208.01CR	136352	
	I-5010813621	JULY 2020 COPIER LEASE	R	7/08/2020		117.62CR	136352	
	I-5010813622	JULY 2020 COPIER LEASE	R	7/08/2020		308.81CR	136352	1,113.66
T20102	TARGET SOLUTIONS LEARNING							
	I-INV6048	MEMBERSHIP 7/1/20-6/30/21	R	7/08/2020		2,945.10CR	136353	2,945.10
T20161	THOMPSON REUTERS - WEST							
	I-842455236	MAY 2020 SERVICE FEES INV	R	7/08/2020		194.69CR	136354	194.69
T20191	TIMESAVER OFF SITE SECRETARIAL INC.							
	I-M25698	SECRETERIAL SERVICES	R	7/08/2020		402.50CR	136355	402.50
T20192	T-MOBILE							
	I-202006305930	5/8-6/8 FD/PD TABLET/DATA CARD	R	7/08/2020		662.58CR	136356	
	I-202006305931	5/11-6/10 FD/PD CARDS/INTERNET	R	7/08/2020		615.51CR	136356	1,278.09
T20196	TAMARACK MATERIALS INC							
	I-7146305-00	SOUNDSCAPE BLADE	R	7/08/2020		3,934.89CR	136357	3,934.89
T20461	TWIN CITY HARDWARE							
	I-PSI0099107	MULTITECH FOR AD LOCK/KEYPAD	R	7/08/2020		914.28CR	136358	
	I-PSI0099323	LOCK REPAIRS	R	7/08/2020		380.00CR	136358	1,294.28

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T20470	TWIN CITY WATER CLINIC INC							
	I-14637	MAY 2020 WATER SAMPLES	R	7/08/2020		256.00CR	136359	256.00
T20485	TYLER TECHNOLOGIES							
	I-025-299688	Q4 2020 MAINTENANCE FEES	R	7/08/2020		8,417.79CR	136360	8,417.79
U21215	UPS							
	I-0000R93F25240	SHIPPING CHARGES	R	7/08/2020		304.37CR	136361	304.37
V01101	VERIZON WIRELESS							
	I-9856312329	5/11-6/10 CELL PHONE SERVICE	R	7/08/2020		525.15CR	136362	525.15
W23500	WSB & ASSOCIATES INC							
	I-R-010077-000-34	MAY 2020 2018 ST & UTLTY IMP	R	7/08/2020		920.00CR	136363	
	I-R-011520-000-5	APR 2020 WINDOW WORLD REDEV	R	7/08/2020		501.00CR	136363	
	I-R-012723-000-21	APR 2020 ANCHOR BLOCK SOUTH	R	7/08/2020		509.00CR	136363	
	I-R-013350-000-14	APR 2020 MCKNIGHT ACCESS	R	7/08/2020		20,659.50CR	136363	
	I-R-013520-000-16	MAY 2020 WELHEAD PROTECTION	R	7/08/2020		784.00CR	136363	
	I-R-014132-000-6	APR 2020 LSI FORMER FILL STATN	R	7/08/2020		543.75CR	136363	
	I-R-014391-000-12	MAY 2020 STREET/UTILITY IMPRVT	R	7/08/2020		65,411.50CR	136363	
	I-R-014537-000-8	APR 2020 17TH/DELAWARE REDEV	R	7/08/2020		255.50CR	136363	
	I-R-014660-000-9	APR 2020 ANCHOR BLK GRD PERM	R	7/08/2020		8,859.00CR	136363	
	I-R-014750-000-7	APR 2020 MARGARET/7TH REDEV	R	7/08/2020		127.00CR	136363	
	I-R-014770-000-8	APR 2020 MARGARET IMP CP20-02	R	7/08/2020		50,782.20CR	136363	
	I-R-014879-000-7	MAR 2020 WATER STORAGE STDY	R	7/08/2020		240.75CR	136363	
	I-R-015098-000-7	APR 2020 2242 7TH MJR SUB REZN	R	7/08/2020		1,832.50CR	136363	
	I-R-015209-444-4	APR 2020 GEN PLANNING SERVICE	R	7/08/2020		6,632.25CR	136363	
	I-R-015209-444-5	MAY 2020 GEN PLANNING SERVICES	R	7/08/2020		7,549.75CR	136363	
	I-R-015311-000-2	MAY 2020 GEN SERV 2020 WATER	R	7/08/2020		534.00CR	136363	
	I-R-015312-000-4	MAY 2020 GEN SERV 2020 SANT WT	R	7/08/2020		400.50CR	136363	
	I-R-015313-000-3	MAY 2020 GEN SERV SURFACE WATR	R	7/08/2020		455.00CR	136363	
	I-R-015314-000-5	MAY 2020 GEN SERV 2020 STRTS	R	7/08/2020		417.50CR	136363	
	I-R-015316-000-2	APR 2020 GEN SERV COMM SERV	R	7/08/2020		273.00CR	136363	
	I-R-015593-000-3	APR 2020 ANCHOR VIEW APTS	R	7/08/2020		231.75CR	136363	
	I-R-015594-000-3	APR 2020 ANCHOR COMMONS SS	R	7/08/2020		975.25CR	136363	
	I-R-015844-000-2	MAY 2020 CRACK SEALING	R	7/08/2020		1,197.25CR	136363	170,091.95
VOID	VOID CHECK		V	7/08/2020			136364	**VOID**
X14164	XCEL ENERGY							
	I-0420089339	GAS SERV 2025 1ST HAUSE PK	R	7/08/2020		26.12CR	136365	
	I-0420115847	GAS SERV 2101 17TH CASEY PK	R	7/08/2020		14.20CR	136365	
	I-0420191222	GAS SERV CITY HALL 5/17-6/16	R	7/08/2020		299.73CR	136365	
	I-0420203945	GAS SERV 5/18-6/17 WELL #2	R	7/08/2020		25.69CR	136365	
	I-0420204010	GAS SERV 5/18-6/17 WELL #4	R	7/08/2020		29.60CR	136365	
	I-0420204084	GAS SERV 2310 10TH AVE PK BLDG	R	7/08/2020		27.79CR	136365	
	I-0420204434	GAS SERV 2616 4TH AVE PK BLDG	R	7/08/2020		30.49CR	136365	
	I-0420205744	GAS SERV 5/18-6/17 WELL #3	R	7/08/2020		25.69CR	136365	
	I-0420205887	GAS SERV 5/18-6/17 WELL #5	R	7/08/2020		27.86CR	136365	
	I-0420208757	GAS SERV 5/18-6/17 WELL #1	R	7/08/2020		25.69CR	136365	532.86

PACKET: 04567 Regular Payments

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
Z26060	ZIEGLER INC							
	I-PC200237987	COOLANT	R	7/08/2020		137.79CR	136366	137.79

PACKET: 04567 Regular Payments

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							
	C-202006305925	MAY 2020 CREDIT CARD RETURNS	D	6/04/2020		45.28	000787	
	I-202006305924	MAY 2020 CREDIT CARD PURCHASES	D	6/04/2020		2,630.98CR	000787	2,585.70
M13237	MN DEPT OF LABOR & INDUSTRY							
	I-202007015955	Q1 2020 BLDG PERMIT SURCHARGE	D	7/01/2020		3,569.20CR	000785	3,569.20
T20192	T-MOBILE							
	I-202006305929	5/11-6/10 CELL PHONE SERVICES	D	7/03/2020		1,642.17CR	000788	1,642.17
N14207	CITY OF NORTH ST PAUL							
	I-202006305926	MAY 2020 UTILITY BILL	D	7/05/2020		10,271.91CR	000786	10,271.91
U21218	U S BANK							
	I-202006305927	2020 DEBT SERVICE PAYMENTS	D	7/30/2020		348,106.88CR	000789	348,106.88

** TOTALS **	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	82	0.00	255,562.60	255,562.60
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	5	0.00	366,175.86	366,175.86
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	88	0.00	621,738.46	621,738.46

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 04567 Regular Payments
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

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
001	6/2020	1,998.65CR
001	7/2020	70,805.56CR
022	7/2020	460.64CR
045	7/2020	6,925.00CR
048	6/2020	42.80CR
048	7/2020	78,255.27CR
049	7/2020	76,836.13CR
050	6/2020	366.62CR
050	7/2020	38,391.17CR
052	7/2020	47,957.09CR
053	7/2020	2,785.50CR
063	7/2020	2,590.00CR
071	7/2020	21,541.25CR
074	7/2020	15,562.50CR
075	7/2020	11,798.75CR
078	7/2020	6,481.25CR
084	7/2020	20,500.00CR
095	6/2020	177.63CR
098	7/2020	56.50CR
099	7/2020	6,803.79CR
183	7/2020	10,766.25CR
184	7/2020	17,925.00CR
208	7/2020	51,452.95CR
210	7/2020	20,891.25CR
211	7/2020	10,603.47CR
309	7/2020	65,200.00CR
450	7/2020	34,563.44CR
ALL		621,738.46CR

NORTH
ST.PAUL
extraordinary.

MEMORANDUM

TO: HRA Chairman and Commissioners
FROM: Jacquelyn Lutmer, Accounting Technician
DATE: July 7, 2020
SUBJECT: Recommendation of approval of HRA claims list.

Claim Date					
6/26/2020	A/P Check Register Early Release	136277-136283	$	10,325.61	Pre-Approved by S. Duddeck
7/8/2020	A/P Check Register	136369	$	29.61	
7/8/2020	A/P Draft Register	000790	$	229.50	
	Total			$10,584.72	

Approved this 7th day of July, 2020

/s/ Terrence J. Furlong, Mayor by Consent Resolution
/s/ Scott A. Duddeck, City Manager/Clerk by Consent Resolution

2400 Margaret Street, North St. Paul, MN 55109 | northstpaul.org | main 651.747.2400 | fax 651.747.2425

NORTH
ST.PAUL
extraordinary.

MEMORANDUM

TO:	HRA Chairman and Commissioners
FROM:	Jacquelyn Lutmer, Accounting Technician
DATE:	June 26, 2020
SUBJECT:	Recommendation of approval of Early Release HRA claims list.

Claim Date

6/26/2020	A/P Check Register	136277-136283	$ 10,325.61
		Total	$10,325.61

Approved this 26th day of June, 2020

Scott A. Duddeck

City Manager

PACKET: 04560 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
C03002	CAMPBELL KNUTSON PA							
	I-1-2076-0085G	BATC VETERANS HOUSING DEV AG	R	6/26/2020		99.00CR	136277	
	I-2-2076-0085G	BATC VETERANS HOUSING DEV AG	R	6/26/2020		330.00CR	136277	
	I-2076-0085G-4	BATC VETERANS HOUSING DEV AG	R	6/26/2020		1,332.87CR	136277	
	I-3-2076-0085G	BATC VETERANS HOUSING DEV AG	R	6/26/2020		759.00CR	136277	
	I-6-2076-0075G	HRA 2557 12TH AVE DONATION AG	R	6/26/2020		1,771.20CR	136277	
	I-7-2076-0075G	HRA 2557 12TH AVE DONATION AG	R	6/26/2020		49.50CR	136277	
	I-8-2076-0075G	HRA 2557 12TH AVE DONATION AG	R	6/26/2020		55.61CR	136277	4,397.18
H08165	HOME DEPOT							
	I-1011789	PRIME DOUG FIR BOARDS	R	6/26/2020		21.28CR	136278	
	I-1014948	PLYWOOD	R	6/26/2020		63.75CR	136278	
	I-11262	CONCRETE MIX	R	6/26/2020		141.75CR	136278	
	I-1512602	PLYWOOD CLIP PACK	R	6/26/2020		16.54CR	136278	
	I-1521326	BATH FANS	R	6/26/2020		59.96CR	136278	
	I-3011562	XPS FOAMULAR 250	R	6/26/2020		103.08CR	136278	
	I-4015391	PT RTD GC SHEATHING PLY	R	6/26/2020		25.98CR	136278	
	I-5010487	SINKER BUCKET	R	6/26/2020		46.74CR	136278	
	I-5523860	GLUE, HAMMER, STAPLES, GLOVE	R	6/26/2020		82.48CR	136278	
	I-5622240	WIRE, FIBERGLASS, FANS, VAPOR	R	6/26/2020		1,245.88CR	136278	
	I-6513202	BRT SMTH PAPER 4M & STAPLES	R	6/26/2020		141.46CR	136278	
	I-6612524	CONNECTOR SCREW	R	6/26/2020		13.75CR	136278	
	I-6623600	BOX FANS AND PAINT	R	6/26/2020		51.90CR	136278	
	I-7520334	BRT SMTH PAPER 4M	R	6/26/2020		74.98CR	136278	
	I-7521666	DRAIN PIPE ADAPTOR & COUPLING	R	6/26/2020		12.22CR	136278	
	I-8010024	COMMON BUCKET	R	6/26/2020		47.74CR	136278	
	I-8010053	HEX HD LAG SCR ZP 25PK	R	6/26/2020		76.71CR	136278	2,226.20
VOID	VOID CHECK		V	6/26/2020			136279	**VOID**
L12462	LYMAN LUMBER COMPANY							
	I-912406	LUMBER	R	6/26/2020		395.82CR	136280	
	I-912413	JOIST HANGR, SCREWS & FASTNER	R	6/26/2020		69.09CR	136280	
	I-912414	HARDWARE & HEADER HANGER	R	6/26/2020		104.56CR	136280	
	I-914376	TRIM, SCREWS, & PLUGS	R	6/26/2020		279.54CR	136280	
	I-914377	TREX DECKING	R	6/26/2020		906.70CR	136280	
	I-914378	CORTEX PEBBLE GREY	R	6/26/2020		291.88CR	136280	
	I-914501	MICROLLAM	R	6/26/2020		55.72CR	136280	2,103.31
M13110	MENARDS-OAKDALE							
	I-1116	RTD SHEATING & SPF	R	6/26/2020		309.98CR	136281	
	I-1491	STINGER STAPLE PACK	R	6/26/2020		79.94CR	136281	389.92

PACKET: 04560 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
015032	ON-SITE SANITATION							
	I-0000925620	RESTROOM 5/16-6/12 2198 2ND	R	6/26/2020		57.00CR	136282	57.00
W23500	WSB & ASSOCIATES INC							
	I-R-015318-000-3	APR 2020 CODE ENFORCEMENT	R	6/26/2020		1,152.00CR	136283	1,152.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	6	0.00	10,325.61	10,325.61
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	7	0.00	10,325.61	10,325.61

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 04568 hra
VENDOR SET: 01 **** CHECK LISTING ****
BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
X14164	XCEL ENERGY							
	I-0420189400	GAS SERV 2393 MARGARET	R	7/08/2020		29.61CR	136369	29.61

PACKET: 04568 hra

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
N14207	CITY OF NORTH ST PAUL							
	I-202007015954	MAY 2020 UTILITY BILL	D	7/05/2020		229.50CR	000790	229.50

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	29.61	29.61
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	0.00	229.50	229.50
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	2	0.00	259.11	259.11

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

Agenda Information Memorandum
North St. Paul City Council
July 7, 2020

FROM THE OFFICE OF THE POLICE DEPARTMENT

Agenda placement: Consent

Subject: Application for a Minnesota Lawful Gambling Premises Permit to conduct lawful gambling at Neumann's Bar & Grill.

To: Honorable Mayor and City Council

Background/Facts:

- Minnesota Lawful Gambling to be conducted by Tartan Area Youth Hockey Association (TAYHA) at Neumann's Bar & Grill.
- TAYHA is a registered non-profit organization, licensed by the State of Minnesota to conduct Lawful Gambling.
- TAYHA has previously been granted Lawful Gambling Permits in the State of Minnesota.

Recommendation: It is recommended the City Council approve the application for a Premises Permit to conduct Lawful Gambling submitted by the Tartan Area Youth Hockey Association (TAYHA).

Attachments:
Resolution

Items reviewed by Police Chief Lauth:
City Charitable Gambling Permit No. 2020-006.
Minnesota Lawful Gambling LG214 Premises Permit Application.
Minnesota Lawful Gambling LG215 Lease for Lawful Gambling Activity.
Tennessen Warning & Consent for Criminal Background/Records Check.

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

RESOLUTION NO. 2020-XXX
Consent Agenda

RESOLUTION APPROVING THE TARTAN AREA YOUTH HOCKEY ASSOCIATION APPLICATION TO CONDUCT MINNESOTA LAWFUL GAMBLING AT NEUMANN'S BAR & GRILL

WHEREAS, the Tartan Area Youth Hockey Association (TAYHA) has submitted a Premises Permit Application to conduct Minnesota Lawful Gambling at Neumann's Bar & Grill; and,

WHEREAS, the Tartan Area Youth Hockey Association is a registered non-profit organization and licensed by the State of Minnesota to conduct Lawful Gambling; and

WHEREAS, the Tartan Area Youth Hockey Association has a successful history of conducting Minnesota Lawful Gambling at other locations; and

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, that said application is hereby approved for the Tartan Area Youth Hockey Association to conduct Lawful Gambling at Neumann's Bar & Grill, 2531 7^{th} Avenue, North St. Paul; and

BE IT FURTHER RESOLVED, the City sixty-day waiting period is hereby waived.

ADOPTED this 7^{th} day of July, 2020.

Motion by Council Member xxx
Second by Council Member xxx

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

____
Terrence J. Furlong, Mayor

Attest: ______________________________
Scott A. Duddeck, City Manager

Agenda Information Memorandum
North St. Paul City Council
July 7, 2020

FROM THE OFFICE OF THE FINANCE DEPARTMENT

Agenda placement: Consent Agenda

Subject: Contract with Malloy, Montague, Karnowski, Radosevich & Co. P.A. (MMKR) for auditing service

To: Honorable Mayor and City Council

Background/Facts:

- The City is required to undergo an audit of its year-end financial reporting and supporting accounting records by independent auditors.

- An independent audit plays an important and reassuring role in testing and evaluating the City's system of internal controls and overall financial management for signs of strengths and weaknesses and reporting the results.

- The auditors assist in the preparation of the Comprehensive Annual Financial Report (CAFR), The Auditor's Management Report and the Special Purpose Audit Report.

- General best practice suggests re-soliciting auditing services every 3-5 years. In addition to resoliciting for services, it is also an industry best practice to periodically change the composition of the audit team, allowing for continued independence and a fresh audit perspective. Although MMKR has been the City's auditors for past 21 years, there have been significant changes to the composition of MMKR's audit team on multiple occasions during this time period.

- Through staffing changes and adjustments to the finance department MMKR has consistently performed this work to the satisfaction of the City and in a timely fashion.

- The proposal provided by MMKR is for a three year period with a zero percent increase for the duration of the agreement. The following chart displays the proposed rates per year:

Year	Rate
2020	$39,275
2021	$39,275
2022	$39,275

- The fees listed above do not include audit services related to the requirements of a single audit or the implementation of additional governmental accounting standards. These services would only be performed if set forth in an addendum to this agreement.

Recommendation: It is recommended that City Council adopt the resolution, which authorizes the City to enter into an agreement with Malloy, Montague, Karnowski, Radosevich & Co. P.A. (MMKR) for professional audit services for fiscal years 2020, 2021 and 2022.

Attachments:
Resolution
MMKR Audit Fee Letter
2020 Engagement Letter

Respectfully submitted,

/s/ JZ by mm

Jason Zimmerman
Finance Director

APPROVED FOR AGENDA ENCLOSURE:

/s/ SD by mm

Scott Duddeck
City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2020-xxx
Consent Agenda

A RESOLUTION AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO. P.A. FOR AUDIT SERVICES FOR FISCAL YEARS ENDING DECEMBER 31, 2020 THROUGH DECEMBER 31, 2022

WHEREAS, Pursuant to State Statute (47.647 subd.1, section C), the City of North St. Paul ("City") is required to retain an independent auditor to conduct annual audits of the City's financial records; and

WHEREAS, Malloy, Montague, Karnowski, Radosevich & Co. P.A. ("MMKR") has provided independent audit services for the City since 2000; and

WHEREAS, MMKR has performed such services in a satisfactory manner; and

WHEREAS, the City routinely requests proposals for annual auditing services to ensure ongoing competitive rates, however, with recent staff transition and upcoming implementation for new finance software, continuation of auditor services with MMKR for three more years was preferable and appropriate; and

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, authorizes the Mayor and City Manager to enter into an agreement with MMKR to provide independent audit services for fiscal years 2020, 2021 and 2022 in the amount of $39,275 annually; and

BE IT FURTHER RESOLVED, that the City Council has indicated a desire to seek proposals for auditing services for the fiscal year ending December 31, 2023 when appropriate.

ADOPTED this 7th day of July, 2020.

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 Duddeck, City Manager/Clerk

MMKR
CERTIFIED PUBLIC ACCOUNTANTS

PRINCIPALS
Thomas A. Karnowski, CPA
Paul A. Radosevich, CPA
William J. Lauer, CPA
James H. Eichten, CPA
Aaron J. Nielsen, CPA
Victoria L. Holinka, CPA/CMA
Jaclyn M. Huegel, CPA
Kalen T. Karnowski, CPA

July 1, 2020

Mr. Jason Zimmerman
City of North St. Paul
2400 Margaret Street
North St. Paul, MN 55109

Dear Mr. Zimmerman:

Attached is an engagement letter which explains and confirms the basic services we expect to perform in conjunction with your upcoming audit. Also attached is a copy of our most recent peer review report.

Assuming the letter adequately describes the services you desire, please sign and return the letter to our office and retain a copy for your files. **Please note that a second signature line has been included on our engagement letter, and we are requesting the letter be signed by a representative of the City Council in addition to management. The purpose of this is to provide documentation that certain required communications included in the engagement letter have been received by governance**.

Please do not hesitate to contact me if you believe the letter should be modified or if you have any questions.

Sincerely,

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO., P.A.

Jaclyn Huegel

Jaclyn M. Huegel, CPA
Principal

JMH:lmb

Enclosures

Malloy, Montague, Karnowski, Radosevich & Co., P.A.
5353 Wayzata Boulevard • Suite 410 • Minneapolis, MN 55416 • Phone: 952-545-0424 • Fax: 952-545-0569 • www.mmkr.com

MMKR
CERTIFIED PUBLIC ACCOUNTANTS

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Victoria L. Holinka, CPA/CMA
Jaclyn M. Huegel, CPA
Kalen T. Karnowski, CPA

July 1, 2020

To the City Council and Management
of the City of North St. Paul
2400 Margaret Street
North St. Paul, MN 55109

Dear Councilmembers and Management:

We are pleased to confirm our understanding of the services we are to provide the City of North St. Paul (the City) for the year ending December 31, 2020. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, the aggregate remaining fund information, and the budgetary comparison for the General Fund and major special revenue funds, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ending December 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) MD&A
2) GASB-required supplementary pension and other post-employment benefits information (as needed)

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements OR in a report combined with our auditor's report on the financial statements:

1) Combining and individual fund statements and schedules (as needed), presented as supplemental information.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.
5353 Wayzata Boulevard • Suite 410 • Minneapolis, MN 55416 • Phone: 952-545-0424 • Fax: 952-545-0569 • www.mmkr.com

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

1) Introductory information
2) Statistical section or other supplemental information (as applicable)

We will perform the required State Legal Compliance Audit conducted in accordance with auditing standards generally accepted in the United States of America and the provisions of the *Legal Compliance Audit Guide,* promulgated by the State Auditor pursuant to Minnesota Statutes § 6.65, and will include such tests of the accounting records and other procedures we consider necessary to enable us to conclude that, for the items tested, the City has complied with the material terms and conditions of applicable legal provisions.

We will also prepare a management report for the City Council and administration. This report will communicate such things as our concerns regarding accounting procedures or policies brought to our attention during our audit, along with recommendations for improvements. The report will also contain certain financial comparisons and analysis, and a summary of legislative activity affecting Minnesota cities.

Our services will not include an audit in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), which would only be required if the City expended $750,000 or more in federal assistance funds during the year. If the City is required to have a Single Audit of federal assistance funds, this engagement letter would need to be modified.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. We will make reference to another auditor's audit of required components, if necessary, in our report on your financial statements. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to management and the City Council of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards.* The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards.* In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

If information from a component unit is required to be included in the City's financial statements, we will not audit the financial statements of components of which we were not engaged as auditors as of and for the year ended December 31, 2020. Those financial statements will be audited by other auditors whose reports thereon will be furnished to us. We will communicate with the other auditors and reference their audit of the component(s) as necessary. Information from the group component audit will be included in the City's financial statements based on materiality, significance to the audit, and auditor judgement.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under American Institute of Certified Public Accountants (AICPA) professional standards and *Government Auditing Standards.*

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards.*

Other Services

We will also assist in preparing the financial statements and related notes of the City in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The assistance to be supplied by your personnel, including the preparation of schedules and analysis of accounts, typing all cash or other confirmations we request, and locating any invoices selected by us for testing, will be discussed and coordinated with you.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR) and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulatory agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carryout oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of MMKR personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulatory agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit shortly after the end of your fiscal year and to issue our reports prior to June 30, 2021. Jaclyn M. Huegel, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for those services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed $39,275. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

These fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If we find that additional audit procedures are required, or if additional services are requested by the City, those services will be billed at our standard hourly rates. Additional audit procedures might be required for certain accounting issues or events, such as new contractual agreements, transactions and legal requirements of new bond issues, new funds, major capital projects, new tax increment districts, if there is an indication of misappropriation or misuse of public funds, or if significant difficulties are encountered due to the lack of accounting records, incomplete records, or turnover in the City's staff. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

If you intend to publish or otherwise reproduce the financial statements, such as in a bond statement, and make reference to our firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the year, you might request additional services such as routine advice, assistance in implementing audit recommendations, review of your projections or budgets, and other similar projects. Independence standards allow us to perform these routine services; however, it is important that you understand that we are not allowed to make management decisions, perform management functions, nor can we audit our own work or provide nonaudit services that are significant to the subject matter of the audit.

Please be aware that e-mail is not a secure method of transmitting data. It can be intercepted, read, and possibly changed. Due to the large volume of e-mails sent daily, the likelihood of someone intercepting your e-mail is relatively small, but it does exist. We will communicate with you via e-mail, if you are willing to accept this risk.

To ensure that MMKR's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

If a dispute occurs related in any way to our services, our firm and the City agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve it. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorney fees and costs of the mediation. Participation in such mediation shall be a condition to either of us initiating litigation. To allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute.

The mediation shall be confidential in all respects, as allowed or required by law, except that our final settlement positions at mediation shall be admissible in litigation solely to determine the identity of the prevailing party for purposes of the awarding of attorney fees.

We both recognize the importance of performing our obligations under this agreement in a timely way and fully cooperating with the other. In the event that either of us fails to timely perform or fully cooperate, the other party may, in its sole discretion, elect to suspend performance or terminate the agreement regardless of the prejudice to the other person. We agree we will give 10 days' written notice of an intent to suspend or terminate, specifying the grounds for our decision, and will give the other an opportunity to cure the circumstances cited as grounds for that decision. In the event of suspension or termination, all fees and costs are immediately due on billing.

We agree that it is important that disputes be discussed and resolved promptly. For that reason, we agree that, notwithstanding any other statutes of limitations or court decisions concerning them, all claims either of us may have will be barred unless brought within one year of the date the complaining party first incurs any damage of any kind, whether discovered or not, related in any way to acts or omissions of the other party, whether or not the complaining party seeks recovery for that first damage and whether or not we have continued to maintain a business relationship after the first damage occurred. Notwithstanding anything in this letter to the contrary, we agree that regardless of where the City is located, or where this agreement is physically signed, this agreement shall have been deemed to have been entered into at our office in Hennepin County, Minnesota, and Hennepin County shall be the exclusive venue and jurisdiction for resolving disputes related to this agreement. This agreement shall be interpreted and governed under the laws of Minnesota.

When requested, *Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review report accompanies this letter.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return to mmkr@mmkr.com.

Sincerely,

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO., P.A.

Jaclyn Huegel

Jaclyn M. Huegel, CPA
Principal

JMH:lmb

Response:

This letter correctly sets forth the understanding of the City of North St. Paul.

City Council Representative		City Management Representative	
By:	________________________	By:	________________________
Title:	________________________	Title:	________________________
Date:	________________________	Date:	________________________

KerberRose
Certified Public Accountants

Report on the Firm's System of Quality Control

To the Principals of Malloy, Montague, Karnowski, Radosevich, and Co., P.A. and the
Peer Review Committee of the Minnesota Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Malloy, Montague, Karnowski, Radosevich, and Co., P.A. (the firm) in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards,* including compliance audits under the Single Audit Act and an audit of an employee benefit plan.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Malloy, Montague, Karnowski, Radosevich, and Co., P.A. in effect for the year ended May 31, 2019 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies) or fail.* Malloy, Montague, Karnowski, Radosevich, and Co., P.A. has received a peer review rating of *pass.*

KerberRose SC

KerberRose SC
September 25, 2019

4211 N. Lightning Drive | Appleton, WI 54913
P: (920) 993-0105 Toll Free: (888) 725-5277 F: (920) 993-0116
Website: https://kerberrose.com

MMKR
CERTIFIED PUBLIC ACCOUNTANTS

PRINCIPALS
Thomas A. Karnowski, CPA
Paul A. Radosevich, CPA
William J. Lauer, CPA
James H. Eichten, CPA
Aaron J. Nielsen, CPA
Victoria L. Holinka, CPA/CMA
Jaclyn M. Huegel, CPA
Kalen T. Karnowski, CPA

July 1, 2020

Mr. Jason Zimmerman
Finance Director
City of North St. Paul
2400 Margaret Street
North St. Paul, MN 55109

Dear Mr. Zimmerman:

In response to your request of our estimate of audit fees for the City of North St. Paul (the City) for the next three years, I provide you with the following:

Audit for the year ending December 31, 2020	$39,275
Audit for the year ending December 31, 2021	$39,275
Audit for the year ending December 31, 2022	$39,275

Please keep in mind that if the audit takes less time than our estimate, we will only bill the City for the fees incurred. Occasionally, additional audit or accounting work is requested or required due to unusual circumstances, such as major development projects, new debt or refunding debt issues, accounting issues, or indications of potential fraud. Also, new accounting and auditing requirements may impact costs to city audits. If it should become necessary for the City to request the auditor to render any additional service to 1) supplement the services requested or perform additional work as a result of the specific recommendations included in any report issued on this engagement, or 2) as a result of new accounting and auditing standards, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the firm.

Attached to this email is an engagement letter, which explains and confirms the basic services we expect to perform in conjunction with your upcoming audit.

Also attached is a copy of our most recent peer review report.

Assuming the letter adequately describes those services you desire, please sign the engagement letter and return to our office.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.
5353 Wayzata Boulevard • Suite 410 • Minneapolis, MN 55416 • Phone: 952-545-0424 • Fax: 952-545-0569 • www.mmkr.com

Please do not hesitate to contact me if you believe the letter should be modified or if you have any questions.

Sincerely,

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO., P.A.

Jaclyn Huegel

Jaclyn M. Huegel, CPA
Principal

JMH:lmb

Enclosures

Agenda Information Memorandum
North St. Paul City Council
July 1, 2020

FROM THE OFFICE OF THE CITY PLANNER

Agenda placement: CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

Subject: Hue Adult Day Care Review

To: Honorable Mayor and City Council

Background/Facts:

- The applicant has submitted a request to locate an Adult Day Care in the existing building at 2544, 2546, 2548 7th Ave E.
- Staff finds that the request meets all of the criteria for approval of a CUP, but is concerned about the potential lack of pedestrian activity generated by this use.
- The goals of the comprehensive plan and the stated purpose of the Downtown Mixed Use zoning district both include a priority on pedestrian activity
- The applicant has indicated a desire to create a commercial kitchen in the existing building for the purpose of having a small restaurant and catering to the day care facility.
- Staff feels that with this addition, the proposed use would compliment other uses downtown.
- The Planning Commission will be meeting on July 2nd to provide a recommendation to the City Council

Recommendation: Staff has made a recommendation of approval to the Planning Commission. Additional materials and resolution including the Planning Commission's recommendation will be provided to you before the meeting.

Attachments:
Staff Report
CUP Application

Respectfully submitted,

Erin Perdu
City Planner

APPROVED FOR AGENDA ENCLOSURE:

/s/ SD by mm

Scott Duddeck
City Manager

MEMORANDUM

Date: 06/26/2020
To: Honorable Mayor and City Council Members
From: Erin Perdu, AICP, City Planner
CC: Scott Duddeck, City Manager
Debra Gustafson, Administrative and Community Services Director
Re: Application for a Conditional Use Permit – Hue Senior Center, located at 2544, 2546, 2548 7th Ave E.

BACKGROUND

True Yang/Hue Senior Center ("the applicant") on behalf of Kurt Adamson ("the property owner") is requesting approval of a Conditional Use Permit (CUP) to allow the operation of an adult day center in the MU-1 Downtown Mixed Use District. The proposed adult day center would occupy space within the existing buildings located at 2544, 2546, and 2548 7th Ave East. The 2040 Comprehensive Plan guides the subject properties for Downtown Mixed Use. A CUP is necessary to allow the operation of the Adult Day Center use within the MU-1 district.

The properties currently contain restaurant, meeting hall, and outdoor dining space. The properties are surrounded by commercial land uses all zoned MU-1 to the west, north, and east. Directly to the south of properties is a public parking lot zoned MU-1. Low-density residential uses, zoned R1- Single Family Residential, are located father to the south, separated from the downtown district by the public parking lot.

The adult day center would serve adults, typically between 50 and 90 years old, who require supervision and assistance for daily living. The number of adults being cared for at this facility would be approximately 30 per day. The applicant states that there will be eight employees. The properties that the proposed adult day center would occupy contain approximately 14,327 square feet of building area. No floor plans were provided, however the applicant's materials indicated that three quarters of the floor area will be dedicated to amenities, dining areas, common areas, and restrooms, with the balance for office and storage. The hours of operation for would be Monday through Friday from 9am to 8pm and Saturday from 10am to 4pm.

The applicant is also considering installing a kitchen in the Victoria Room area of the current building for the purpose of having a small restaurant with outdoor seating adjacent to the adult day care space. This would be similar to the other adult daycare in the Polar Plaza that was recently approved.

The Planning Commission is asked to make a recommendation to the City Council to approve or deny a Conditional Use Permit for Hue Senior Center located at 2544, 2546, 2548 7th Ave E.

FINDINGS

<u>Conditional Use Permit Review</u>

Standards for the review and approval of Conditional Use Permits are found in Chapter 154.004 Section F of the City Code are listed in below in italics. Staff comments on each of the review criteria follow.

2. *Standards.* The City Council may grant a conditional use permit after considering the recommendation of the Planning Commission and if the use at the proposed location is compliant with the following findings:

i. The use is consistent with the general purposes and intent of the Comprehensive Plan;

The 2040 Comprehensive Plan guides this property within the Downtown Mixed Use land use category. The Downtown Mixed Use land use category is established to "sustain and enhance the viability of the Downtown in terms of preserving its small-town and pedestrian-friendly atmosphere…". Further, the Plan envisions a mix of uses in the downtown area which include restaurants, cafes, shops, and similar uses that generate pedestrian activity.

The proposed adult day care center use is not likely to generate the level of pedestrian activity required in the Comprehensive Plan. However, the addition of a commercial kitchen which can support an outdoor café would be an ideal addition to this corner of the downtown. Staff finds that pedestrian activity is particularly critical in this location given is prominence in the downtown area.

ii. The use will not adversely affect the health, safety, or general welfare of the city;

The proposed use would not create adverse effects on the general health, safety, or general welfare of the City based on the nature of the use and the predominant users of the space.

iii. The use is compatible with present and future land uses in the surrounding area and reasonably related to the overall needs of the city;

Land uses immediately surrounding the property are commercial, parking, or mixed-use with a combination of commercial and multi-family residential. The Comprehensive Plan guides these properties along the 7th Avenue corridor and nearby Margaret Street for Downtown Mixed Use. The proposed use will not create negative impacts on the adjacent uses, and the employees will add to the foot-traffic in the downtown to support surrounding businesses. As previously noted, the purpose of the Downtown Mixed Use category is to create and preserve a small-town and pedestrian friendly atmosphere by encouraging street level pedestrian activity. As mentioned above, the addition of the restaurant/café would be particularly helpful.

iv. The use or appearance of the use is compatible with adjacent properties;

No changes to the appearance of the properties accompany the requested CUP. The existing buildings are compatible with adjacent properties from a design standpoint.

v. The use 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;

The proposed use would occupy vacated commercial space that is already adequately supported by city services and utilities. The proposed use would not burden public services.

vi. The use will not create an excessive burden on existing parks, schools, and other public facilities which serve or are proposed to serve the area;

The proposed use would not likely generate significant increases in demand for parks, schools, or other public facilities. Transportation services for patrons is offered by the adult day center so potential for increased traffic would be mitigated. There is adequate public parking surrounding the site.

vii. The use will be sufficiently compatible or separated by distance or screening from adjacent residentially zoned land;

The proposed use is over 150 feet away from the nearest residentially zoned properties, separated by a large public parking lot. This distance and separation by a public parking facility would be adequate for the proposed use.

viii. The use is in harmony with the general purposes and intent of this chapter and the zoning district in which the applicant intends to locate the proposed use;

The stated purpose of the MU-1 zoning district per the North St. Paul City Code is to "sustain and enhance the viability of the Downtown in terms of preserving its small-town and pedestrian-friendly atmosphere while encouraging development and redevelopment consistent with the Comprehensive Plan to create a destination." As previously stated, the proposed adult day care use is not anticipated to significantly contribute pedestrian activity to the downtown area as envisioned by the Comprehensive Plan. However, pairing the use with the kitchen and outdoor seating would be harmonious with the purpose of the MU-1 district.

ix. The use will not create an intrusion of excessive noise, glare, or general unsightliness; and

The proposed use would not create excessive noise, glare, or general unsightliness. No exterior alterations to the buildings, including lighting or signs are proposed.

x. If applicable, the proposed use is consistent with officially adopted city plans and overlays.

There are no zoning overlay districts guiding the subject site. As previously noted, the proposed adult day care use in the downtown area would not be consistent with the Comprehensive Plan guidance.

3. *Conditions.* In permitting a new conditional use, the City Council may impose, in addition to the requirements set forth in the chapter, conditions considered necessary or appropriate to protect the public health, safety and general welfare of the city.

<u>Additional Standards:</u>

Section 154.010(D) Supplemental Standards

14. Day care center, day nursery.

(a) A fence of acceptable design not over six and one-half feet in height may be required to be constructed along the property line when said use abuts property residentially used or in one of the residential districts; said fence shall be adequately maintained.

The subject property does not abut any residentially zoned property; therefore, a fence is not required.

Sections 154.010 (E) Architectural requirements and (F) Landscaping and screening

There are no applicable requirements since no building alterations are proposed.

Section 154.010 (J) Off street parking & loading.

The parking requirement for day center facilities is two parking spaces, plus one space for every five participants – which equates to 8 stalls as applied to the request. A public parking facility is located to the south of the site which can support this level of parking and has historically served the needs for the building.

RECOMMENDED ACTION

Staffs only concern about the proposed re-use of the current building as an adult day care is the lack of pedestrian interaction with the business. If the applicant proceeds in a similar fashion as the recently approved adult day care (Twin Cities Adult Day Services) with an adjacent kitchen serving both the public and the adult day care, then the use could be an asset to the downtown.

Therefore, staff recommends the Planning Commission adopt a motion recommending **approval** of the Conditional Use Permit as the application meets the requirements as set forth by City Code Chapter 154.004.

Note: a resolution including the Planning Commission recommendation (meeting on July 2nd) will be provided before the meeting

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2020-xxx

RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR AN ADULT DAY CARE LOCATED AT 2544, 2546 and 2548 7th AVENUE E.

WHEREAS, the City of North St. Paul ("City") has received an application for a Conditional Use Permit to allow for an Adult Day Care from True Yang of Hue Senior Center at the property located at 2544, 2546 and 2548 7th Avenue E.; and,

WHEREAS, the applicants are requesting the Conditional Use Permit to allow for a state-licensed Adult Day Care facility (state-licensed); and,

WHEREAS, the property is legally described as follows:
Lot 1, Block 14, Second Addition to North St. Paul, Ramsey County, MN and vacated alley accruing and following the southwesterly 10 feet of Lot 2 and all of Lot 1 Block 14; and,

WHEREAS, A public notice for the proposal was published in the newspaper dated June 21, 2020 and property owners within 350 feet of the site have been notified; and,

WHEREAS, the Planning Commission held a public hearing on July 2, 2020 to consider and receive public input and has reviewed this request and recommends the City Council approve the Conditional Use Permit.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, the request for a Conditional Use Permit as described herein is hereby approved based on the findings of fact in the staff report dated 6/26/2020 and according to the plans reviewed by the Planning Commission and City Council.

ADOPTED this 7th day of July, 2020.

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/Clerk