

NO WORKSHOP SCHEDULED.

**CITY OF NORTH ST. PAUL
CITY COUNCIL
REGULAR MEETING AGENDA
JANUARY 5, 2021
6:30 PM**

The City of North St. Paul is moving all of its public meetings online effective August 4, 2020. The move to online meeting access via Zoom ensures compliance with the Governor's Emergency Executive Order and face covering mandate while providing our City Council members, staff and residents with safe and comfortable access to public meetings. Access information and links to meetings are available at northstpaul.org. This change to online meeting access will remain in effect until further notice. (Stat. 13D.02 subd. 4)

The **January 5, 2021 Zoom meeting** can be accessed [HERE](#) or via: <https://wsbeng.zoom.us/> (from a PC, Mac, tablet, iPhone or Android device)

Meeting ID: 886 3325 2230

Password: 603424 or by phone at 1-929-205-6099, meeting ID 886 3325 2230, password 603424.

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.

I. CALL TO ORDER

II. OATH OF OFFICE FOR NEWLY ELECTED OFFICIALS

Tim Cole

Lisa Wong

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

Council Member Thorsen

Council Member Petersen

Council Member Cole

Council Member Wong

Mayor Furlong

V. ADOPT AGENDA

VI. PRESENTATIONS

Dan Fisher – Legacy Award

VII. CONSENT AGENDA

A. December 15, 2020 workshop meeting minutes.

B. December 15, 2020 regular meeting minutes.

- C. General accounts payable: \$799,393.32.
- D. HRA accounts payable: \$5,158.50.

VIII. MEETING OPEN TO THE PUBLIC

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

IX. PUBLIC HEARINGS

X. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

- A. Joint Powers Agreement – Metro-INET
- B. 2021 Council Appointments
- C. 2021 annual Resolutions
 - Investment Committee
 - Depository Bank for City Funds and Securities
 - City Attorney Retainer
 - Legal Newspaper for Publications
 - Acting Mayor

XI. REPORTS OF CITY MANAGER & DEPARTMENTS

XII. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

XIII. GENERAL BUSINESS

XIV. CLOSED SESSION

There are no closed sessions.

XV. ADJOURNMENT

The next regularly scheduled City Council meeting is Tuesday, January 19, 2021 at 6:30 p.m.

Agenda Information Memorandum
North St. Paul City Council
January 5, 2021

FROM THE OFFICE OF ADMINISTRATION

COMMUNITY SERVICE AWARD PRESENTATION – LEGACY AWARD

FACTS

- The City of North St. Paul Community Services Award program was developed in 2016 by a committee of staff and community members.
- This evening the City will honor this year's legacy award winner, Dan Fisher.

ATTACHMENTS

Community Service Award Program



To all the award recipients,
thank you for your service!

Congratulations from
The City of North St. Paul!

Original Veterans Park Committee Team



Front Row: Daniel Fisher - Co-Chair, Don Schroeder,
Dave Andren - Construction Director,
Back Row: Terry Furlong - Liaison to the City of North St. Paul
Carl Hurtgen - Co-Chair, John Baker - Legal Advocate,
Joseph Walter Zakrzewski - Secretary, Brian Buesgens - ISD 622
JROTC Staff, Paul Anderson - Historian, Thomas Trost - Treasurer,
Not pictured, Steve Knutson - Designer, David Wilkinson JTOTC,
Bill Crowther and Ellsworth Erickson



2020

City of North St. Paul Community Service Awards

City Council Recognition



Award Recipients

Legacy Award - Dan Fisher



As co-chair of the Veteran's Park Committee, Dan Fisher had the primary responsibility of the design, planning and development of the park project. Despite the fact that he resides in Oakdale (1/2 block east of North St Paul), Dan worked tirelessly to build a unique memorial for the local veterans and military services.

Even though this was a team effort, with contributions from many local citizens, it may not have succeeded without the strong leadership of Dan

Fisher. The City of North St. Paul is thankful for Dan's contributions and dedication to a park project that many generations will enjoy.

-Nominated by Paul Anderson

Community Service Award (Youth) - Samantha Bonn



Samantha Bonn served as an intern for the City. Her internship involved working on a design for a proposed teen center, visiting construction sites and photographing City development projects.

Samantha is ranked 1st in her class of nearly 400 students and is an amazing young woman who possesses all the skills needed for success.

Samantha is an active member of the award winning STEM (Science, Technology, Engineering

and Math) Fusion Group at North High School.

Samantha is interested in pursuing a civil engineering career and was able to gain experience in the field before graduating from high school. We wish Samantha the best of success as she enters college.

- Nominated by Beth Stanley, North High Teacher



Community Service Award (Adult) Veteran's Park Committee Team

The Veteran's Park Committee, under the leadership of Dan Fisher and Carl Hurtgen, worked hard to provide this striking and meaningful addition to North St. Paul. The committee spent many hours planning the placement of each paver and making sure pavers for family members were placed in adjoining



locations. In addition, the ceremonies held at Veterans Park would not have happened without the passion and dedication from the committee. These events helped family members and attendees honor their loved ones and remember the service they themselves have given to this country. - Nominated by Linda Zick

Good Neighbor Award - Rachel Thompson

Since moving to North St. Paul in October of 2019, Rachel Thompson wanted to get a Little Free Library for outside her home. When the COVID-19 pandemic first arrived, priorities changed and Rachel setup a Little Free Food Shelf instead, containing non-perishable food, books and puzzles. The neighborhood food shelf provided critical supplies and was widely used by the community.



On Easter weekend, Rachel organized a parade on her street that featured several bunnies (adult actors) and candy for those in attendance. She also made masks and distributed them free of charge. A newcomer to the community, Rachel did not waste anytime getting involved in her neighborhood. She is very worthy of the Good Neighbor Award! - Nominated by Candy Petersen

City of North Saint Paul
December 15, 2020
Presented City Council Workshop Meeting Minutes

The December 15, 2020 meeting was held via Zoom and complied with all requirements of Minnesota State Statute 13D.021.

I. CALL TO ORDER

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

II. ROLL CALL

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

Staff: City Manager Scott Duddeck, Deputy Clerk Jennie Kloos, Finance Director Jason Zimmerman, Communications Consultant Kari Erpenbach, Accountant Kyle Stasica, Fire Chief Jason Mallinger, Police Chief Tom Lauth, Public Works Superintendent Ron Ritchie, Electric Director Brian Frandle

III. ADOPT AGENDA

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

IV. TOPIC(S)

A. 2021 City Council Meeting Schedule

According to City Ordinance, the City Council shall convene its regular meetings on the first and third Tuesday of each month.

Workshops are also scheduled for each evening of a regular meeting beginning at 5 p.m. Workshops may also be scheduled on an as needed basis by the City Manager

Per previous years the City Council cancels its first regular meeting in August to enable Council members to attend National Night Out events. That date for 2021 is August 3rd.

Both the City of North St. Paul and School District #622 elections are held on even years so there will not be a conflict with the election date of November 2nd

B. 2021 Non-Levy Budget

Finance Director Zimmerman reviewed the non-levy budget. Discussions and budget summaries were given on the following:

Electric Utility:

- Interfund loan related to Anchor Commons (TIF 4-10 & TIF 4-11); will when parcels are sold.

- No proposed rate changes; revenue reduction due to lower interest income and penalties.
- No rate changes from electric wholesaler (MMPA).
- No intent on issuing bonds / debt in foreseeable future

Water:

- No proposed rate changes; revenue reduction due to lower interest income and penalties.
- Metropolitan Council Environmental Services (MCES) decrease of 6.39% or \$68,525 from 2020.
- No expectation of bond / debt issuance for 2021.

Waste Water:

- No proposed rate changes; revenue reduction due to lower interest income and penalties.
- Metropolitan Council Environmental Services (MCES) decrease of 6.39% or \$68,525 from 2020.
- No expectation of bond / debt issuance for 2021.

Surface Water:

- No proposed rate changes; revenue reduction due to lower interest income and penalties.
- Expense reduction of \$4,605 due to reallocation of financial audit budget.
- No expectation of bond / debt issuance for 2021.

Solid Waste:

- No proposed rate changes for residential & commercial accounts.
- Rates remain unchanged from city-wide hauler (Tennis).
- Tipping fee increase from \$82 / ton to \$84 / ton.
- Score Grant projected to be \$27,000.
- Purchase of 400 lids at \$20 per lid (minimum order is 200 lids per size).

Fiber Optic:

- The fund cash deficit is projected to be reduced by \$96,002 down to (\$2,228,313) by year end 2021

Building Maintenance:

- Eliminate the negative cash position of the fund; begin to build reserves for future large scale maintenance projects.
- Increase in janitorial service fees for rotary park restroom cleaning and usage of other park locations.
- Budget for Community Center maintenance moved to Community Center fund for 2020.
- Budgeted expense by location is as follows: o City Hall - \$119,628,
- Public Works - \$71,804, and
- Park Buildings - \$64,470.

City Mechanic:

- The City Mechanic fund was updated in 2020 to better account for the activities and properly charge other funds. This includes:
 - o Personnel expenses are now coded directly to the departments serviced by the City Mechanic.
 - o Parts and supplies purchased for specific departments are coded directly to that department.
 - o The fund's Charges for Service are for parts and supplies not specific to a department and for building up the fund balance for equipment purchases.

Equipment:

CAPITAL OUTLAY – VEHICLE AND EQUIPMENT REPLACEMENT

- Police: Squads (4)* \$ 240,000
- Fire: Chevy Trail Blazer (#513 – Vin #6277) \$ 50,000
- Streets: Tandem Axel Plow Truck (#503 – Vin #6723) \$ 305,910

- Streets: Toolcat w/attachments (#515 – Vin #2089) \$ 82,400
- Streets: Blacktop Patching Trailer (#521 – Vin #7106) \$ 36,050
- Parks: Utility Vehicle (#628 – Vin #1192) \$ 31,500
- Parks: Toro Zero Turn Mower (#611 – Vin #0310) \$ 17,500
 - *Previously approved by City Council (Resolutions 2020-107 & 2020-135)

Information Technology:

- Estimated increase of \$5,706 or 3% for Metro-INET support.
- Data retention of \$30,000 related to body worn cameras for police department.
- Camera upgrades of \$20,000 at City Hall.
- Implementation expense of \$41,250 for OpenGov Financials.
- Annual maintenance of \$3,600 for CivicRec maintenance

Insurance:

STATEWIDE INSURANCE TRENDS FROM THE LEAGUE OF MINNESOTA CITIES

- Workers compensation premiums are increasing by 35% for police and 4.5% for all other job classes. Member police rates will be capped at 20% for the upcoming year.
- Auto premiums are increasing by 4.5% for the upcoming year.
- Property / casualty premiums are flat for the upcoming year

Community Center:

- The lease of the Community Center is month to month for 2021.
- Rent revenue on the lease is budgeted conservatively at \$63,500 due to the status of the lease.
- Contractual services are predominantly for janitorial services of the Library and common areas.
- The City is required to maintain and repair the entire structure of the Community Center

Community Event:

- Transfers from the General Fund were reduced to \$0 for 2021.
- Contractual Services for the YMCA to provide lifeguards at Silver Lake beach was previously budgeted in this fund

Fire Relief:

- The City levied an additional \$21,500 in 2020 that was passed through to the Fire Relief Fund; this is to be used to maintain a 100% funding ratio.
- The fund also pays for the GASB 67/68 actuarial study required for the City's audited financial statements.

Street Maintenance:

- Charles Street between 7th Ave and 4th Ave
- Ariel Street between Hwy 36 and 17th Ave
- 15th Ave between McKnight and 2nd Street
- Margaret Street between Holloway and South Ave
- 10th Ave from 2nd St to 3rd St
- 3rd St from 10th Ave to 11th Ave
- 2nd Street from 10th Ave to 11th Ave
- Numerous Alleys
- City Parking Lots

*Other areas maybe added or changed based on priorities.

** Actual Project areas will be prioritized based on bids received with a budget of \$350,000

In the creation of these non-levy budgets, a number of factors were considered throughout the process:

- Focus on basic City services and funding these activities adequately.
- Demonstrate a commitment to existing infrastructure and proactive repair/replacement.
- Estimate anticipated revenues at realistic levels.
- Retain adequate reserves to protect against fiscal uncertainty.
- Sufficient funding for Equipment Replacement, Building Maintenance, and Information Technology.

VI. ADJOURNMENT

There being no further business, on motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye (5-0), Mayor Furlong adjourned the workshop meeting at 6:28 p.m.

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, City Manager/Clerk

**City of North Saint Paul
December 15, 2020
Proposed Regular City Council Meeting Minutes**

I. CALL TO ORDER

Mayor Furlong called the meeting to order at 6:34 p.m. The meeting was conducted 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, Finance Director Jason Zimmerman, Fire Chief Jason Mallinger, City Attorney Soren Mattick, Deputy Clerk Jennie Kloos.

IV. ADOPT AGENDA

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

V. PRESENTATIONS

Holiday Lights Awards

Mayor Furlong welcomed Brett Garry from the Business Association, the co-sponsors of the North St. Paul Hometown Holiday Lights Contest. He added prizes will be awarded of \$100 for the first prize winner and \$50 for the second prize winner.

Brett Garry stated the inaugural Holiday Lights Contest was a big success, with over 20 participants, and the lights displays were enjoyed by many residents. He added the contest was a lot of fun, and the Business Association hopes to continue to grow the contest over the coming years.

Mr. Garry stated the Hometown Holiday Lights Contest winners in the residential division are: Second Place winner: Samantha Aswell, 2727 1st Avenue E; and First Place winner: Jannie Baltes, 2883 Lake Boulevard.

Mayor Furlong stated awards will be delivered to the first and second prize winners.

Mr. Garry stated the City Staff's best lights display award goes to Jayme Wardell, 2656 3rd Avenue E.

City Manager Duddeck thanked Council Member Thorsen for initiating this program and getting it going. He added it is hoped that the City will continue to do the contest year after year.

Mayor Furlong thanked Council Member Thorsen for his efforts in organizing the contest. He thanked all the volunteer judges, and especially to Mr. Garry. He offered his congratulations to the contest winners, as well as all the contestants.

Mr. Duddeck stated a resident with GIS experience is planning to put together a map of the Holiday Lights contest, which should be published on the City website within the next few days.

Mr. Garry stated he will be reaching out to the three winners by email.

VI. APPROVAL OF 12-01-2020 CONSENT AGENDA (MOTION MISSED)

On motion by Council Member Petersen, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to approve the consent agenda, Resolution No. 2020-146 consisting of:

- A. November 10, 2020 Special meeting minutes.
- B. November 12, 2020 Canvassing meeting minutes.
- C. November 17, 2020 workshop meeting minutes.
- D. November 17, 2020 regular meeting minutes.
- E. General accounts payable: \$6,242,227.39
- F. HRA accounts payable: \$56.13
- G. Non-union employee COLA and Wage Adjustment

VII. CONSENT AGENDA

On motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to approve the consent agenda, Resolution No. 2020-147 consisting of:

- A. 12-1-2020 workshop meeting minutes.
- B. 12-1-2020 regular meeting minutes
- C. General accounts payable: \$1,482,105.66
- D. EDA accounts payable: \$167.16
- E. HRA accounts payable: \$446.01
- F. Pay Voucher No. 8 – 2020 Street and Utility Improvement Project
- G. 2021 Non-Union Benefits

VIII. MEETING OPEN TO PUBLIC

John Schmahl stated the City of Maplewood's newsletter is distributed to North St. Paul residents, and shows their new rates for trash and recycling, including three different container sizes. He added he has been advocating for smaller containers in North St. Paul, and he would really like one now due to winter weather. He noted he called Tennis Sanitation to see if they serve other cities that get different container sizes, and the answer was yes, except for North St. Paul, which has its own cart service. He requested that the City Manager find out how many North St. Paul

residents, like him, would like to have a smaller cart, as maybe there is no demand for it, and the price is the same for all cart sizes.

Mayor Furlong stated he believes City Staff is working on this issue.

Robbie Sivill stated he is a member of the local Boy Scout troop, currently working on his Eagle Award. He added he wants to build a 12-15-foot chimney swift house at Southwood Nature Preserve. He added this would provide a habitat for birds that have been displaced due to closing of chimneys at local schools. He noted he has calculated materials costs at \$610.

Mayor Furlong asked whether Robbie is doing any fundraising. Robbie stated he hopes the Parks & Recreation Department would be able to pay for materials. He added he spoke with Kathy Trundell, who indicated that Parks & Recreation would be able to pay for it. He noted he has not asked the Parks & Recreation Commission yet.

Mayor Furlong asked when the project must be completed. Robbie stated he has to get it done before he turns 18 years old in March 2022.

Mayor Furlong stated it sounds like a great project. He added Robbie will need to talk to the Parks & Recreation Commission about funding. He asked whether the troop could participate and contribute funding.

Robbie's mom stated costs are mostly covered by fundraising. Council Member Sonnek stated some type of fundraising could be done in conjunction with the Eagle Scout Troop. Robbie agreed.

Council Member Thorsen stated the Parks & Recreation Commission should have funds to cover this project, and it is a great cause. He added he would be willing to participate in the fundraising through a donation by his business. He noted he would support a motion for preliminary approval of funding for Robbie's project.

Mayor Furlong stated there is a process for Scouts to follow, and Robbie should make his request to the Parks & Recreation Commission first.

Mr. Duddeck stated City Staff will follow up with the Parks & Recreation Commission to have Robbie's project added to an upcoming Commission Agenda.

Mayor Furlong stated Robbie has plenty of time to complete this project. He offered his congratulations on all his hard work in working towards Eagle Scout status, which is something he will have for the rest of his life.

IX. PUBLIC HEARINGS

There were no scheduled hearings.

X. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. 2021 City Council Meeting Calendar

On motion by Council Member Sonnek, seconded by Council Member Petersen, with all present voting aye (5-0), motion carried to adopt Resolution No. 2020-149 to approve the 2021 City Council Meeting Calendar.

B. Fire Relief Association Pension Increase

Mr. Duddeck stated the Fire Relief Association is requesting an increase in member pensions from \$5,200 to \$5,400. He added the last time this request was made was January 2017. He noted the pension is a valuable tool for recruitment and retention for the Fire Department.

Fire Chief Jason Mallinger stated the increase will help with recruitment and make it easier to keep firefighters. He added the increase to \$5,400 would be effective January 1, 2021.

On motion by Council Member Thorsen, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to adopt Resolution No. 2020-150 authorizing Fire Fighter pensions increase from \$5,200 to \$5,400 per year.

C. 2021 Municipal Fee Schedule and Utility Rate Schedule, Adoption of Ordinance No. 794

On motion by Council Member Petersen, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to approve the proposed 2021 Municipal Fee Schedule and Utility Rate Schedule, Adopt Ord 794.

Discussion during the motion: Council Member Thorsen stressed the importance of having discussions about these funds early in the year, even though there are no increases, and having budget discussions in a workshop setting. He stated perhaps a budget schedule or calendar could be adopted.

D. 2021 Non-Levy Final Budget Approval

Mr. Zimmerman stated the 2021 non-levy supported funds for City operations were reviewed earlier at the City Council work session.

On motion by Council Member Walczak, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to adopt Resolution No. 2020-151 approving 2021 Non-Levy Final Budget.

E. Kwik Trip Extension

Mr. Duddeck stated the Kwik Trip developer's due diligence process ended two weeks ago. He added an extension is requested as a formality to stay concurrent with the current contract, and extend the due diligence period to December 18, 2020, with a close date of December 22, 2020.

Council Member Thorsen requested clarification regarding why the due diligence cannot be extended to the end of 2020. Mr. Duddeck stated the due diligence period is necessary because if there is something found, there would be no time for the City to react.

On motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to adopt Resolution No. 2020-152 an Amendment to Contract for Private Development with Kwik Trip, Inc.

F. Second Amendment to Purchase Agreement for Anchor View Apartments

Mr. Duddeck stated the City Council recently extended the closing date for the Anchor View Apartments property to December 17, 2020, but that will not take place due to financing and appraisal work. He added the close date is proposed to be extended to on or before January 29, 2021.

On motion by Council Member Petersen, seconded by Council Member Thorsen, with all present voting aye (5-0), motion carried to adopt RESOLUTION NO. 2020-153 approving a Second Amendment to Contract for Private Development.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

Mr. Duddeck stated the Uptown Commons Project is still under construction. 7th Avenue had to be closed from Margaret to Helen Streets during the day due to safety issues. He added concrete barriers will be placed near parking stalls to designate construction areas and keep the roads open and uninterrupted.

Mr. Duddeck stated the Kwik Trip project construction will begin in the spring, and Anchor View Apartments will begin construction after their close date.

Mr. Duddeck stated road construction will continue in the spring, in development areas. There will be temporary asphalt on the sidewalk throughout the winter and spring. Mayor Furlong stated he is excited to open the road and see the buildings taking shape.

Duddeck expressed his appreciation to the Electric Department for getting streetlights back up on the north side of the street and at corners.

Mayor Furlong requested an update on the History Cruzers for next summer. Mr. Duddeck stated there have been no updates, but everyone is waiting for things to return to normal. He added, in any case, construction in the downtown area can be worked around the car show.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Sonnek stated the Planning Commission's next meeting is scheduled for Thursday, January 7, 2021, at 6:15 p.m.

Council Member Petersen stated the Ramsey County League of Local Government's recent meeting featured an election summary by Hamline Professor David Schulz. She added Minnesota led the nation with a 79% voter turnout, and an 80% voter turnout in Ramsey County, which is an all-time high. She noted the League of Minnesota Cities will meet on Thursday via zoom, beginning with a program for new members.

Council Member Thorsen stated the Economic Development Authority (EDA) met last Tuesday, December 8, 2020, to review ongoing development project updates, as well as discussion regarding

procedures for businesses transferring ownership. He added K&J Catering was specifically mentioned. He noted Mayor Furlong or Mr. Duddeck may wish to follow up with the EDA to confirm that they are in communication with the Planning Commission, as well as reaching out to local businesses who received CARES Act funding as a follow-up.

XII. GENERAL BUSINESS

Council Member Sonnek wished everyone a Happy Holidays.

Council Member Walczak wished everyone a very merry and blessed Christmas.

Council Member Petersen expressed her thanks to residents who put up their beautiful holiday lights, which has been very nice, and she has really enjoyed it.

Council Member Petersen thanked Rachel Thompson who provided support for 37 families as part of the Christmas Tree project. She thanked City Manager Duddeck for his support for this effort. She wished everyone a Merry Christmas and a happy, healthy New Year.

Council Member Thorsen thanked everyone who participated in the holiday lights competition. He added he hopes it will continue to grow and expand over the years. He wished everyone a Merry Christmas, Happy New Year, and Happy Holidays

Mayor Furlong stated the Santa and the North St. Paul Snow Man drive-by event is scheduled for Saturday December 19, 2020 from 5:00 – 8:00 p.m. at Casey Lake, and both the Fire and Police Departments will be represented there. He added this has been a difficult year, and he hopes this fun event will bring everyone together.

Mayor Furlong expressed his appreciation to Council Members Sonnek and Walczak for their years of dedication and service to the City of North St. Paul. He stated Council Member Sonnek has been an important part of the City Council, putting people at ease and providing thoughtful ideas and perspectives, and he will be missed. He added he hopes both Council Members Sonnek and Walczak will be able to stay involved in some way.

Council Member Petersen expressed her appreciation for Council Member Sonnek's measured, intelligence approach to issues, as well as his positive attitude. She wished him well in his retirement from the City Council.

Council Member Petersen stated she will miss Council Member Walczak, who has been a mentor for her, and a lot of good work has been done during her 20 years of service.

Council Member Thorsen thanked Council Members Sonnek and Walczak for their dedicated service and commitment to North St. Paul. He stated Council Member Sonnek brings an articulate, well-spoken manner well thought-out ideas that strengthen the deliberations of the City Council. He added that will definitely be missed at the Planning Commission, to which Council Member Sonnek serves as Liaison.

Councilmember Thorsen stated Council Member Walczak has a positive approach to controversial topics and issues, and she will be greatly missed. He added he appreciates the time she has spent

with him, discussing issues and having phone conversations, which led to some good decision-making.

Mr. Duddeck stated he concurs with all that has been said about Council Members Sonnek and Walczak. He added Council Member Sonnek's professionalism, thoughtfulness, and graciousness has been much appreciated. He noted he cannot say enough to express his gratitude to Council Member Sonnek for his work on the City Council.

Mr. Duddeck stated Council Member Walczak has served on the City Council for 20 years and has guided the City Council and will influence future City Councils to come in a positive way. He thanked her for her service to the community of North St. Paul.

Council Member Sonnek thanked Mayor Furlong, who has grown into the role of Mayor and has done a fantastic job on top of his many years as a Council Member. He added he is pleased with the work of the City Manager in his role, and he has been a great fit for the City. He thanked the rest of the City Council, as well as City Staff and most of all, the residents of North St. Paul. He noted he has appreciated having the privilege and opportunity to serve the City in this way.

Council Member Walczak stated it has been a gift to work with Mayor Furlong, and there have been wonderful times on the City Council. She added it has been a real honor to work with City Manager Duddeck as well, and to serve the City for as long as she did, and to see so many wonderful things happen in the City.

Mayor Furlong stated he will present plaques to both Council Members Sonnek and Walczak expressing gratitude and appreciation for their leadership and dedication; to Council Member Sonnek for his term from June 16, 2015 – December 31, 2020; and Council Member Walczak from January 1, 2001 – December 31, 2020.

XIII. CLOSED SESSION

There was no closed session.

XIV. ADJOURNMENT

City Council Member Jan Walczak called for a motion to adjourn.

There being no further business, on motion by Council Member Sonnek, Seconded by Council Member Thorsen, with all present voting aye (5-0), Mayor Furlong adjourned the meeting at 7:43 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: January 5, 2021
SUBJECT: Recommendation of approval of GENERAL claims list.

Claim Date

12/14/2020 Payroll Register DD Koehnle Final		\$2,370.53
12/14/2020 Payroll Direct Payables Koehnle Final		\$1,403.39
12/18/2020 Payroll Register DD		\$111,436.17
12/18/2020 Payroll Direct Payables		\$97,657.90
12/18/2020 Fire Payroll Register DD		\$9,971.36
12/18/2020 Fire Payroll Direct Payables		\$3,493.51
1/1/2021 Payroll Register DD		\$115,361.19
1/1/2021 Payroll Direct Payables Checks		\$100,408.24
12/31/2020 A/P Payroll Direct Payables	137521	\$680.72
	Payroll Subtotal	<u>\$442,783.01</u>

12/11/2020 Lost Check Void/Reissued	137520	\$ 18,581.00
1/6/2021 A/P Checks	137522-137581	\$ 318,797.56
1/6/2021 Drafts	000941-000942	\$ 19,231.75
	AP Subtotal	<u>\$ 356,610.31</u>

Grand Total \$ 799,393.32

Approved this 5th day of January 2021

/s/ Terrence J. Furlong, Mayor by Consent Resolution

/s/ Scott A. Duddeck, City Manager/Clerk by Consent Resolution



PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 12/11/2020

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	1	2,370.53
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	1	2,370.53

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 04721 KOEHNLE FINAL - 9

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

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E05000		EFTPS						
	I-T1 202012146494	FEDERAL WITHHOLDING	D	12/15/2020		628.59	000925	
	I-T3 202012146494	FICA TAXES	D	12/15/2020		434.72	000925	
	I-T4 202012146494	MEDICARE TAXES	D	12/15/2020		101.66	000925	1,164.97
M12900		MNEFTS						
	I-T2 202012146494	MN Income Tax WH	D	12/15/2020		238.42	000926	238.42

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	0.00	1,403.39	1,403.39
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:	2	0.00	1,403.39	1,403.39

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 12/18/2020

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	64	111,436.17
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	64	111,436.17

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 04723 12/18/20 PAYROLL - 9

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

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E05000		EFTPS						
	I-T1 202012156495	FEDERAL WITHHOLDING	D	12/18/2020		16,043.62	000927	
	I-T3 202012156495	FICA TAXES	D	12/18/2020		14,088.58	000927	
	I-T4 202012156495	MEDICARE TAXES	D	12/18/2020		5,090.72	000927	35,222.92
H08033		H S A BANK						
	I-444202012156495	HSA ACCOUNT	D	12/18/2020		5,817.00	000928	5,817.00
I09137		I C M A DISTRIBUTION CENTER						
	I-2 202012156495	EMP/EMPR DEFERRED COMP	D	12/18/2020		10,050.98	000929	
	I-21 202012156495	EMP/EMPR DEFERRED COMP	D	12/18/2020		2,260.68	000929	
	I-26 202012156495	LOAN PAYMENTS TO ICMA	D	12/18/2020		399.71	000929	
	I-2CM202012156495	CITY MGR 9% DEFERRED COMP	D	12/18/2020		658.21	000929	
	I-2IR202012156495	EMP/EMPR DEFERRED COM	D	12/18/2020		1,390.00	000929	14,759.58
M12900		MNEFTS						
	I-T2 202012156495	MN Income Tax WH	D	12/18/2020		7,133.92	000930	7,133.92
M13320		MN STATE RETIREMENT SYSTEM						
	I-12 202012156495	POST DEDUCTIONS	D	12/18/2020		850.00	000931	850.00
P16470		P E R A						
	I-91 202012156495	6634-00 REG PERA	D	12/18/2020		15,309.20	000932	
	I-92 202012156495	6634-00 PERA PD	D	12/18/2020		18,425.26	000932	
	I-94 202012156495	6634-00 PERA DCP ELECTED	D	12/18/2020		140.02	000932	33,874.48

* * 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	97,657.90	97,657.90
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	6	0.00	97,657.90	97,657.90

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 12/18/2020

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	25	9,971.36
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:	1	

TOTAL CHECKS:	25	9,971.36

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 04724 12/18/20 FIRE PAYROLL - 9

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

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E05000		EFTPS						
	I-T1	202012156496	FEDERAL WITHHOLDING	D 12/18/2020		1,315.67	000933	
	I-T3	202012156496	FICA TAXES	D 12/18/2020		1,551.02	000933	
	I-T4	202012156496	MEDICARE TAXES	D 12/18/2020		362.72	000933	3,229.41
M12900		MNEFTS						
	I-T2	202012156496	MN Income Tax WH	D 12/18/2020		264.10	000934	264.10

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

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	0.00	3,493.51	3,493.51
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	3,493.51	3,493.51

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 1/01/2021

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	60	115,361.19
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	60	115,361.19

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 04729 1/1/21 PAYROLL - 9

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

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E05000		EFTPS						
	I-T1 202012286512	FEDERAL WITHHOLDING	D	1/01/2021		16,606.66	000935	
	I-T3 202012286512	FICA TAXES	D	1/01/2021		14,145.50	000935	
	I-T4 202012286512	MEDICARE TAXES	D	1/01/2021		5,176.62	000935	35,928.78
H08033		H S A BANK						
	I-444202012286512	HSA ACCOUNT	D	1/01/2021		6,317.00	000936	6,317.00
I09137		I C M A DISTRIBUTION CENTER						
	I-2 202012286512	EMP/EMPR DEFERRED COMP	D	1/01/2021		10,210.98	000937	
	I-21 202012286512	EMP/EMPR DEFERRED COMP	D	1/01/2021		2,260.68	000937	
	I-26 202012286512	LOAN PAYMENTS TO ICMA	D	1/01/2021		399.71	000937	
	I-2CM202012286512	CITY MGR 9% DEFERRED COMP	D	1/01/2021		658.21	000937	
	I-2IR202012286512	EMP/EMPR DEFERRED COM	D	1/01/2021		1,440.00	000937	14,969.58
M12900		MNEFTS						
	I-T2 202012286512	MN Income Tax WH	D	1/01/2021		7,405.05	000938	7,405.05
M13320		MN STATE RETIREMENT SYSTEM						
	I-12 202012286512	POST DEDUCTIONS	D	1/01/2021		875.00	000939	875.00
P16470		P E R A						
	I-91 202012286512	6634-00 REG PERA	D	1/01/2021		15,636.14	000940	
	I-92 202012286512	6634-00 PERA PD	D	1/01/2021		19,276.69	000940	34,912.83

* * 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	100,408.24	100,408.24
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	100,408.24	100,408.24

PACKET: 04722 12/18/20 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 202011306419	UNION DUES	R	12/31/2020		340.36	137521	
	I-11 202012156495	UNION DUES	R	12/31/2020		340.36	137521	680.72

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	680.72	680.72
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	680.72	680.72

PACKET: 04720 CHECK 137064 VOID REISSUE

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
R18170	CITY OF ROSEVILLE							
	I-0229456R	OCT 2020 IT SUPPORT SERVICES	R	12/11/2020		18,581.00CR	137520	18,581.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	18,581.00	18,581.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	1	0.00	18,581.00	18,581.00

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04730 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	SKYLINE ELECTRIC							
	I-202012176500	SKYLINE ELECTRIC:	R	1/06/2021		90.00CR	137522	90.00
1	ST. MARKS LUTHERAN CHURCH							
	I-202012176501	ST. MARKS LUTHERAN CHURCH:	R	1/06/2021		504.00CR	137523	504.00
1	DENNIS GORDIEN							
	I-202012176502	DENNIS GORDIEN:	R	1/06/2021		100.00CR	137524	100.00
1	MARY MILLS							
	I-202012176504	MARY MILLS:	R	1/06/2021		62.82CR	137525	62.82
1	MARTIN WALDERA							
	I-202012176505	MARTIN WALDERA:	R	1/06/2021		17.76CR	137526	17.76
1	KEENAN & DENISE RAVERTY							
	I-202012306515	KEENAN & DENISE RAVERTY:	R	1/06/2021		300.00CR	137527	300.00
A01034	ADVANCED GRAPHIX INC							
	I-205719	R & M VEHICLES SQUAD 2125	R	1/06/2021		130.00CR	137528	130.00
A01109	ALLIED BLACKTOP COMPANY							
	I-5725	2020 STREET CRACK SEALING	R	1/06/2021		52,543.00CR	137529	52,543.00
A01181	AM CONSERVATION GROUP, INC							
	I-IN0477283	CUSTOM KIT (24)	R	1/06/2021		580.85CR	137530	580.85
A01216	AMERICAN PUBLIC POWER ASSOC (APPA)							
	I-360123	2021 DUES	R	1/06/2021		6,134.22CR	137531	6,134.22
A01237	ANCOM TECHNICAL CENTER							
	I-98849	R&M VEHICLES SQUAD MICS	R	1/06/2021		323.50CR	137532	
	I-99093	R&M VEHICLES SQUAD MICS	R	1/06/2021		252.75CR	137532	576.25
A01310	ASPEN MILLS							
	I-265699	ASST FIRE CHIEF UNIFORMS	R	1/06/2021		171.30CR	137533	
	I-266112	ASST FIRE CHIEF BADGE	R	1/06/2021		378.63CR	137533	
	I-266120	FIREFIGHTER UNIFORM BOOTS	R	1/06/2021		109.95CR	137533	
	I-266226	NEW FIREFIGHTER UNIFORM	R	1/06/2021		610.35CR	137533	1,270.23
B02156	BORDER STATES ELECTRIC							
	I-921212107	PEDESTAL CONNECTOR (2)	R	1/06/2021		34.24CR	137534	34.24

PACKET: 04730 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
C03002	CAMPBELL KNUTSON PA							
	I-2076-0061G-28	NOV 2020 LEGAL SERVICES	R	1/06/2021		313.50CR	137535	
	I-2076-0063G-27	NOV LEGAL SERV UTLTY EASMT	R	1/06/2021		470.20CR	137535	
	I-2076-0065G-24	FIRE DEPT LEGAL SERVICES	R	1/06/2021		165.00CR	137535	
	I-2076-0067G-27	NOV LEGAL SERVICES - BWC	R	1/06/2021		132.00CR	137535	1,080.70
C03004	THE COLLINS GROUP, INC.							
	I-I01263177	FLAGS	R	1/06/2021		264.65CR	137536	264.65
C03066	CINTAS							
	C-9111292317	UNIFORM SERVICES	R	1/06/2021		61.51	137537	
	I-4064118553	UNIFORM SERVICES	R	1/06/2021		136.03CR	137537	
	I-4066749150	UNIFORM SERVICES	R	1/06/2021		105.55CR	137537	
	I-4070057467	UNIFORM SERVICES	R	1/06/2021		8.50CR	137537	
	I-4070057534	UNIFORMSERVICES	R	1/06/2021		105.22CR	137537	
	I-4070057543	UNIFORM SERVICES	R	1/06/2021		102.57CR	137537	
	I-4070591770	UNIFORM SERVICES	R	1/06/2021		105.22CR	137537	
	I-4070591782	UNIFORM SERVICES	R	1/06/2021		8.50CR	137537	
	I-4070591786	UNIFORM SERVICES	R	1/06/2021		74.52CR	137537	584.60
C03074	CIT SEWER SOLUTIONS							
	I-4920	2806 LAKE BLVD SEWER REPAIR	R	1/06/2021		750.13CR	137538	750.13
C03139	COMCAST							
	I-202012306513	INTERNET CH 12/26/20-1/26/21	R	1/06/2021		136.71CR	137539	136.71
C03192	CRESCENT ELECTRIC SUPPLY CO							
	I-S508574624.001	FUSEHOLDER (50)	R	1/06/2021		650.01CR	137540	
	I-S508593282.001	FUSES (9)	R	1/06/2021		32.49CR	137540	682.50
C21221	CENTURY LINK							
	I-202012306516	MTHLY PHONE SERV 12/19-1/18/21	R	1/06/2021		28.41CR	137541	28.41
E05112	ELK RIVER WINLECTRIC CO							
	I-31836502	JOBSITE FAN	R	1/06/2021		79.00CR	137542	
	I-32491902	WIRE	R	1/06/2021		4,080.00CR	137542	
	I-32505201	WIRE	R	1/06/2021		8,527.56CR	137542	
	I-32505502	WIRE	R	1/06/2021		5,979.00CR	137542	
	I-32505901	WIRE	R	1/06/2021		469.80CR	137542	
	I-32505902	WIRE	R	1/06/2021		1,143.33CR	137542	
	I-32505903	WIRE	R	1/06/2021		2,098.60CR	137542	
	I-32506202	WIRE	R	1/06/2021		6,446.90CR	137542	
	I-32583301	1/0 PRIMARY WIRE	R	1/06/2021		17,242.50CR	137542	
	I-32691501	FUSE	R	1/06/2021		63.17CR	137542	
	I-32697900	GROUND ROD CLAMP	R	1/06/2021		287.20CR	137542	
	I-32705701	48-28-1040 12x7/16 QK CHG EXT	R	1/06/2021		23.00CR	137542	46,440.06

PACKET: 04730 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
E05125	EMERGENCY APPARATUS MTN							
	I-114693	ENGINE 520 SERVICE/INSPECT	R	1/06/2021		1,534.39CR	137543	
	I-114695	LADDER 530 SERVICE/INSPECT	R	1/06/2021		3,938.36CR	137543	
	I-114696	RESCUE 540 SERVICE/INSPECT	R	1/06/2021		2,111.93CR	137543	
	I-114978	RESCUE 540 FAN REPAIR/PARTS	R	1/06/2021		1,479.65CR	137543	9,064.33
E05126	EMERGENCY AUTOMOTIVE TECHNOLOGIES INC							
	I-MP120320-53	R&M VEHICLES SQUAD KEYBOARD	R	1/06/2021		1,162.13CR	137544	
	I-SVC28554	R&M VEHICLES STRIP SQUAD 2125	R	1/06/2021		550.00CR	137544	1,712.13
F06002	FASTENAL							
	I-MNT11104473	FASTENERS	R	1/06/2021		47.75CR	137545	47.75
F06053	FERGUSON ENTERPRISES LLC #3326							
	I-0179153	FIRE HYDRANT ADAPTERS	R	1/06/2021		1,185.29CR	137546	1,185.29
G07176	GOPHER STATE ONE CALL							
	I-0110641	NOV 2020 LOCATE TICKETS	R	1/06/2021		288.90CR	137547	288.90
G07292	GRAYBAR							
	I-9319162083	FUSES	R	1/06/2021		246.50CR	137548	
	I-9319231383	2" PVC END CAPS	R	1/06/2021		133.48CR	137548	379.98
H08127	HILLCREST BRAKE & ALIGN							
	I-3695	R&M VEHICLES SQUAD #2130	R	1/06/2021		117.18CR	137549	
	I-3706	R&M VEHICLES SQUAD #2132	R	1/06/2021		117.18CR	137549	
	I-3779	R&M VEHICLES SQUAD #2127	R	1/06/2021		73.22CR	137549	
	I-3834	R&M VEHICLES SQUAD #2124	R	1/06/2021		477.99CR	137549	785.57
H08165	HOME DEPOT							
	C-2343383	BULBS	R	1/06/2021		51.57	137550	
	C-5344669	DRIVE SOCKETS RETURNED	R	1/06/2021		15.94	137550	
	C-7310087	WIRE CREDIT	R	1/06/2021		93.14	137550	
	C-9341873	LIGHTS RETURNED	R	1/06/2021		178.00	137550	
	I-1050484	PAINT ROLLERS	R	1/06/2021		9.41CR	137550	
	I-1050518	FACE SHIELD	R	1/06/2021		32.15CR	137550	
	I-1091758	WELL #2 CEILING	R	1/06/2021		88.04CR	137550	
	I-1922911	DRILL & IMPACT - SEWER TRUCK	R	1/06/2021		359.00CR	137550	
	I-2011912	DRILL & IMPACT DRIVER	R	1/06/2021		89.70CR	137550	
	I-2014236	DRILL BITS	R	1/06/2021		51.68CR	137550	
	I-2102828	VEHICLE HEATER SQUAD #512	R	1/06/2021		33.89CR	137550	
	I-2523043	BULBS	R	1/06/2021		32.02CR	137550	
	I-3010812	SAW BLADE	R	1/06/2021		74.84CR	137550	
	I-3010919	BULBS	R	1/06/2021		78.01CR	137550	
	I-3031186	UTILITY FAN HEATER	R	1/06/2021		99.94CR	137550	
	I-3091262	FIRE DEPT OPERATING SUPPLIES	R	1/06/2021		253.71CR	137550	
	I-3092508	DRAIN CLEANER	R	1/06/2021		6.98CR	137550	
	I-4013853	PUMP FOR HYDRANTS	R	1/06/2021		228.18CR	137550	
	I-4091246	BLADES	R	1/06/2021		64.81CR	137550	
	I-5012850A	TOOLS FOR TRUCK	R	1/06/2021		171.65CR	137550	
	I-5033752	DUCT TAPE & CARPET PAD	R	1/06/2021		46.02CR	137550	
	I-5050047	DRILL BITS	R	1/06/2021		40.77CR	137550	

PACKET: 04730 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
	I-5091202	4" CAP (3)	R	1/06/2021		13.95CR	137550	
	I-5091464	TREATED LUMBER	R	1/06/2021		32.28CR	137550	
	I-6012022	RENTAL WATER METER PARTS	R	1/06/2021		90.21CR	137550	
	I-6012061	TOOL BOX FOR TRUCK	R	1/06/2021		88.00CR	137550	
	I-6514284	STREET SIGN MAINTENANCE	R	1/06/2021		11.91CR	137550	
	I-6622279	WATER HOSE	R	1/06/2021		30.03CR	137550	
	I-7011835	CONDUIT	R	1/06/2021		321.27CR	137550	
	I-7012626	MISC TOOLS	R	1/06/2021		89.52CR	137550	
	I-7014843	WELL #2 MAINTENANCE	R	1/06/2021		7.94CR	137550	
	I-7014868	SM TOOLS, CLEANER, DUCT TAPE	R	1/06/2021		192.31CR	137550	
	I-7055976	CONDUIT	R	1/06/2021		54.41CR	137550	
	I-7613988	WIRE	R	1/06/2021		154.41CR	137550	
	I-8012425	CONDUIT	R	1/06/2021		16.75CR	137550	
	I-8014710	HOCKEY BOARD REPAIR	R	1/06/2021		19.71CR	137550	
	I-8055897	WEED BLOCK FABRIC	R	1/06/2021		41.83CR	137550	
	I-8364811	CONDUIT	R	1/06/2021		273.14CR	137550	
	I-9013075	1/2" DRIVE SOCKET	R	1/06/2021		15.94CR	137550	
	I-9034386	FLOOD LIGHTS FOR TRUCK	R	1/06/2021		158.00CR	137550	
	I-9091602	CONDUIT	R	1/06/2021		135.60CR	137550	
	I-9092591	VINYL LETTERING	R	1/06/2021		287.12CR	137550	3,456.48
VOID	VOID CHECK		V	1/06/2021			137551	**VOID**
VOID	VOID CHECK		V	1/06/2021			137552	**VOID**
VOID	VOID CHECK		V	1/06/2021			137553	**VOID**
I09045	IMPACT							
	I-150761	DEC 2020 UB INSERT & MAILING	R	1/06/2021		4,683.51CR	137554	4,683.51
I09178	STUART C IRBY CO							
	I-S012168278.005	WIRE	R	1/06/2021		876.62CR	137555	
	I-S012214918.001	PED TERMS 15KV 4 POINT MODS	R	1/06/2021		2,182.68CR	137555	3,059.30
L12047	LANDIS GYR TECHNOLOGY INC							
	I-90330035	DEC 2020 SAAS FLAT FEE	R	1/06/2021		750.00CR	137556	750.00
M13056	CITY OF MAPLEWOOD							
	I-202012306514	LIGHTING RETROFIT REBATE	R	1/06/2021		870.00CR	137557	870.00
M13110	MENARDS-OAKDALE							
	I-13084	COMM EVENT LIGHTS LADDR 530	R	1/06/2021		179.88CR	137558	
	I-13257	WIRE	R	1/06/2021		159.76CR	137558	
	I-13381	1/4 X 1 HEX BOLT	R	1/06/2021		5.49CR	137558	
	I-13719	HOCKEY RINK REPAIR	R	1/06/2021		155.53CR	137558	
	I-13786	HOCKEY RINK REPAIR	R	1/06/2021		119.97CR	137558	
	I-13800	WELL #2 REHAB	R	1/06/2021		26.20CR	137558	
	I-13914	PARTS FOR NEW TRUCK	R	1/06/2021		35.64CR	137558	682.47

PACKET: 04730 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
M13286	MIKE'S LP GAS INC & RV SERVICE							
	I-110233	PROPANE	R	1/06/2021		22.44CR	137559	
	I-110416	PROPANE	R	1/06/2021		8.84CR	137559	
	I-110643	PROPANE	R	1/06/2021		50.70CR	137559	
	I-110880	PROPANE	R	1/06/2021		37.30CR	137559	119.28
M13291	MN PEIP							
	I-1032259	JAN 2021 PEIP COVERAGE	R	1/06/2021		33,796.39CR	137560	33,796.39
M13292	MN LUNG CENTER							
	I-202012226508	PRE-EMPLOYMENT TESTING	R	1/06/2021		426.00CR	137561	426.00
M13370	M-R SIGN CO INC							
	I-210780	STREET SIGNS	R	1/06/2021		592.00CR	137562	592.00
R18010	RAMSEY COUNTY							
	I-EMCOM-008904	NOV 2020 FLEET RADIO SUPPORT	R	1/06/2021		492.96CR	137563	
	I-EMCOM-008922	NOV 2020 911 CAD SERVICES	R	1/06/2021		1,165.64CR	137563	
	I-EMCOM-008953	NOV 2020 911 DISPATCH SERVICE	R	1/06/2021		6,018.56CR	137563	
	I-PRRRV-001476	2020 SPECIAL ASSESSMENTS	R	1/06/2021		1,177.50CR	137563	
	I-PRRRV-001495	TIF ADMIN COSTS FOR 2019	R	1/06/2021		4,326.52CR	137563	
	I-RESFA-004259	NOV PUBLIC WORKS TIPPING	R	1/06/2021		190.92CR	137563	
	I-RESFA-004272	NOV RESIDENTIAL TIPPING	R	1/06/2021		22,736.96CR	137563	36,109.06
R18022	RAMSEY COUNTY-CEC- ENVIRONMENT HEALTH							
	I-202012176499	NOV 2020 CEC HAULER	R	1/06/2021		12,920.79CR	137564	12,920.79
R18047	NM CLEAN 1, LLC							
	I-202012226509	OCT 2020 SQUAD WASHES	R	1/06/2021		656.46CR	137565	
	I-202012226510	NOV 2020 SQUAD WASHES	R	1/06/2021		402.69CR	137565	1,059.15
R18091	RESCO							
	I-807995-00	WIRE	R	1/06/2021		360.00CR	137566	
	I-808401-00	ID TAGS	R	1/06/2021		301.47CR	137566	661.47
S18996	SAFE-FAST INC							
	I-INV240161	HAZMAT MONITOR PARTS	R	1/06/2021		56.00CR	137567	
	I-INV240278	CALIBRATION GAS HAZMAT MONTR	R	1/06/2021		228.00CR	137567	284.00
S19003	INNOVATIVE OFFICE SOLUTIONS LLC							
	I-IN3198197	OFFICE SUPPLIES	R	1/06/2021		339.98CR	137568	339.98

PACKET: 04730 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
S19433	STAPLES ADVANTAGE							
	I-3464721501	OFFICE SUPPLIES	R	1/06/2021		146.23CR	137569	
	I-3464721502	OFFICE SUPPLIES	R	1/06/2021		22.99CR	137569	169.22
S19485	SUN LIFE FINANCIAL							
	I-202012306517	DEC 2020 LTD COVERAGE	R	1/06/2021		1,495.32CR	137570	
	I-202012316519	DEC 2020 LIFE INSURANCE	R	1/06/2021		1,381.51CR	137570	2,876.83
T19150	T A SCHIFSKY & SONS INC							
	I-66804	AC SAND MIX	R	1/06/2021		288.26CR	137571	
	I-66821	AC SAND MIX & RECYCLED BASE	R	1/06/2021		389.60CR	137571	677.86
T20076	TOSHIBA FINANCIAL SERVICES							
	I-5012994516	DEC 2020 FINANCE COPIER LEASE	R	1/06/2021		176.08CR	137572	176.08
T20126	TENNIS SANITATION LLC							
	I-2836572	NOV 2020 SOLID WASTE	R	1/06/2021		46,016.25CR	137573	
	I-2836574	NOV 2020 2538 SEPPALA	R	1/06/2021		273.00CR	137573	
	I-2836576	NOV 2020 2290 1ST ST N	R	1/06/2021		91.00CR	137573	
	I-2836577	NOV 2020 2400 MARGARET ST	R	1/06/2021		91.00CR	137573	46,471.25
T20191	TIMESAVER OFF SITE SECRETARIAL INC.							
	I-M26084	DEC CC/PC SECRETARIAL SERVICE	R	1/06/2021		402.50CR	137574	402.50
T20192	T-MOBILE							
	I-202012176506	FD/PD CARDS/INET 11/11-12/10	R	1/06/2021		615.54CR	137575	615.54
T20285	TRI STATE BOBCAT INC							
	I-A81337	CHAINSAW, CUTTER, BLADES, OIL	R	1/06/2021		1,531.67CR	137576	1,531.67
T20470	TWIN CITY WATER CLINIC INC							
	I-15496	NOV 2020 WATER SAMPLES	R	1/06/2021		256.00CR	137577	256.00
T20485	TYLER TECHNOLOGIES							
	I-025-315352	2021 INCODE MAINTENANCE	R	1/06/2021		34,045.79CR	137578	
	I-025-317934	2021 INCODE UB ONLINE MAINT	R	1/06/2021		974.89CR	137578	35,020.68
V01101	VERIZON WIRELESS							
	I-9868794814	BROADBAND SERVICE 11/11-12/10	R	1/06/2021		525.15CR	137579	525.15
V22107	VERSA-LOK							
	C-2-1032909CM	DEPOSIT & WALL BLOCK REFUND	R	1/06/2021		121.05	137580	
	I-2-0028834	PALLET DEPOSIT & WALL BLOCKS	R	1/06/2021		305.45CR	137580	
	I-2-0028903	PALLET DEPOSIT & WALL BLOCKS	R	1/06/2021		142.10CR	137580	326.50

PACKET: 04730 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
X14164	XCEL ENERGY							
	I-0437894051	NAT GAS PW BLDG 11/12-12/15	R	1/06/2021		2,284.74CR	137581	
	I-0437905760	NAT GAS COMM CTR 11/12-12/15	R	1/06/2021		1,878.58CR	137581	4,163.32

PACKET: 04730 Regular Payments

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E05241	ELAVON							
	I-202012176503	NOV 2020 CREDIT CARD SERVICES	D	12/02/2020		8,690.12CR	000941	8,690.12
N14207	CITY OF NORTH ST PAUL							
	I-202012176497	OCT 2020 UTILITY BILL	D	12/05/2020		10,541.63CR	000942	10,541.63

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	57	0.00	318,797.56	318,797.56
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	0.00	19,231.75	19,231.75
VOID CHECKS:	3	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	62	0.00	338,029.31	338,029.31

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04730 Regular Payments

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : AP PREMIER BANK

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

FUND	PERIOD	AMOUNT
001	12/2020	133.74CR
001	1/2021	31,185.62CR
002	1/2021	1,878.58CR
011	1/2021	52,543.00CR
032	1/2021	529.49CR
039	1/2021	587.13CR
045	1/2021	2,315.51CR
046	1/2021	894.39CR
048	12/2020	7,527.65CR
048	1/2021	4,172.88CR
049	12/2020	1,336.87CR
049	1/2021	3,836.14CR
050	12/2020	9,641.51CR
050	1/2021	66,613.35CR
053	1/2021	82,319.92CR
063	1/2021	300.00CR
095	1/2021	34,045.79CR
096	1/2021	34,867.50CR
097	1/2021	100.00CR
099	1/2021	2,608.26CR
211	12/2020	591.98CR
=====		
ALL		338,029.31CR



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: HRA Chairman and Commissioners
FROM: Jacquelyn Lutmer, Accounting Technician
DATE: January 5, 2021
SUBJECT: Recommendation of approval of HRA claims list.

Claim Date

1/6/2021 A/P Check Register	137582	\$	55.90
1/6/2021 Drafts	000943-000944	\$	5,102.60
Total			<u>\$5,158.50</u>

Approved this 5th day of January 2021

/s/ Terrence J. Furlong, Mayor by Consent Resolution

/s/ Scott A. Duddeck, City Manager/Clerk by Consent Resolution



12/31/2020 11:42 AM

A / P CHECK REGISTER

PAGE: 1

PACKET: 04731 HRA PACKET

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-0437927756	NAT GAS 2198 2ND 11/12-12/15	R	1/06/2021		55.90CR	137582	55.90

PACKET: 04731 HRA PACKET

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
N14207	CITY OF NORTH ST PAUL							
	I-202012176498	OCT 2020 UTILITY BILL	D	12/05/2020		379.13CR	000944	379.13
L12032	LAND TITLE INC							
	I-202012226507	2711 HELEN ST LAND PURCHASE	D	12/21/2020		4,723.47CR	000943	4,723.47

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	55.90	55.90
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	0.00	5,102.60	5,102.60
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:	3	0.00	5,158.50	5,158.50

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

Agenda Information Memorandum
North St. Paul City Council
January 5, 2021

FROM THE OFFICE OF THE CITY MANAGER

Agenda placement: City Business

To: Honorable Mayor and City Council

Subject: Metro-INET Joint Powers Agreement Approval

Background/Facts:

Metro-INET originally started as a collaboration between Roseville and Mounds View to share IT resources in 1999. Since that time, Metro-INET has grown to 35-member organizations receiving full IT services and 9 associate members receiving limited IT services.

Not only has the number of Metro-INET members grown, each member agency's needs have grown exponentially. Some examples in recent years include the deployment of laser fiche, remote computer access, electronic door access, wireless access points, as well as body cam support for law enforcement.

Currently, Metro-INET is under organizational control of the Roseville City Manager and Roseville City Council. All Metro-INET employees are actually Roseville employees and fall under Roseville personnel policy, its liability coverage, and compensation structure.

The Roseville City Manager makes employment decisions for Metro-INET including the hiring and termination of employees.

The City of Roseville includes the \$3.5 million Metro-INET budget as part of its city budget.

While this arrangement has worked for many years, the following issues is making it harder to keep Metro-INET sustainable into the future:

- Roseville City Council concern about the amount of Metro-INET staff and the added liability and carrying costs for that amount of employees.
- Roseville City Council concern the use of space within City given other city department space needs.
- The Roseville employee compensation plan lags behind the market for other local governments and especially with LOGIS, a joint powers entity that provides IT services to many local governments in the Twin Cities.

LOGIS has recruited several Metro-INET staff members over the past couple of years, as a result of the Roseville compensation plan and organizational structure, it is not possible to create the necessary executive leadership to guide the large \$3.5million Metro-INET enterprise.

Finally, it should be noted that the Roseville City Council could at any time decide to no longer be the lead agency for Metro-INET and a result, breakup Metro-INET and let members figure out how to best provide IT services for their organization. It should be pointed out that Roseville City Council **has not** discussed doing this, but it is always a potential concern in the future.

Having Metro-INET as a joint powers entity does provide members more direct control over governance of Metro-INET, including costs, personnel, and policies and takes away uncertainty of the future of Metro-INET.

In 2020, a sub-committee of Metro-INET members met to work on a draft of the joint powers agreement. Working with Attorney Jim Strommen of Kennedy and Graven, the sub-committee finalized the JPA document.

The sub-committee shared the draft JPA agreement with the League of Minnesota Cities General Counsel and the League of Minnesota Insurance Trust staff for their review. They suggested several changes to the document that have been incorporated into the final versions.

Finally, the sub-committee distributed the draft document to all members so that their specific city/board attorney could review the document.

To-date, we have not received any significant comments that changes the document.

The highlights of the joint powers agreement are as follows:

- The initial members of the JPA will be the current members of Metro-INET
- JPA is planned to become effective on 1/1/2021
- Metro-INET will be governed by a Board of Directors with each member having a Director and Alternate designated
- Metro-INET board meetings subject to open meeting law
- Each member will have the number of votes equivalent to its share of the budget
- Members will not be allowed to vote if they are in default of their financial obligation or violation of IT security policies
- Metro-INET board will meet at least four times (Jan., April, July, Oct.) annually
- Metro-INET board will have officers elected to 3-year terms
- Metro-INET board will have power take all action in establishing and managing the operations of Metro-INET
- Metro-INET board will enter into a contract with a member to serve as the fiscal and operations agent for the organization
- Metro-INET board will hire an executive director who will be responsible for day-to-day operations
- The executive director will have broad authority to run the operations of Metro-INET
- The executive director can be terminated by a 2/3 vote of the Metro-INET board
- The Metro-INET board will establish an executive committee consisting of the 5 board officers. The fiscal agent and Executive Director will serve as ex officio members of the executive committee in an advisory and non-voting capacity
- The executive committee would meet on a more frequent basis and work on duties as assigned by the board such as the budget and administrative issues
- The JPA outlines the schedule for the creation and consideration of the annual budget.
- The JPA creates 3 different classes of charges
- Class 1 – Core Services
- Class 2 – Supplemental
- Class 3 – Necessary additional charges
- The class charges are described in more detail as Attachment A of the JPA
- The JPA outlines procedures for members to withdraw from Metro-INET
- JPA creates a Metro-INET “Associate” which is an entity that is receiving a contractual service from Metro-INET
- The JPA has no termination date but does outline procedures to dissolve the organization

For 2021, there are no additional costs that will be borne by members by entering into the JPA. Costs for the transition have been incorporated into the budget numbers given to each member earlier in 2020. It is expected that starting in 2022, there will be additional administrative costs for the JPA. The final financial impact, however, will be decided by the newly constituted Metro-INET board.

Recommendation: It is recommended the City Council approve the Joint Powers Agreement for the establishment of the Northeast Metropolitan Area Municipal Internetworking collaborative, to be known as “METRO-INET”

Respectfully submitted,

Scott Duddeck
City Manager

**JOINT POWERS AGREEMENT
FOR THE ESTABLISHMENT OF
THE NORTH EAST METROPOLITAN AREA MUNICIPAL
INTERNETWORKING COLLABORATIVE, TO BE KNOWN AS
“METRO-INET”**

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JOINT POWERS AGREEMENT FOR THE ESTABLISHMENT OF THE NORTH EAST METROPOLITAN AREA MUNICIPAL INTERNETWORKING COLLABORATIVE

The parties to this joint powers agreement (“JPA”) are local governmental units (“LGUs”) of the State of Minnesota authorized to enter into this JPA. This JPA is made and entered into pursuant to Minnesota Statutes, Section 471.59.

ARTICLE I GENERAL PURPOSE

Section 1.1. Purpose. The general purpose of this JPA is to provide for an organization that the participating Members may jointly and cooperatively provide for the development and operation of IT Services for the use and benefit of the Members, and others. To the extent permitted by law, the Members will support the establishment of the IT Services and seek to expand the number of participating agencies either as Members or as non-Member LGUs receiving services from Metro-INET.

ARTICLE II DEFINITION OF TERMS

Section 2.1. Definitions. The terms defined in this Article shall have the meanings given them for the purposes of this JPA.

Section 2.1.1. Metro-INET. “Metro-INET” means the “North East Metropolitan Area Municipal Internetworking Collaborative,” the organization created by this JPA.

Section 2.1.2. IT Services. “IT Services” means the development, operation and maintenance of advanced internet networking and data services through ownership or lease of any and all systems, equipment, technology or means and methods necessary to provide competitive, up-to-date IT services to Members and non-Member LGUs.

Section 2.1.3. Board. “Board” means the Board of Directors of Metro-INET, consisting of one Director from each LGU participating as a Member of Metro-INET pursuant to this JPA.

Section 2.1.4. LGU. “LGU” means any city, township, independent public safety organization, watershed management organization, watershed district, cable commission or other political subdivision of the State of Minnesota that is qualified to enter into joint powers agreements as defined in Minnesota Statutes, Section 471.59, and as it may be amended from time to time.

Section 2.1.5. Member. “Member” means an LGU that enters into this JPA and is at the time involved, a Member in good standing.

Section 2.1.6. Associate. “Associate” means an LGU that is not a Member but has agreed to affiliate with Metro-INET in accordance with Article XI and other applicable JPA provisions.

Section 2.1.7. Data. “Data” means all information in digital form that can be transmitted or processed.

ARTICLE III MEMBERSHIP

Section 3.1. Eligibility. Any Minnesota LGU is eligible to be a Member of Metro-INET.

Section 3.2. Execution of JPA and Payment of Member Charges. An LGU desiring to be a Member shall execute a copy of this JPA and shall pay all Member charges, prorated if appropriate, under Article IX.

Section 3.3. Initial Members. The initial Members of Metro-INET shall be the City of Roseville (“Roseville”) and those LGUs that are parties to a joint powers agreement or an otherwise existing contractual arrangement for IT Services from Roseville, on or prior to December 31, 2020. Upon the execution of this JPA by an initial Member, the clerk or other corresponding officer shall file with the Roseville City Manager a copy of the executed JPA, together with a certified copy of the authorizing resolution or other action. The resolution authorizing the execution of this JPA shall also designate the Member’s Director and Alternate Director (“Alternate”).

Section 3.4 Transition of Initial Member IT Services Agreements. Any joint powers agreement or contract for IT Services between two or more Metro-INET Members that has not been terminated prior to the Effective Date of this JPA shall be terminated by the affected parties at the earliest possible date, without disrupting the delivery of IT Services to the affected parties. After the Effective Date, any term of an earlier agreement for IT Services still in force shall be interpreted not to conflict with this JPA, which shall supersede the earlier agreement if the earlier agreement and this JPA cannot be reconciled. The Board shall have authority to take any action it deems reasonable and prudent to facilitate the transition to Metro-INET by any initial Member, including the creation of a committee authorized to assist affected parties in the termination of earlier agreements and to seek Board approval of action necessary to facilitate the transition.

Section 3.5. Effective Date. This JPA shall become effective on January 1, 2021 [[or other date agreed upon by the initial Members]] (“Effective Date”). Within thirty (30) days after the Effective Date, the Roseville City Manager shall call the first meeting of the Board, which shall be held not later than fifteen (15) days after the notice has been delivered to each Director and Alternate.

Section 3.6. New Members. LGUs that do not qualify for initial membership under Section 3.3 and seek to join Metro-INET shall be admitted by a vote of the Board as it determines at its organizational meeting, or as soon thereafter as the Board may decide and adopt in the bylaws.

Section 3.7. Conditions of Membership. The Board may impose additional conditions upon the admission of new Members.

Section 3.8. Appointment of Directors. Directors and Alternates shall be appointed by the Member governing body to serve until their successors are appointed and qualified. Directors shall be the chief administrative officer of the Member.

ARTICLE IV BOARD OF DIRECTORS

Section 4.1. Governing Body. Metro-INET shall be governed by a Board of Directors consisting of a Director and Alternate from each Member. At the organizational meeting and annually thereafter, the Board shall elect an executive committee that may advise or act for the Board as the Board may delegate to the executive committee as necessary, upon meetings duly called, as provided in Article VIII.

Section 4.2. Appointment of Alternate Directors. Each Member shall appoint one Alternate to the Director. The Alternate shall be entitled to attend all meetings of the Board and may vote in the absence of the Director.

Section 4.3. No Proxy Voting. There shall be no voting by proxy. All votes must be cast in person at Board meetings by the Director or Alternate, unless the meeting is duly conducted in accordance with Minnesota Statutes, Sections 13D.02 (interactive TV) or 13D.021 (telephone or other electronic means allowed if health pandemic or emergency).

Section 4.4. Notice of Change of Director or Alternate Director. When the Member changes its designated Director or Alternate the Member shall provide written notice to Metro-INET with the name, email address and mailing address of the person so appointed.

Section 4.5. Compensation of Directors and Alternate Directors. Directors and Alternates shall serve without compensation from Metro-INET, but it shall not prevent a Member from providing compensation for its Director or Alternate if such compensation is lawfully authorized by such Member.

Section 4.6. Number of Votes Held by Directors. Unless otherwise expressly provided herein, each Director shall have the number of votes equivalent to the Member's share of Metro-INET's annual budget, as established by the Board and calculated as follows: Each Member's percentage share of Metro-INET's annual budget shall be determined by Member use of Metro-INET IT Services. Said Member share shall be rounded up to the nearest whole number, and that number shall be the Member's total number of votes in any vote of the Board. Members shall have at least one vote. The number of votes for initial Members, and the total votes of the Directors for the initial Board, shall be as set forth in the attached Exhibit A, and is subject to change annually with the addition or subtraction of Members. The number of votes for each Director shall be recalculated annually upon the adoption by the Board of the next fiscal year budget. Upon the addition of a new Member, the Board shall estimate the new Member's share of Metro-INET's annual budget for the period prior to adoption of the succeeding year's budget and assign the proportionate number of votes to the new Member for the remainder of that fiscal year. The number of votes of existing Members shall not change during the year that new Member or Members join Metro-INET.

Section 4.7. Quorum. The presence of at least ten (10) Directors of Members in good standing at a regular or special meeting shall constitute a quorum of the Board allowing it to transact business, provided that the ten Directors hold at least a majority of the total Member votes.

Section 4.8. Motions. A majority of the Member vote totals represented by those Directors present at a meeting is required to pass all motions, unless a greater majority is provided in this JPA.

Section 4.9. Suspension of Vote. A Director, or Alternate shall not be eligible to vote during the time the Member they represent has been notified by Metro-INET that it is in default on any required assessment, contract or other contribution to Metro-INET or regarding security breaches or other acts deemed by the Board to materially impair the quality of IT Services provided by Metro-INET. During the existence of such default, the vote(s) of such Member shall not be counted for the purposes of a meeting quorum or majority on a Board meeting vote. If a Member remains in default for a period of more than forty-five (45) days after written notice on failure to pay any billing from Metro-INET or notice of other default referenced above, the Board may act to terminate the Member from Metro-INET by a majority vote of the Board at a regular meeting or special meeting called for that purpose.

Section 4.10. Bylaws. At the Metro-INET organizational meeting the Board shall adopt bylaws governing its procedures, including but not limited to, the time, place and frequency of its regular meetings or procedures and voting majorities required for certain votes. Such bylaws may be amended from time to time pursuant to Section 4.8 of this JPA.

Section 4.11. Remuneration of Director or Alternate Expenses. The Board shall have no obligation to pay remuneration of Director or Alternate expenses, which shall be subject to the policies of Member appointing them. The Board may, however, in its sole discretion, pay the reasonable and necessary expenses of officers, Directors and Alternates incurred in connection with special duties they undertake on behalf of Metro-INET, but such reimbursement shall not include the expenses incurred solely for attending meetings of Metro-INET within the seven-county Twin Cities metropolitan area.

Section 4.12. Removal of Directors. Any Director or Alternate shall be subject to removal by the governing body of the Member.

Section 4.13. Director Vacancies. A vacancy on the Board shall be promptly filled by the governing body of the Member whose position on the Board is vacant.

ARTICLE V MEETINGS AND OFFICERS

Section 5.1. Special Meetings. Special meetings of the Board may be called: (a) by the chair; (b) by the executive committee; or (c) upon the written request of a majority of the Directors. Subject to an emergency exception, as defined by statute, at least three (3) days' written notice of

special meetings shall be published and given to all Directors and Alternates. Such notice shall include the agenda for the special meeting and the time, date and location of the meeting.

Section 5.2. Regular Meetings. The specific date, time and location of regular meetings of the Board shall be determined by the Board as provided in the Bylaws. The Board shall be required to meet at least four (4) times a year. Its regular meetings shall be held on the dates and at times of each January, April, July and October as determined by the Board at the October meeting and duly published to establish the four regular meetings.

Section 5.3. Notice of Regular Meetings. Notice of regular meetings of the Board shall be given to the Directors and Alternates by the secretary at least fifteen (15) days in advance of the meeting and the agenda for such meetings shall accompany the notice. However, business at regular meetings of the Board need not be limited to matters set forth in the agenda.

Section 5.4. Public Meetings. Meetings of the Board and of the executive committee shall be considered “public” meetings. Notices, agendas, and schedules of such meetings shall be given, maintained and distributed pursuant to the Open Meeting Law, Minnesota Statutes, Section 13D.01, et seq.

Section 5.5. Officers. The officers of the Board shall consist of the chair, vice-chair, secretary and two (2) officers-at-large, who shall be elected by the Directors at the organizational meeting of the Board. The chair and vice-chair shall be elected to three-year (3) terms, commencing at the organizational meeting of the Board and every three (3) years thereafter. The secretary shall be elected to a two-year (2) term, commencing at the organizational meeting of the Board, and shall be elected to three-year (3) terms following the completion of the initial term every three (3) years thereafter. The officers-at-large shall be elected to a one-year (1) term, commencing at the organizational meeting of the Board, and shall be elected to three-year (3) terms following the completion of the initial term every three (3) years thereafter. The intent of the election of officers is to ultimately establish three-year (3), staggered terms of officers with the chair and vice-chair being elected in the same year. Other than the organizational meeting of the Board, new officers shall take office at the adjournment of the meeting of the Board at which they are elected.

Section 5.6. Chair and Vice Chair. The chair shall preside at all meetings of the Board and the executive committee. The vice-chair shall act as chair in the absence of the chair.

Section 5.7. Secretary. The secretary shall be responsible for keeping a record of all of the proceedings of the Board and the executive committee.

Section 5.8. Officer Vacancies. A vacancy shall immediately occur in the office of any officer upon his or her resignation, death or upon ceasing to be an employee of the Member. Upon a vacancy occurring in any office, the Alternate shall serve until the Member appoints a new Director.

ARTICLE VI POWERS AND DUTIES OF THE BOARD

Section 6.1. Powers and Duties. The powers and duties of the Board shall include the powers set forth in this Article.

Section 6.2. General Purpose. The Board shall take such action as it deems necessary and appropriate to accomplish the general purposes of the organization including, but not limited to, the establishment of data processing and information systems, engaging in the development and implementation of the necessary programs therefor, acquiring any necessary site, purchasing any necessary supplies, equipment and machinery, employing any necessary personnel and operating and maintaining any systems for the handling of data processing and management information for the Members and for others. Any of the foregoing activities, or any other activities authorized by the JPA, may be accomplished by entering into contracts, leases or other agreements with others, whenever the Board shall deem this to be advisable.

Section 6.3. Governance. The Board shall have full supervisory control and management of the affairs of Metro-INET including the power to make contracts as it deems necessary to make effective any power to be exercised by Metro-INET pursuant to this JPA; to provide for the prosecution and defense or other participation in actions or proceedings at law in which it may have an interest; to employ such persons as it deems necessary to accomplish its duties and powers on a full-time, part-time or consulting basis; to conduct such research and investigation as it deems necessary on any matter related to or affecting the general purposes of the organization; to acquire, hold and dispose of property both real and personal as the Board deems necessary; and to contract for space, materials, supplies and personnel with a Member or Members or with others.

Section 6.4. Membership Dues. The Board may establish and collect membership dues.

Section 6.5. Service Charges. The Board may establish and collect charges for its services to Members and to others.

Section 6.6. Gifts, Loans and Grants. The Board may accept gifts, apply for and use grants or loans of money or other property from the state, or any other governmental units or organizations and may enter into agreements required in connection therewith and may hold, use and dispose of such moneys or property in accordance with the terms of the gift, grant, loan or agreement relating thereto.

Section 6.7. Annual Audit. The Board shall cause an annual independent audit of the books to be made and shall make an annual financial accounting and report in writing to the Members. Its books and records shall be available for and open to examination by its Members at all reasonable times.

Section 6.8. Annual Budget. The Board shall establish the annual budget for the organization as provided in this JPA.

Section 6.9. Delegation to Executive Committee. The Board may delegate authority to the executive committee of the Board, between Board meetings. Such delegation of authority shall be by resolution of the Board and may be conditioned in such manner as the Board may determine.

Section 6.10. Accumulation and Maintenance of Capital. The Board may accumulate and maintain reasonable working capital reserves and may invest and reinvest funds not currently needed for the purposes of the organization. Such investment and reinvestment shall be in accordance with and subject to the laws applicable to the investment of city funds.

Section 6.11. Data, Data Processing and Management Information Systems. The Board shall make Metro-INET data processing and management information systems available to its Members, subject to reasonable charges for the development and processing thereof. Metro-INET shall not own Member Data, which shall be returned to the Member upon its withdrawal made pursuant to this JPA or upon dissolution.

Section 6.12. PERA. The Board may provide for any of its employees to be members of the Public Employees Retirement Association and may make any required employer contributions to that organization and any other employer contributions which municipalities are authorized or required by law to make.

Section 6.13. Necessary and Incidental Powers. The Board may exercise any other power necessary and incidental to the implementation of its aforementioned powers and duties.

ARTICLE VII FISCAL AND OPERATIONAL SERVICES; EXECUTIVE DIRECTOR

Section 7.1. Fiscal and Operations Agent. The Board shall designate a Member to serve as the fiscal and operations agent of Metro-INET (“Fiscal Agent”). The Fiscal Agent shall provide services as set forth in the JPA and on additional matters as may be determined by the Board through authorization for services by contract with Metro-INET. The Fiscal Agent shall be responsible for management of all of Metro-INET’s funds, for the keeping and storing of Metro-INET’s financial records, recommending to the Board and maintaining adequate insurance coverage of Metro-INET consistent with municipal liability limitations under Minnesota law, and to provide for the annual financial audit and accounting of all Metro-INET related activities. The Fiscal Agent shall be responsible for collecting and preserving all Metro-INET records and data pursuant to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. The Fiscal Agent shall post a fidelity bond or other insurance against loss of organization funds in an amount approved by the Board, at the expense of Metro-INET.

Section 7.2. Executive Director. The Board shall hire an executive director to be responsible for the management of the day-to-day operations of Metro-INET, executing the policy directives of the Board, including, the power to implement contracts authorized by the Board, the prosecution and defense or other participation in actions or proceedings in law; to employ personnel or retain as consultants such persons as he or she may deem necessary to carry out Metro-INET functions; to conduct such research and investigation as necessary on any matter related to or affecting the general purposes of Metro-INET; to manage real and personal property

acquired by Metro-INET; and to investigate, advise the Board regarding contracts for space, materials, supplies and personnel either with a Member or Members or with third parties and coordinating with Members for the implementation of internet connection, system maintenance and data processing. The executive director shall prepare a report to the Board regarding the operations of Metro-INET for each quarterly and annual meeting of the Board.

Section 7.3. Term of Executive Director. The executive director shall serve for an indefinite period as defined by the contract, which may be terminated and the director removed by a vote of a two-thirds majority of the total votes of the Board.

ARTICLE VIII EXECUTIVE COMMITTEE

Section 8.1. Membership of Executive Committee. The Board shall establish an executive committee consisting of five (5) voting members. Its members shall consist of the five (5) officers of the Board as defined in Article V, Section 5.5. The Fiscal Agent and Executive Director shall serve as *ex officio* members of the executive committee in an advisory and non-voting capacity.

Section 8.2. Bylaws of Executive Committee. The executive committee may adopt bylaws governing its own procedures, which shall be subject to this JPA, the bylaws of the Board, and any resolutions or other directives of the Board.

Section 8.3. Quorum. Three (3) members of the executive committee shall constitute a quorum and a majority of the executive committee members present at a meeting where a quorum exists may act, notwithstanding the number of votes held by each member in accordance with Article IV, Section 4.6.

Section 8.4. Regular Meetings. The specific date, time and location of regular meetings of the executive committee shall be determined by the executive committee. The executive committee shall meet at least four (4) times a year. Notice of regular meetings of the executive committee shall be given to the members of the executive committee and the executive director at least seven (7) days in advance and the agenda for such meetings shall accompany the notice.

Section 8.5. Special Meetings. Special meetings of the executive committee may be called by the chair or upon the call of any two other members of the executive committee. The date, time and location of the special meeting shall be fixed by the person or persons calling it. At least three (3) days advance written notice of such special meeting shall be given to all members of the executive committee by the person or persons calling the meeting.

Section 8.6. Notice of Meetings. Pursuant to the Open Meeting Law, all meetings of the executive committee shall be noticed and published at least three (3) days prior to the meeting.

Section 8.7. Duties and Responsibilities. The executive committee shall have the following duties and responsibilities: (a) to exercise the powers and perform the duties delegated to it by the Board and subject to such conditions and limitations as may be imposed by the Board; (b) to cause to be prepared a proposed annual budget each year which shall be submitted to the

Board at least thirty (30) days before the annual meeting for the Board's review and ratification; and (c) to present a full report of its activities at each regular meeting of the Board.

Section 8.8. Preparation and Modification of Charges. The executive committee shall have the responsibility to prepare and modify charges for the use of the programs and facilities of Metro-INET, both as to Members and non-members, subject to Board approval.

ARTICLE IX FINANCIAL MATTERS

Section 9.1. Fiscal Year. The fiscal year of Metro-INET shall be the calendar year.

Section 9.2. Adoption of Annual Budget. The annual budget of Metro-INET must be adopted in the following manner:

- (a) prior to May 1 the Board will supply each member with a proposed preliminary budget for the coming fiscal year;
- (b) prior to the meeting of the Board in July the Board will supply each Member with a proposed budget adjusted for withdrawal notifications received pursuant to Article XI;
- (c) the annual budget for the coming fiscal year shall be adopted at the July Board meeting.

Promptly after adoption of the budget, the Board must mail copies of the budget to the chief administrative officer of each Member. Upon adoption of the budget each Member is obligated to Metro-INET for the budgeted revenues and cost sharing charges fixed by the Board for the ensuing fiscal year in accordance with this Article.

Section 9.3. Cost Sharing Charges. The Board shall have authority to fix cost sharing charges for all Members in an amount sufficient to provide the funds required by the budgets of the organization. The Board shall notify the chief administrative officer of each Member of the amounts of such charges, on or before May 1 of each year. The Board shall prepare, and may amend, a document setting forth the cost sharing charges and policies for Members and rates for services provided to non-members. Such document(s) and policies shall be made available to Members for review and comment upon request.

Section 9.4. Invoices to Members. Invoices for all charges shall be sent to the Members by the Fiscal Agent and shall be due when rendered. Any Member whose charges have not been paid within forty-five (45) days after the date of the invoice may be declared in default by the Board or executive committee and shall not be entitled to further voting privileges nor to have its Director hold any office nor to use any Metro-INET facilities or programs until such time as the default is cured and Metro-INET has been paid in full. Additionally, in the event that such charges have not been paid within forty-five (45) days of the date of the invoice, and such default remains uncured after a reasonable time following notice to cure, the membership of such Member may be

terminated by a majority vote of the Board. In the event of a dispute between the Member and the Board as to the amount which is due and payable, the Member shall nevertheless make such payment in order to preserve its status as a Member, but such payment may be made under protest and without prejudice with respect to the Member's right to dispute the amount of the charge and to pursue any legal remedies available to it.

Section 9.5. Classification of Cost Sharing Charges. The charges to the Members of Metro-INET shall be divided, for cost sharing purposes, into three different classes, as further described in Exhibit A to this JPA and incorporated herein:

- (a) Core Services ("*Class 1 Charges*"). Class 1 Charges shall cover all of Metro-INET's general administrative and operational expenses for core services in having a member participate as a domain member of Metro-INET. Core services are generally defined as services provided by Metro-INET that provides IT support to the Member and its employees to conduct the Member's business. These core services may change over time upon Board approval based on different needs of Members. Changes in the delivery of Class 1 Charges shall be paid by each Member as fixed monthly, quarterly or annual membership dues, as determined by the Board. The amount of Class 1 Charges required to be paid by each Member shall be determined annually by the executive committee, upon approval by the Board. Class 1 Charges shall be prorated to new Members and not retroactively applied to them.
- (b) Supplemental Services ("*Class 2 Charges*"). Class 2 Charges shall cover the costs of design and development of computer programs and systems and other capital costs for services requested by the Member. Supplemental services are generally defined as services provided by Metro-INET at the request of the Member to meet its specific needs. These supplemental services may change over time upon Board approval based on different needs of Members and changes in the delivery of such services. Class 2 Charges shall be paid by each Member as fixed monthly, quarterly or annual membership dues, as determined by the Board. The amount of Class 2 Charges required to be paid by each Member shall be determined annually by the executive committee, upon approval by the Board. Class 2 Charges shall not be retroactively applied to new Members.
- (c) Necessary Additional Charges ("*Class 3 Charges*"). Class 3 Charges shall cover the costs of system operation and maintenance in serving non-members, on an "as requested" basis as determined by the Board when it deems such charges necessary. The amount of such charges that are applicable to each non-member shall be determined by the Board. The amount of the charges shall cover all costs incurred by Metro-INET in providing these services to the non-member. The Board shall have authority to negotiate and enter into contracts with non-members receiving Class 3 Charges.

Section 9.6. Special Financial Assistance from Members. It is anticipated that certain Members may be in a position to extend special financial assistance to Metro-INET in the form of grants, or other in-kind payments including use of facilities or other infrastructure deemed beneficial to Metro-INET. The Board shall credit any such in-kind payment against any charges

which the granting Member would otherwise have to pay. The Board may also enter into an agreement, as a condition to any such grant, that it will credit all or a portion of such grant towards charges which have been made or in the future may be made against one or more specified Members.

Section 9.7. Expenditures. Board funds may be expended by the Board in accordance with procedures established by law for the expenditure of funds by cities. Orders, checks, drafts and other legal instruments shall be signed by the chair or vice-chair and countersigned by the secretary or such other person as shall be designated by the Board.

Section 9.8. Contracts. Contracts shall be let and purchases shall be made in accordance with the legal requirements applicable to contracts and purchases by Minnesota cities.

ARTICLE X WITHDRAWAL

Section 10.1. Notice of Withdrawal. Any Member may at any time prior to June 1 of a given year, give written notice of withdrawal from Metro-INET. Written notice of withdrawal submitted prior to June 1 shall be a timely withdrawal and the Member shall not be responsible for its share of the next year's budget not already made the obligation of the Member by a prior, multi-year budget commitment approved by the Board. The withdrawing Member's financial obligation prior to withdrawal upon timely notice will be based on the Class 1, 2 and 3 Charges outstanding for the remainder of the calendar year and additional years for which the Board committed Metro-INET to such financial obligation while the Member was with Metro-INET as a Member. In such case the Member shall be responsible for the net present value of its a pro rata share of such commitment. Written notice of withdrawal after June 1, shall be untimely for purposes of withdrawal prior to the next calendar year but shall serve as notice for withdrawal effective the year following. A Member's nonpayment of charges as set forth herein or its failure to comply with Metro-INET operational security requirements or other policy prescribed by the Board, without cure after written notice and a reasonable time to cure, shall constitute the Member's notice of withdrawal from Metro-INET as determined by the Board pursuant to Section 4.8 at a regular or special meeting. All Member withdrawals shall take effect at the end of the applicable fiscal year, unless otherwise provided by the Board.

Section 10.2. Claim to Assets upon Withdrawal. A Member's withdrawal from Metro-INET at a time when such withdrawal does not result in dissolution of the organization shall forfeit the Member's claim to any assets of the organization except that it shall have access to any software developed for its use while it was a Member in accordance with and subject to the provisions of Article XIII, Section 13.5(b).

Section 10.3. Financial Obligations upon Withdrawal. Upon withdrawal the Member shall continue to be responsible (1) for all of its prorated share of any unpaid Class 2 Charges; (2) for its share of Class 1 Charges to the effective date of withdrawal; (3) for its share of any Class 3 Charges to the effective date of withdrawal; and (4) for any contractual obligations it has separately incurred with Metro-INET.

Section 10.4. Financial Obligations prior to Withdrawal. A Member who has not given notice of withdrawal on or before June 1 of a given year is obligated for the budgeted revenues and the cost sharing charges fixed by the Board for the ensuing fiscal year in accordance with Article IX.

ARTICLE XI ASSOCIATES

Section 11.1. Associates. It is understood that certain LGUs may desire to enter into a contractual arrangement with Metro-INET for limited IT Services. Such LGUs may affiliate with Metro-INET as “Associates.”

Section 11.2. Admission of Associates. An LGU desiring to become an Associate may do so in the same manner as is applicable to becoming a Member, except as otherwise provided in this Article.

Section 11.3. Confirmation of Associate Status. At the time of joining Metro-INET as an Associate, the LGU shall indicate in writing that it is not joining as a Member but as an Associate.

Section 11.4. Appointment of Director and Alternate Director. An Associate may appoint a Director and an Alternate Director to the Board but such Director (or Alternate) shall be without voting power, shall not be eligible to serve as an officer and shall not be counted for quorum purposes.

Section 11.5. Charges. The Board shall establish the charges to be paid by Associates and for that purpose it may classify Associates in accordance with their varying circumstances.

Section 11.6. Application to Become a Member. An Associate may apply for membership status and become a Member upon the requisite vote as required in Article III, Section 3.5.

Section 11.7. Notice of Withdrawal as Associate. An Associate may discontinue its association with Metro-INET at any time by giving written notice of withdrawal to the secretary. Withdrawal shall not relieve such withdrawing Associate from its obligation to pay any charges which the Associate has incurred up to the time of withdrawal.

ARTICLE XII DISSOLUTION

Section 12.1. Dissolution. Metro-INET shall be dissolved whenever: (1) the total number of remaining Members is less than five; or (2) by two-thirds of the votes represented by all Members of the Board.

Section 12.2. Effectuation of Dissolution. In the event of dissolution, the Board shall determine the measures necessary to effectuate the dissolution and shall provide for the taking of such measures as promptly as circumstances permit and subject to the provisions of this JPA.

Section 12.3. Distribution of Assets and Payment of Outstanding Obligations. Upon dissolution, the remaining assets of Metro-INET and payment of all of its outstanding obligations, the remaining assets of Metro-INET shall be distributed among the then existing Members in proportion to their contributions, as determined by the Board.

Section 12.4. Allocation of Deficit. If, upon dissolution, there is an organizational deficit, such deficit shall be charged to and paid by the Members on a pro rata basis, based upon the Class 1 and 2 Charges incurred by such Members during the two years preceding the event which gave rise to the dissolution.

Section 12.5. Distribution of Computer Software. In the event of dissolution the following provisions shall govern the distribution of computer software owned by or licensed to Metro-INET:

- (a) All such software shall be an asset of Metro-INET.
- (b) A Member or former Member may use (but may not authorize reuse by others) any software developed during its membership upon (1) paying any unpaid sums due Metro-INET; (2) paying the costs of taking such software; and (3) complying with reasonable rules and regulations of the Board relating to the taking and use of such software. Such rules and regulations may include a reasonable time within which such software must be taken by any Member or former Member desiring to do so.

ARTICLE XIII INDEMNIFICATION

Section 13.1. Cooperative Activity of Single Governmental Unit. Metro-INET shall be considered a separate and distinct public entity to which the Members have transferred all responsibility and control for actions taken pursuant to this JPA. To the fullest extent permitted by law, actions by the Members pursuant to this JPA are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Members that they shall be deemed a “single governmental unit” for the purposes of liability, as set forth in Minnesota Statutes, Section 471.59, subdivision 1a (a); provided further that for purposes of that statute, each Member expressly declines responsibility for the acts or omissions of the other party. The Members are not liable for the acts or omissions of the other Members except to the extent to which they have agreed in writing to be responsible.

Section 13.2. Indemnification. Metro-INET shall defend, indemnify and hold harmless the Members against all claims, losses, liabilities, suits, judgments, costs and expenses arising out of action or inaction of the Board, its Directors or Alternates, the Fiscal Agent, the executive director and other employees or agents of Metro-INET pursuant to this JPA. Metro-INET shall defend and indemnify the employees of any Member acting pursuant to the JPA except for any act or omission for which the Member’s employee is guilty of malfeasance, willful neglect of duty or

bad faith. A Member shall defend, indemnify and hold harmless Metro-INET against all claims, losses, liabilities, suits, judgments, costs, and expenses arising out of action or inaction of the Member regarding the Member's Data. This JPA to defend and indemnify does not constitute a waiver by Metro-INET or any Member of the limitations on liability provided by Minnesota Statutes, Chapter 466.

ARTICLE XIV AMENDMENT

Section 14.1. Amendment of JPA. This JPA sets forth all understandings of the Members. All prior agreements, understandings, representations whether consistent or inconsistent, verbal or written, concerning this JPA, are merged into and superseded by this written JPA. No modification or amendment to the JPA shall be binding unless all Members agree in writing to the proposed change or amendment.

ARTICLE XV MISCELLANEOUS

Section 15.1. Data Practices. The Members agree to comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data created, collected, received, stored, used, maintained or disseminated by Metro-INET. If a Member receives a request to release the data referred to in this section, it must immediately notify the executive director. The executive director will give the Member who has received the data request instructions concerning the release of the data to the requester before the data is released.

Section 15.2. Audit. The books, records and documents relevant to this JPA are subject to audit by the Members and the State of Minnesota at reasonable times upon written notice.

Section 15.3. Counterparts. This JPA may be executed simultaneously in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

Section 15.4. Headings. The subject headings of the sections and subsections of the JPA are included for purposes of convenience only, and shall not affect the construction of interpretation of any of its provisions.

Section 15.5. Severability. In case any one or more of the provisions of this JPA shall be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained in this JPA will not in any way be affected or impaired thereby.

Section 15.6. Applicable Law. This JPA shall be governed by and construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this JPA shall be heard in Minnesota state district or courts with the venue being in Ramsey County, and the Members waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

ARTICLE XVI

DURATION

Section 16.1. Term. This JPA shall continue in effect indefinitely until terminated in accordance with its terms.

IN WITNESS WHEREOF, the undersigned local governmental unit has caused this JPA to be signed and delivered on its behalf.

(Name of LGU)

By: _____

Its: _____

By: _____

Its: _____

Dated: _____, 20____.

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

City Business

**RESOLUTION APPROVING JOINT POWERS AGREEMENT FOR THE
ESTABLISHMENT OF THE NORTH EAST METROPOLITAN AREA MUNICIPAL
INTERNETWORKING COLLABORATIVE, TO BE KNOWN AS “METRO-INET”**

WHEREAS, The general purpose of this Joint Powers Agreement (“JPA”) is to provide for an organization that the participating Members may jointly and cooperatively provide for the development and operation of IT Services for the use and benefit of the Members, and others. To the extent permitted by law, the Members will support the establishment of the IT Services and seek to expand the number of participating agencies either as Members or as non-Member local governmental units (“LGU’s”) receiving services from Metro-INET.

WHEREAS, “Metro-INET” means the “North East Metropolitan Area Municipal Internetworking Collaborative,” the organization created by this JPA.

WHEREAS, An LGU desiring to be a Member shall execute a copy of this JPA and shall pay all Member charges, prorated if appropriate, under Article IX of JPA.

WHEREAS, The initial Members of Metro-INET shall be the City of Roseville (“Roseville”) and those LGUs that are parties to a joint powers agreement or an otherwise existing contractual arrangement for IT Services from Roseville, on or prior to December 31, 2020. Upon the execution of this JPA by an initial Member, the clerk or other corresponding officer shall file with the Roseville City Manager a copy of the executed JPA, together with a certified copy of the authorizing resolution or other action. The resolution authorizing the execution of this JPA shall also designate the Member’s Director and Alternate Director (“Alternate”).

WHEREAS, This JPA shall become effective on January 1, 2021 [[or other date agreed upon by the initial Members]] (“Effective Date”). Within thirty (30) days after the Effective Date, the Roseville City Manager shall call the first meeting of the Board, which shall be held not later than fifteen (15) days after the notice has been delivered to each Director and Alternate.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, authorize the approval of the Joint Powers Agreement for the Establishment of the North East Metropolitan Are Municipal Internetworking Collaborative, to be known as “METRO_INET”

ADOPTED this 5th day of January, 2021.

Motion by Council Member
Second by Council Member

Voting: Aye:
Nay:
Absent:
Abstain: None

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, City Manager/ Clerk

Agenda Information Memorandum
North St. Paul City Council

January 5, 2021

FROM THE OFFICE OF ADMINISTRATION

Agenda placement: City Business Action Items and Recommendations

Subject: 2021 City Council Appointments

To: Honorable Mayor and City Council

Background/Facts:

The following is a proposed slate of new council appointments:

- Mayor Furlong shall be appointed the Council Representative for Economic Development Authority and Chair for Housing & Redevelopment Authority.
- Council Member Scott Thorsen shall be appointed the Council Representative for Economic Development Authority, Housing & Redevelopment Authority and North St. Paul Business Association.
- Council Member Candy Petersen shall be appointed the Council Representative for the Housing & Redevelopment Authority, Metro Cities, Ramsey County League of Local Governments, and Acting Mayor
- Council Member Tim Cole shall be appointed the Council Representative for the Parks and Recreation Commission, Silver Lake Improvement Association, Housing & Redevelopment Authority, Ramsey-Washington Metro Watershed District Board, Silver Lake Improvement Association and Valley Branch Watershed District Technical Advisory Committee.
- Council Member Lisa Wong shall be appointed the Council Representative for the Planning Commission and Housing & Redevelopment Authority.

Recommendation: It is recommended the City Council authorize staff to proceed with the above recommendations for the 2021 City Council Member

Attachments:

Resolution of approval.

Respectfully submitted,

Scott Duddeck
City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

**RESOLUTION APPROVING CITY COUNCIL
APPOINTMENTS TO COMMISSIONS AND
COMMITTEES FOR 2021**

WHEREAS, each year the list of appointments to commissions and committees is reviewed for expiring terms and vacancies; and,

WHEREAS, it is recommended that Mayor Furlong shall be appointed the Council Representative for Economic Development Authority and Chair for Housing & Redevelopment Authority, and,

WHEREAS, it is recommended that, Council Member Scott Thorsen shall be appointed the Council Representative for Economic Development Authority, Housing & Redevelopment Authority, and the North St. Paul Business Association, and,

WHEREAS, it is recommended that, Council Member Candy Petersen shall be appointed the Council Representative for the Housing & Redevelopment Authority, Metro Cities, Ramsey County League of Local Governments and Acting Mayor, and,

WHEREAS, it is recommended that Council Member Tim Cole shall be appointed the Council Representative for the Parks and Recreation Commission, Silver Lake Improvement Association, Housing & Redevelopment Authority, Ramsey-Washington Metro Watershed District Board, Silver Lake Improvement Association and Valley Branch Watershed District Technical Advisory Committee, and,

WHEREAS, it is recommended that Council Member Lisa Wong shall be appointed the Council Representative for the Planning Commission and Housing & Redevelopment Authority

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of North St. Paul, that the City Council Member appointments be approved as submitted.

ADOPTED this 5th day of January, 2021.

Motion by Council Member xxx
Second by Council Member xxx

Voting: Aye:
 Nay:
 Abstain: Absent:

Terrence J. Furlong, Mayor

Attest:

Agenda Information Memorandum
North St. Paul City Council

January 5, 2021

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

Subject: 2021 Annual Resolutions

To: The Honorable Mayor and City Council Members

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

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

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

- Investment Committee members shall be Scott Duddeck, City Manager; Jason Zimmerman, Finance Director; Terry Furlong, Mayor and Scott Thorsen, Councilmember.
- Depository Banks for City Funds and Securities are: Premier Banks, Moreton Capital Markets LLC, U.S. Bank, RBC Capital Markets LLC, and Minnesota Municipal Money Market (4M) Fund.
- Soren Mattick of Campbell Knutson as City Attorney.
- Minneapolis Star Tribune as Legal Newspaper.

Respectfully submitted,

/s/ SD by jk

Scott Duddeck
City Manager

Attachments: Annual resolutions

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

**ANNUAL RESOLUTION APPOINTING
INVESTMENT COMMITTEE FOR 2021**

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

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

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

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA that the following persons are hereby appointed to the Investment Committee for Fiscal Year 2021:

Terrence Furlong, Mayor
Scott Thorsen, Council Member
Scott Duddeck, City Manager
Jason Zimmerman, Finance Director

ADOPTED this 5th day of January, 2021.

Motion by Council Member
Second by Council Member

Voting: Aye:
 Nay:
 Abstain:
 Absent:

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, City Manager/Clerk

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

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

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

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

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

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

Terrence J. Furlong, Mayor
Scott A. Duddeck, City Manager
Jason A. Zimmerman, Finance Director

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

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

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

ADOPTED this 5th day of January, 2021.

Motion by Council Member
Second by Council Member

Voting: Aye: Council Member Thorsen
 Council Member Petersen
 Council Member Cole
 Council Member Wong
 Mayor Furlong

Nay:

Abstain:

Absent:

Terry J. Furlong, Mayor

Attest: Scott A. Duddeck, City Manager/Clerk

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

**RESOLUTION RETAINING
CAMPBELL KNUTSON LAW FIRM
AS CITY ATTORNEY FOR 2021**

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of North St. Paul, that Campbell Knutson Law Firm be and hereby is retained as the City Attorney for the year 2021, with Soren Mattick being the primary contact.

ADOPTED this 5th day of January, 2021.

Motion by Council Member

Second by Council Member

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

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, City Manager/Clerk

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

**ANNUAL RESOLUTION APPROVING
MINNEAPOLIS STAR TRIBUNE
AS OFFICIAL NEWSPAPER FOR 2021**

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

WHEREAS, in 2019 the Ramsey County Review, the only legal newspaper published in the City, closed its business.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA, the Minneapolis Star Tribune is hereby declared the official newspaper for the City for calendar year 2021.

ADOPTED this 5th day of January, 2021.

Motion by Council Member

Second by Council Member

Voting: Aye: Council Member Thorsen
 Council Member Petersen
 Council Member Cole
 Council Member Wong
 Mayor Furlong

Nay: None

Abstain: None

Absent: None

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, City Manager/Clerk