

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

The City Council Meeting will be conducted on Tuesday, April 6, 2021 at 6:30 p.m. The meeting location is the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

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

The **April 6, 2021 Zoom meeting can be accessed [HERE](https://us02web.zoom.us/j/82140972224?pwd=dDdmRytwVS9leFBvV3lQOUFnOGtYQT09) or via:**
<https://us02web.zoom.us/j/82140972224?pwd=dDdmRytwVS9leFBvV3lQOUFnOGtYQT09>
(from a PC, Mac, tablet, iPhone or Android device)

Meeting ID: 821 4097 2224

Password: 362656 or by phone at 1-929-205-6099, meeting ID 821 4097 2224, password 362656.

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.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Council Member Thorsen
Council Member Petersen
Council Member Wong
Council Member Cole
Mayor Furlong

IV. ADOPT AGENDA

V. PRESENTATIONS

A. Eagle Scouts / Chimney swift house

VI. CONSENT AGENDA

- A. March 16, 2021 workshop meeting minutes.
- B. March 16, 2021 regular meeting minutes.
- C. General accounts payable: \$716,897.11.
- D. EDA accounts payable: \$1312.31.
- E. HRA accounts payable: \$706.34.
- F. Authorize General Fund Transfer to Pandemic Response Fund

VII. MEETING OPEN TO THE PUBLIC

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

VIII. PUBLIC HEARINGS

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

- A. 2021 Fee Schedule / Ballfield Rental Fee Amendment
- B. Update Park Fund Donation Brochure

X. REPORTS OF CITY MANAGER & DEPARTMENTS

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

XII. GENERAL BUSINESS

XIII. CLOSED SESSION

- A. The meeting will be closed as permitted by section 13D.05, Subdivision 3 (c) to consider offers relating to the City's possible sale or lease of the Community Center Building.

XIV. ADJOURNMENT

The next regularly scheduled City Council meeting is Tuesday, April 20, 2021 at 6:30 p.m.

Hi Lisa,

I do not believe that we need to issue a permit for this project. That said, there are a couple of things that I might suggest:

1. The angle iron that is identified in the plan does not say what size or thickness it should be. That is of concern, as this is the only thing holding up the "chimney". I would suggest 1/8" x 1 1/2" x 72", which is a stock item at Menards.
2. I would be concerned about the possibility of corrosion of that angle iron, and the concrete slab should be "crowned" with a slope of 1/4" per 12 inches minimum away from the center of the slab to facilitate drainage.
3. In the plan, the reinforcement bar is wire-tied to the angle iron. I suggest that the angle iron be drilled with a 3/8" hole and that 12" long stubs of #3 (3/8") bar be inserted into the holes in each direction, offset from each other. The bar recommended in the instructions can then be tied to the #3 bar. This will resist tip-over and settling forces much better.
4. The bottom of the slab should be 12" below undisturbed grade, not the 3" specified.
5. The angle iron should be supported by some scrap metal or treated lumber while the concrete is poured and during curing. Otherwise, it will tend to sink into the soils, as there is not much surface area to resist penetration into the ground.

I would be more than happy to discuss all of the above with the applicant (Eagle Scout Candidate). Please provide my cell phone number for questions or clarification 763-458-6926.

Thanks

Scott Qualle
President
MNSPECT, LLC.

Helping You Comply with the Code



Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Robert Sivill

Please give a name to your project Chimney Swift Bird House(12 feet tall)

Message From the Chief Scout Executive

Greetings Eagle Scout Candidate!

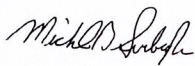
Congratulations on earning the rank of Life Scout. You are among approximately 55,000 youth who year after year, achieve that important milestone. As you ponder the meaning behind the Life patch, I encourage you to think about the symbol of the heart. Historically in Scouting, it was a fitting symbol of health and fitness, but it also represents the spirit of caring and giving that's behind the Eagle Scout service project.

Service to other people is what Scouting is all about. In many ways, your service project is a reflection of who you are as a youth leader. Your result should be of significant impact in your community to be special, and should represent your very best effort.

Your proposal, the logical first step, should emphasize your intention to give leadership to others through proper planning and development. Communicate with the beneficiary often to ensure the project meets the organization's needs once it's completed.

I encourage you to seek guidance from your unit leader and project coach as you need help. Your *Eagle Scout Service Project Workbook*, much like a compass, will help navigate your way to a life of service as a proud Eagle Scout.

Wishing you all the best in your journey on the Trail to Eagle!



Michael B. Surbaugh
Chief Scout Executive



Scouts and Parents or Guardians

Please read "Message to Scouts and Parents or Guardians" on pages 5 and 6. This includes excerpts and summaries from the *Guide to Advancement* that may help ensure requirements are properly administered according to national BSA policies and procedures. Please note, also, that when Eagle Scout candidates submit their project proposal they will promise they have read this entire workbook. Doing so will be important to their success.

Only the Official Workbook May Be Used

Eagle Scout candidates must use the official *Eagle Scout Service Project Workbook*, No. 512-927, as produced by the BSA and found at www.scouting.org/advancement. Although it is acceptable to copy and distribute the workbook, no council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions or changes in the text, outlines, links, graphics, or any other elements of the workbook.

Attention: Unit, District, and Council Reviewers

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement but relates to practicing the Scout motto, Be Prepared. *However*, in determining if a project meets Eagle Scout requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led and resulted in otherwise worthy results acceptable to the beneficiary.

Eagle Scout Service Project Workbook

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Workbook Forms

Eagle Scout Service Project Proposal	
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Contact Information	
Eagle Scout Service Project Plan	
Eagle Scout Service Project Fundraising Application	
Procedures and Limitations on Eagle Scout Service Project Fundraising	
Eagle Scout Service Project Report	
Navigating the Eagle Scout Service Project, Information for Project Beneficiaries	

How to Use This Workbook

This workbook includes valuable information that can help ensure your success. It includes four project forms: a proposal, a plan, a fundraising application, and a report. Following the project report you will find “Navigating the Eagle Scout Service Project,” an information sheet that you should provide to the project beneficiary before the beneficiary approves your proposal. You will find it helpful to take the entire workbook—even the parts that have not yet been prepared—with you to all meetings and discussions concerning your project.

Before preparing any of the four forms, read with your parent or guardian, the “Message to Scouts and Parents or Guardians” found on pages 5 and 6. If your project is worthy and meets Eagle Scout requirement 5 as written, the message will help you successfully present your proposal through the approval process.

Preparing the Project Proposal

[Go to Project Proposal](#)

Your proposal must be completed first. It is an overview, but also the beginnings of planning. Be sure to read “Instructions for Preparing Your Proposal” which appears right after the proposal cover page in this workbook.

The Project Plan

[Go to Project Plan](#)

Prepare your project plan after your proposal has been approved, but before you begin work on your project. The Project Plan form is a tool for your use. No one approves it, although your project beneficiary has the authority to review it and require changes in it. Your project plan can also be important in showing your Eagle Scout board of review that you have planned and developed your project as required. And you are **strongly encouraged** to share your project plan with an Eagle Scout service project coach. Doing so can help you avoid many problems associated with service projects. Be sure to check with the council or district person who approved your proposal to learn how project coaches are designated in your community.

The Fundraising Application

[Go to Fundraising Application](#)

If your fundraising effort involves contributions **only** from the beneficiary, or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, then you do not need a fundraising application. If you will be obtaining money, materials, supplies, or donations from other sources, you may need to submit an application. See “Procedures and Limitations on Eagle Scout Service Project Fundraising,” which appears on page B of the fundraising application.

The Project Report

[Go to Project Report](#)

Prepare the project report after the project has been executed. You must sign it to confirm you led and executed the project. Note also, the signature lines for the beneficiary's and your unit leader's approval that your project fulfilled Eagle Scout requirement 5.

Meeting Eagle Scout Requirement 5

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

Project Purpose

In addition to providing service and fulfilling the part of the Scout Oath, "To help other people at all times," one of the primary purposes of the Eagle Scout service project is to learn leadership skills, or to improve or demonstrate leadership skills you already have. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.

Choosing a Project

Your project must be for any religious institution, any school, or your community. It is important to note, however, that the BSA has defined "your community" to include the "community of the world." Normally, "your community" would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community. It is then a matter of identifying a source representing the "community" who will provide approvals. For more information, see the *Guide to Advancement*, No. 33088, topic 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of "canned" instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, reaching a challenging collection goal, or coordinating multiple blood collection events.

An Internet search can reveal hundreds of service project ideas. Your project does not have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time.

Restrictions and Other Considerations

- There are no required minimum hours for a project. No one may tell you how many hours must be spent on it.
- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school).
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered; for example, a park open to the public that happens to be owned by a business, but primarily benefits the community.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council. See "Eagle Scout Service Project Fundraising Application" later in this workbook.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects must not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

Collecting Service Project Data

The BSA collects information on hours worked on Eagle Scout projects because it points to achievement of our citizenship aim. Please assist with data collection by keeping a list of people who help and the number of hours they work. When you prepare your project report you will need to include this data on page B of the report. Providing accurate information will also help your unit leadership enter your project into the BSA's Journey to Excellence tracking system.

Message to Scouts and Parents or Guardians

The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with you, the Eagle Scout candidate, and your parents or guardians the same information BSA provides to council and district volunteers responsible for project proposal approvals throughout the Boy Scouts of America.

In addition to reading this entire workbook, you and your parents or guardians should consult the *Guide to Advancement*, No. 33088, beginning with topic 9.0.2.0, "The Eagle Scout Service Project." The *Guide* may be accessed at www.scouting.org/advancement.

The current *Guide to Advancement*, No. 33088, along with the *Scouts BSA Requirements* book, No. 33216, and this workbook, are the primary official sources on policies and procedures for Eagle Scout service projects. The *Guide to Advancement* and *Scouts BSA Requirements* book are available in Scout shops or on www.scoutshop.org. Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals must not add requirements or ask you to do anything that runs contrary to, or that exceeds, the policies, procedures, or requirements of the Boy Scouts of America.

Available from your Scout Shop or on www.scoutshop.org is an Eagle Project plaque to place at your project location at the completion of the project (<https://www.scoutshop.org/catalog/product/view/id/6831>).

What an Eagle Scout Candidate Should Expect

The Eagle Scout service project belongs to the Eagle Scout candidate. The candidate's parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the *Guide to Advancement*, topic 9.0.2.1.

1. Questioning and probing for their understanding of the project, the proposal, and what must be done, shall be conducted in a helpful, friendly, courteous, and kindhearted manner. We will respect the Scout's dignity. Scouts will be allowed, if they choose, to have a parent, unit leader, or other adult present as an observer at any time while they are discussing their proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the *Eagle Scout Service Project Workbook*.
3. If requested by the Scout or the Scout's parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.
4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.
5. Candidates who believe they have been mistreated or their proposal wrongfully rejected, will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator*, or the Scout executive, as determined by the council advancement committee or executive board.

*An "advancement administrator" is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.

Excerpts and Summaries From the *Guide to Advancement*

Eagle Scout Service Project Coaches (See the *Guide to Advancement*, topic 9.0.2.9)

Many units, districts, and councils use Eagle Scout service project “coaches,” because the advice they provide after approval of a proposal can be invaluable as candidates develop their project plan. A coach can help Scouts see that if a plan is not sufficiently developed then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches do not have the authority to dictate changes, or take any other such directive action. Instead, coaches must use the BSA method of positive adult association, logic, and common sense to help the candidate make wise decisions.

It is up to the council to determine who may serve as project coaches and how they might be assigned or otherwise provided to candidates. Coaches must be registered with the BSA (in any adult position) and be current in BSA Youth Protection training, and may come from the unit, district, or council level. For examples of how a service project coach can assist, please see the *Guide to Advancement*, topic 9.0.2.9. Note that there should be only one coach that is *designated* for you by your council or district; but your unit may also provide people to coach you.

What Is Meant by “Give Leadership to Others ...?” (See the *Guide to Advancement*, topic 9.0.2.4)

“Others” means at least two people besides the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the work. Councils, districts, and units shall not establish requirements for the number of people led, or their make-up, or for time worked on a project.

Evaluating the Project After Completion (See the *Guide to Advancement*, topic 9.0.2.13)

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement, but relates to our motto to, “Be Prepared.” However, in determining if a project meets requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led, and resulted in an otherwise worthy outcome acceptable to the beneficiary.

There may be instances where, upon its completion, the unit leader or project beneficiary chooses not to approve a project. One or the other may determine, for example, that modifications were so significant that the extent of the service or impact of the project was insufficient to warrant approval. The candidate may be requested to do more work or even start over with another project. The candidate may choose to meet these requests, or may decide—if he or she believes the completed project worthy and in compliance—to complete an Eagle Scout Rank Application and submit the project workbook without final approval. If requested, the candidate must be granted a board of review. If it is thought a unit board may not provide a fair hearing, a board of review under disputed circumstances may be initiated according to the *Guide to Advancement*, topic 8.0.3.2.

Risk Management and Eagle Scout Service Projects (See the *Guide to Advancement*, topic 9.0.2.14)

All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit's program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc. The health and safety of those working on Eagle projects must be integrated into project execution. Since an Eagle Scout service project is a unit activity, unit leadership has the same responsibility to assure safety in conducting a project as with any other unit activity. The unit leader or unit committee should reject proposals for inherently unsafe projects. The candidate should plan for safe execution, but it must be understood that minors cannot and must not be held *responsible* for safety concerns. As with any Scouting activity, the *Guide to Safe Scouting* applies. The “Sweet 16 of BSA Safety” must also be consulted as a planning tool. It can be found at: <https://www.scouting.org/health-and-safety/gss/sweet16/>. The *Guide to Safe Scouting* may be accessed at <https://www.scouting.org/health-and-safety/gss/>.

Insurance and Eagle Scout Projects (See the *Guide to Advancement*, topic 9.0.2.15)

The Boy Scouts of America General Liability Policy provides general liability insurance coverage for official Scouting activities. Registered adult leaders are provided primary coverage. Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance. Every council has the opportunity to participate in the BSA Accident and Sickness insurance program. It provides some insurance for medical and dental bills arising from Scouting activities. If councils do not purchase this, then units may contract for it. In some cases, chartered organizations might provide insurance, but this must not be assumed. Most of these programs provide only secondary coverage, and are limited to registered youth and adults and those interested in becoming members.



Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Robert Sivill

Eagle Scout Service Project Name Chimney Swift Bird House(12 feet tall)

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) The project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

Instructions for Preparing Your Proposal

Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. ***It provides sufficient opportunity to meet the Eagle Scout service project requirement.*** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. ***It appears to be feasible.*** You must show the project is realistic for you to carry out.
3. ***Safety issues will be addressed.*** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. ***Action steps for further detailed planning are included.*** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. ***You are on the right track with a reasonable chance for a positive experience.***

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the *beginnings* of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that if you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

Next Step: Your Project Plan

Once your proposal is approved, you are ***strongly encouraged*** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name: Robert Sivill Birth date: 3/6/04
Email address: Robbiesivill@gmail.com BSA PID number*: 125081570
Address: 3665 Gershwin Circle North City: Oakdale State: MN Zip: 55128
Preferred telephone(s): 651-236-7030 Life board of review date: 8/22/18
*BSA PID No., found on the BSA membership card

Current Unit Information

Check one: ☒ Troop ☐ Crew ☐ Ship Unit Number: 188
Name of District: H Name of Council: Northern Star Council

Unit Leader Check one: ☒ Scoutmaster ☐ Crew Advisor ☐ Skipper
Name: Troy Woods Preferred telephone(s): 651-600-9633
Address: 2689 South Avenue East City: North St. Paul State: MN Zip: 55109
Email address: woods.troy@gmail.com

Unit Committee Chair

Name: Jenn Baltaian Preferred telephone(s): 651-491-0857
Address: 4933 Bald Eagle Avenue City: White Bear Lake State: MN Zip: 55110
Email address: jbaltaian@yahoo.com

Unit Advancement Coordinator (If your unit has one)

Name: Jenn Baltaian Preferred telephone(s): 651-491-0857
Address: 4933 Bald Eagle Avenue City: White Bear Lake State: MN Zip: 55110
Email address: jbaltaian@yahoo.com

Project Beneficiary (Name of religious institution, school, or community)

Name: Southwood Nature Preserve Preferred telephone(s): 612-236-5046
Address: 2651 Holloway Avenue East City: North St. Paul State: MN Zip: 55109
Email address: Troendlecahy@q.com (Cathy Troendle)

Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name: Scott Duddeck Preferred telephone(s): 651-755-3231
Address: 2400 Margaret Street City: North St. Paul State: MN Zip: 55109
Email address: Scott.Duddeck@NorthStPaul.org

Your Council Service Center

Contact name: Northern Star Council Preferred telephone(s): 612-621-2300
Address: 6202 Bloomington Road City: Fort Snelling State: MN Zip: 55110

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name: Mike Fratto Preferred telephone(s): 651-490-3251
Address: City: State: Zip:
Email address: mfratto@yahoo.com

Project Coach (Your council or district project approval representative may help you learn who this will be.)

Name: Bruce Wille Preferred telephone(s): 651-770-7640
Address: 2405 Holloway Avenue East City: North St. Paul State: MN Zip: 55109
Email address: bmwille7@juno.com

Project Description and Benefit

Briefly describe your project.

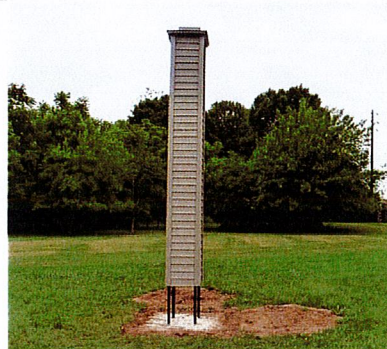
I will be leading a group in building a Chimney swift house (bird house) and installing it at Southwood nature preserve.

Attach sketches or "before" photographs if these will help others visualize the project.

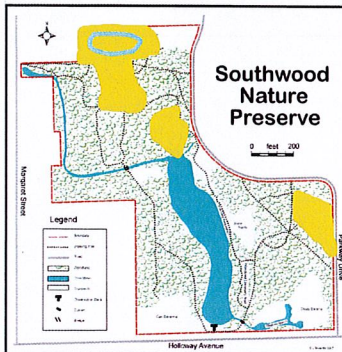
Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)



Where the Chimney swift house will be at Southwood



A Chimney Swift House



In the blue circle is where the bird house will be located

Tell how your project will be helpful to the beneficiary. Why is it needed?

It will increase the species diversity (of birds) and it will educate people who go to the park about Chimney swifts. Also now Berwalds Roofing and Richardson Elementary School have removed their chimneys, and both were major nesting sites for chimney swifts. I will be using a plan that is approved by the Audubon Society.

When do you plan to begin carrying out your project? I will write the plan in early spring and build it during the summer

When do you think your project will be completed? Summer to fall of 2021

Giving Leadership

Approximately how many people will be needed to help on your project? 5 to 10 people

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

My troop and family.

What do you think will be most difficult about leading them?

Making sure they stay on task.

Materials

Materials are things that become part of the finished project, such as lumber, nails, and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.

Wood, plywood, rebar, angled steel, quickcrete(concrete), insulation, siding, corners, screws, nails, siding corners

the measurements for the material we will be using:

(2) 8' 0" x 4' 0" board of textured-one Eleven (T1-11)plywood

(1) 8' 0" x 4'0" Board of 3/4 "Plywood

(8) Twelve-foot pieces or 1" x 4" lumber

(1) eight-foot piece of 1(1/2)" x 1(1/2)" lumber

(2) ten-foot pieces of 2" x 10" Lumber

(8) ten-foot (3/4)" pipes of rebar

(4) six-foot pieces of angled steel

(20) bags of quick drying concrete

Insulation 8' x 4'

Siding 8' x 4'

(5) siding corner 10'

(3) tubes of liquid nail adhesive

1(1/4)" deck screws

2" deck screws

3" deck screws

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.

What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Water, pop, food, hand sanitizer, hand wipes, masks, nail adhesive, garbage bags, paint, and primer.

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Work gloves, first aid kit, drills and bits, powers saws, hack saw, straightedge, level, shovel, hammer, exacto knife, wire cutters, and ladders.

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.

What other needs do you think you might encounter?

None

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

TBD (building permit)

someone from public may oversee the concrete installation

The bird house will be 12 feet tall

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter estimated expenses below:
(Include sales tax if applicable)

Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

Materials:	\$600.00	For the materials, I plan to do a fundraiser at a restaurant. Home depot said they could
Supplies:	\$160.00	offer a discount or donate some materials. I will contact North St. Paul councilman
Tools:	\$0.00	Scott Thorsen, he said he would like to contribute. Some guys from where by dad works
Other:	\$0.00	will give a donation as well.
		Supplies will be paid for by me and friends and family.
Total costs:	\$760.00	

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

1. Get proposal approved
2. Write Plan
3. fundraising
4. Purchase materials and supplies
5. Build Chimney house
6. Lay concrete
7. Install Chimney house
8. write project report

Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

Make an activity plan.

Use my dads pickup to transport materials to our house, then from our house to the work site.

Use my moms car to transport the supplies and tools to the work site.

People can arrive in their own cars, we have leaders who can pickup people who don't have a way to get o the work site.

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns you and your helpers should be aware of.

Power tools such as saws and drills.

Hand held tools like hammers, exacto knife.

People will be climbing ladders

We will need a concrete foundation

We will be wearing a mask to avoid spreading covid

Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."

Thoroughly go over Building instructions, my grandpa (who has a lot of building experience) will be helping me go over the building instructions and will be my building consultant.

Candidate's Promise* *Sign below before you seek the other approvals for your proposal.*

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed

Date

** Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.*

Unit Leader Approval*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed

Date

Name (Printed)

Unit Committee Approval*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed

Date

Name (Printed)

Beneficiary Approval*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."

☐ Yes

☐ No

Council or District Approval

I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach.

Signed

Date

Name (Printed)

Signed

Date

Name (Printed)

**While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (*). Council or district approval, however, must come after the others.*



Eagle Scout Service Project Plan



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name Robert Sivill

Eagle Scout Service Project Name Chimney Swift Bird House(12 feet tall)

Planned start date _____ **Planned completion date** _____

Eagle Scout requirement 5 says you must “plan” and “develop” your service project. Though this project plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. You should take this project plan with you to your Eagle Scout board of review. Note that you are not required to provide more details than are necessary for the accomplishment of your project.

A Scout who is prepared will complete the project plan, and then review it with the designated project coach before carrying out the project. The council or district representative who approved your proposal may have agreed to serve as your project coach, or someone else may be designated to take this important role. A project coach's involvement and review of your project plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout board of review.

You should also show your project plan to your beneficiary prior to carrying out your project. This will help ensure your plans agree with the beneficiary's expectations. Remember, the project beneficiary has the authority to require and approve a project plan. Be sure to read “*Navigating the Eagle Scout Service Project*” at the end of this workbook.

Comments From Your Proposal Review

What suggestions were offered by the council or district representative who approved your proposal?

Project Description and Benefit—Changes From the Proposal

As projects are planned, changes are usually necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also discuss major changes with those who approved your proposal, and also with your coach, to get an idea if the changes will be acceptable to your board of review.

How will your project be different from your approved proposal?

Will the changes make the project more, or less, helpful to the beneficiary? Explain:

Present Condition or Situation

Include "before" photographs to show the board of review in Attachments section below.

Describe the present condition of the worksite. For an event or activity, describe your biggest obstacles.

Project Phases

You may have more than eight phases, or fewer, as needed; if more, you may add them below, or place in an attachment.

Look at the phases from your proposal. Make any changes, then provide a little more detail, including approximate starting and ending dates for each phase.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Work Processes

Prepare a step-by-step list of what must be done and how everything comes together: site preparation, sizing, assembly, fastening of materials, finishes to be used (paint, varnish, etc.), uses of supplies and tools, etc. Your project coach may be able to assist.

Attachments

If you are unable to attach items within this workbook, or if they don't attach to your satisfaction, please put them in separate documents that you may send along with your workbook. Attachments might include such things as additional plans, drawings, diagrams, maps, and pictures that will help you carry out your project. They may also be helpful to your workers, your coach, the project beneficiary, and to your board of review. Drawings, if needed, should be to scale. If you are planning an event or activity, something like a program outline or a script would be appropriate.

Click above box to add an image. Click here to add an image caption.

Click above box to add an image. Click here to add an image caption.

Permits and Permissions

If you will need permissions or permits*, what is being done to obtain them, and when will they be issued?

**Could include building or electrical permits, dig permits, event permits, permission to access property, wilderness or back country permits, etc.*

Materials List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware donation*
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Item	Description	Quantity	Unit Cost	Total Cost	Source
------	-------------	----------	-----------	------------	--------

Total cost of materials

**If you plan for donations such as the one shown in the example above, you will most likely need to submit the Eagle Scout Service Project Fundraising Application. It can be found later in this workbook.*

Supplies List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plastic tarp	9' x 12', 2ml thick	2	4.00	8.00	ABC Hardware purchase
Item	Description	Quantity	Unit Cost	Total Cost	Source
Total cost of supplies					

Tools

List tools and equipment that must be purchased or rented; with quantity, unit cost, total cost, source, and who will operate, or use it. See example.

Circular power saw*	1	0	0	Mr. Smith	Mr. Smith
Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?
Total cost of tools					

* Power tools considered hazardous, like circular saws, must be operated by adults who are experienced in their use. See Guide to Safe Scouting and age appropriate guidelines, located at <https://www.scouting.org/health-and-safety/guidelines-policies>.

Other Needs List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example

Printing	Marketing brochure	2000	.01	20.00	Copy Services, Inc.
Item	Description	Quantity	Unit Cost	Total Cost	Source
Total cost of other needs					

Expenses

Revenue

Item	Projected Cost	Total to be raised: \$
Total materials (from above)		Contribution from beneficiary: \$
Total supplies (from above)		Describe how you will get the money for your project. Include what any helpers will do to assist with the effort and also any requests you will make for donations of supplies, materials, etc.
Total tools (from above)		
Total other (from above)		
Total cost		

Giving Leadership

Fill out the chart below, telling about specific jobs that need to be done, the skills needed to do them, whether they must be adults or may be youth, how many helpers are needed, and how many you have so far (if any). For example:

Work at car wash	Able to drive or wash cars	Adult drivers/supervisors, youth to wash	2 adults, 10 youth	1 adult, 5 youth
Job to Be Done	Skills Needed (If any)	Adult or Youth	Helpers Needed	Helpers So Far

What are your plans for briefing helpers, or making sure they know how to do what you want them to do?

What is your plan for communicating with your workers to make sure they know how to get to the site and where to park, that they will be on time and they will have with them what they need?

Logistics

How will the workers get to and from the place where the work will be done?

How will you transport materials, supplies, and tools to and from the site?

How will you assure the tools used are in good condition, that clearance and barriers needed between users are considered, and that the tools are properly used and stored?

How long will your helpers be working each day? (Recommended no more than eight hours per day)

How will the workers be fed?

Where will restrooms be located?

Safety

Will a first-aid kit be needed for this project? If so, where will it be kept?

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?

List hazards you might face. These could include severe weather, wildlife, hazardous tools or equipment, overhead or underground utilities, sunburn, etc. What will you do to prevent problems? For example, "Hazardous tools will be operated by adults only."

Potential Hazard

What will you do to prevent problems?

How do you plan to communicate these safety issues and hazards to your helpers?

What personal protective equipment or supplies may be needed? (For example, gloves, goggles, hardhats, etc.)

When will you hold a safety briefing?

Who will conduct it?

Who will be your first-aid specialist?

How may emergency vehicles access the site?

Contingency Plans

What could cause postponement or cancellation of the project? What will you do should this happen?

Comments From Your Project Coach About Your Project Plan

A project coach's comments can be extremely helpful in assuring your project is successful.

Eagle Scout Service Project Fundraising Application

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

Eagle Scout Candidate

Name: Robert Sivill Preferred telephone(s): 651-236-7030
Address: 3665 Gershwin Circle North City: Oakdale State: MN Zip: 55128
Email address: Robbiesivill@gmail.com
Check one ☒ Troop ☐ Crew ☐ Ship Unit No. 188
Name of district: H Name of council: Northern Star Council

Project Beneficiary *(Name of the religious institution, school, or community)*

Name: Southwood Nature Preserve Preferred telephone(s): 612-236-5046
Address: 2651 Holloway Avenue East City: North St. Paul State: MN Zip: 55109
Email address: Troendle Cathy@q.com (Cathy Troendle)

Project Beneficiary Representative *(Name of contact person for the project beneficiary)*

Name: Scott Duddeck Preferred telephone(s): 651-755-3231
Address: 2400 Margaret Street City: North St. Paul State: MN Zip: 55109
Email address: Scott.Duddeck@NorthStPaul.org

Describe how funds will be raised:

Proposed date the service project will begin:

Proposed dates for the fundraising efforts:

How much money do you expect to raise?

If people or companies will be asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?*

**You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.*

Are any contracts to be signed? If so, by whom?

Contract details:

Approvals

The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.

Beneficiary

Unit Leader

Authorized Council Approval*

Signed

Date

Signed

Date

Signed

Date

**Councils may delegate approval to districts or other committees according to local practices.*

Procedures and Limitations on Eagle Scout Service Project Fundraising

The Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising of monies and for in-kind donations of materials, supplies, tools, or other needs.* Send the completed form with any attachments to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined by your council. Only one form is required per service project even if there will be multiple events, participants, or donors. It is not required to submit this form with your project proposal.

**This application is not necessary for contributions from the candidate, the candidate's parents or relatives, unit or its chartered organization, unit's parents or members, or the beneficiary. All proceeds left over from fundraising or donations, whether money, materials, supplies, etc., regardless of the source, go to the beneficiary. If the beneficiary is not allowed, for whatever reason, to retain any excess funds or materials, etc., the beneficiary should designate a suitable charity to receive them, or allow the unit to retain them. The unit must not influence this decision.*

If the standards below are met, your fundraising effort likely will be approved.

1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, etc., and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, the candidate's parents or relatives, unit or its chartered organization, unit's parents or members, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over to the beneficiary or to the candidate's unit for deposit until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, the Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold, or fundraising activities conducted, must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.
8. Local councils may determine that certain types of fundraisers such as bake sales and car washes do not require a fundraising application. Councils may also establish dollar thresholds, as well; for example, "Any effort expected to raise less than \$500 does not require an application."



Eagle Scout Service Project Report



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name Robert Sivill

Eagle Scout Service Project Name Chimney Swift Bird House(12 feet tall)

Project start date _____

Project completion date _____

This report is to be prepared after your service project has been concluded. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review.

Project Execution:

Once planning was completed, when did the work begin?

When was it finished?

Project Description

Please provide a brief description of your project and the impact it will have.

Describe what you did after your proposal was approved to complete the planning of your project.

Observations

What went well?

What was challenging?

Changes

Many successful projects require changes from the original proposal. What significant changes did you make and why did you make them (be brief)?

Leadership

In what ways did you demonstrate leadership?

What was most difficult about being the leader?

What was most rewarding about being the leader?

What did you learn about leadership, or how were your leadership skills further developed?

Materials, Supplies, Tools, Other

Were there significant shortages or overages of materials, supplies, tools, and other? If so, what effect did this have?

Entering Service Project Data

The BSA collects information on the hours worked on Eagle Scout service projects* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked.

Be sure to include yourself, and the time spent on planning.

	Number of Workers	Total Hours Worked
The Eagle Scout candidate	1	
Registered BSA youth members		
Other youth (<i>brothers, sisters, friends, etc., who are not BSA members</i>)		
Registered BSA adult Scouting volunteers and leaders		
Other adults (<i>parents, grandparents, etc., who are not BSA members</i>)		
Grand Total of Hours (<i>Enter here and on your Eagle Scout Rank Application.</i>)	1	

*** There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.**

*If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an **otherwise worthy** project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.*

Funding Summary

Describe how you obtained money, materials, supplies, and other needs (including donations) for your project.

How much was collected?

How much was spent?

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

If you had money left over at the end of your project, did you turn it over to the project beneficiary? If "No," when will that be done, or if your beneficiary is not allowed to accept the left over funds, which charity will receive them?

How were the donors thanked?

Photos and Other Documentation

If you have them, attach photographs taken before, during, and after project completion. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

Click above box to add an image. Click here to add an image caption.

Click above box to add an image. Click here to add an image caption.

Candidate's Promise

Sign below before you seek the other approvals.

On my honor, I was the leader of my Eagle Scout service project and executed it as reported here.

Signed:

Date:

Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.

Beneficiary name:

Unit leader name:

Signed:

Date:

Signed:

Date:



Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of Scouts strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact or benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. In order to fulfill the requirement, the *Scout* must be the one to lead the project. Therefore, it is important that you work with the Scout and not with the Scout's parents or leaders.

Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service Scouts may provide as part of their daily lives such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications with the Scout can make this quick and easy, but be sure you have both discussed and considered all aspects of the project to ensure your Scout has a clear understanding of your expectations and limitations. Keep in mind the proposal is merely an overview—not a comprehensive project plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.

Approving Project Plans

After the proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your Scout's *Eagle Scout Service Project Workbook*, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements *before* work begins.

Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for planning purposes. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if their help is needed.

Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be pre-approved by the BSA unless provided by your organization; by the Scout, the Scout's parents, or relatives; or by the Scout's unit or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, *must* provide the leadership necessary for project completion without adult interference.

Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, *cannot be held responsible for safety*. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and the unit leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

Project Execution and Approval

After the project has been carried out, your Scout will ask for your approval on their project report. The report will be used in the final review of the Scout's qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young Scout's growth.

Navigating the Eagle Scout Service Project is also available for download at: <http://www.scouting.org/advancement>.

**Audubon's
Mississippi River Field Institute's**

Illustrated & Simplified Companion to

Paul & Georgean Kyle's

Chimney Swift Towers

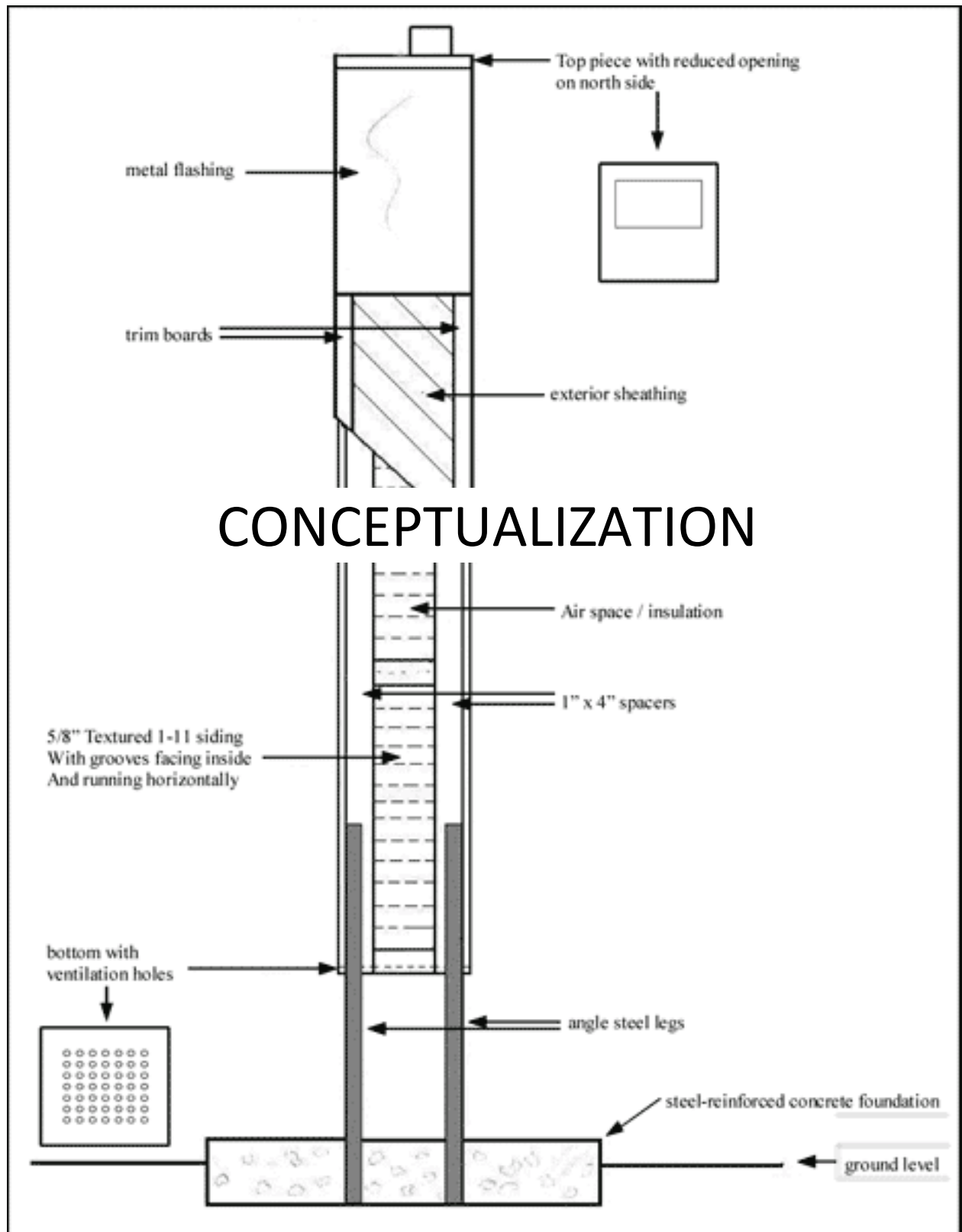
***New Habitat for America's Mysterious Birds,
A Construction Guide***

INTENDED FOR 4+ PERSONS

Documentation Composed by
Men and Women of
AmeriCorps NCCC
Class 16 – Vicksburg, MS Campus

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A Chimney Swift Tower

Originally designed by Althea Rosina Sherman and introduced in her 1952 book *Birds of an Iowa Dooryard* (Christopher Publishing House, 1952), the Chimney Swift tower is a unique structure used to protect and encourage the nesting of Chimney Swift birds. Faced with a change in chimney design in the late twentieth century and an increase in deforestation, the Chimney Swift bird continues to encounter considerable hardship in establishing new homes. To alleviate the bird's difficulties, Sherman's Chimney Swift tower provides protection from inclement elements, safety from a variety of dangerous predators, and a comfortable niche for the birds to roost.

Our tower's designs were based off of Paul and Georgean Kyle's *Chimney Swift Towers: New Habitat for America's Mysterious Birds, A Construction Guide* (Texas A&M University Press, 2005). While an excellent technical manual for construction, a more simplified and picture-based guide would better suite fledgling designers interested in constructing their own tower.

The Interior Nesting Chambers

A Chimney Swift tower is made up of three interior nesting chambers, each four-feet tall and roughly fifteen-inches wide. These nesting chambers form the inside of the tower where the Chimney Swift inhabits. The nesting chambers are created using Textured-One Eleven (T1-11) plywood, which is a special type of plywood that has *ridged edges*. The ridged edges are unique and necessary to the project because they help stabilize the assembly of the tower; when one box is placed atop another, they smoothly interconnect along the ridges. This makes assembly both easy and intuitive.

Additionally, T1-11 has one flat side similar to standard plywood and one textured side with a patterned indentation on it; the textured side will form the interior of the chamber where the Chimney Swift inhabits and the flat outside surface will be where you connect the legs, braces, insulation, and siding.

The Legs and Foundation

When all three nesting chambers are assembled, your Chimney Swift tower will stand roughly twelve feet high (before adding the legs). Because the bottom of the nesting chamber is flat, further suspension is necessary so that the chamber can be properly ventilated at the bottom. To acquire this, four angled-steel legs are drilled into the bottom nesting chamber, adding another three feet to the bottom of the structure. These legs are then anchored into a foundation with quick-drying concrete to prevent capsizing. With the legs in place, your Chimney Swift tower will have a comfortable air cushion at the bottom for ventilation.

The Ventilation Unit

At the very bottom of your nesting chamber will be a ventilation unit made of $\frac{3}{4}$ " plywood. Because you want air to enter the bottom of the chamber, this ventilation unit is patterned with a series of forty-nine $\frac{1}{2}$ " holes; these holes allow proper ventilation while keeping any invasive creatures from sneaking in through the bottom of the chamber.

The Braces

Although the three nesting chambers fit together through the ridged edges of the T1-11 plywood, the tower simply would not have enough support without any type of bracing. Using 1" x 4" lumber, wooden braces are screwed into the four corners of your assembled nesting chambers to add extra stability. Because of the angled-steel legs that overlap with the bottom three feet of your tower, some of your wooden braces will have to be notched (or cut out) so that the wooden braces will be flush against the angled-steel legs.

The Sun Collar

Because of the T1-11 plywood on the sides of your nesting chamber and the ventilation unit on the bottom, the Chimney Swifts still need a way to enter the tower. The sun collar is a protective eight-inch-high box placed atop a hole in $\frac{3}{4}$ " plywood that is subsequently screwed into the top of your tower. Since the sun collar is screwed into the braces on the side of your box, attaching the sun collar is one of the last steps in your construction.

The Insulation & Siding

Left to its own device, the Textured-One Eleven plywood used to construct your nesting chambers would be inefficient in handling the rigors of outdoor elements. To properly secure your tower, it is strongly advised that you use insulation and siding. What type of insulation you purchase is dependent on funds and preference, though for the purpose of these instructions we will be constructing our tower with vinyl siding.

List of Tools

Two (2) 8'0" x 4'0" board of Textured-One Eleven (T1-11) plywood

One (1) 8'0" x 4'0" board of $\frac{3}{4}$ " plywood

Eight (8) twelve-foot pieces of 1" x 4" lumber

One (1) eight-foot piece of $1\frac{1}{2}$ " x $1\frac{1}{2}$ " lumber

Two (2) ten-foot pieces of 2" x 10" lumber

Eight (8) ten-foot $\frac{3}{4}$ " pipes of rebar

Four (4) six-foot pieces of angled-steel

Twenty (20) bags of quick-drying concrete (QuickCrete)

Insulation & siding

A drill (with a variety of bits)

A skilsaw (portable circular saw), hand saw, or table saw

A hack saw

A pencil

A straightedge and/or carpenter's edge (steel square)

A level (bubble or laser line)

A shovel

A hammer or mallet

An exacto knife

A pair of wire cutters

Three (3) or more tubes of liquid nail adhesive

Two (2) twelve- or fifteen-foot ladders

$1\frac{1}{4}$ " deck screws

2" deck screws

3" deck screws

Spray paint

Spray primer

CUTTING



Equipment you will need for cutting:

A skilsaw (portable circular saw), hand saw, or table saw
A pencil
A straightedge and/or carpenter's square (steel square)
A level (bubble or laser line)

Cutting the Interior Nesting Chambers

Lumber you will need:

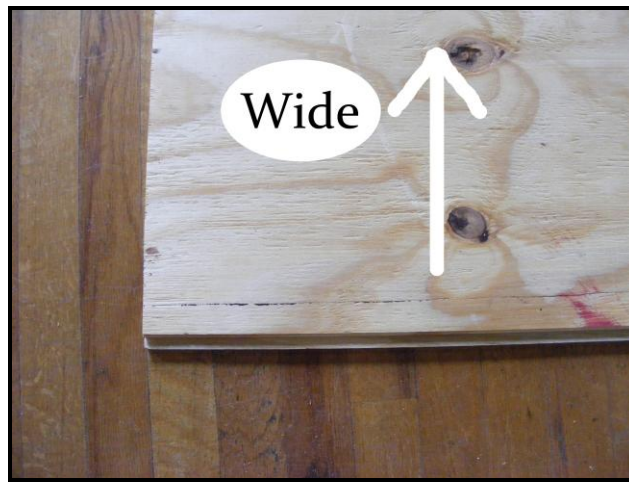
Two (2) 8'0" x 4'0" Textured-One Eleven (T1-11) boards of plywood



Textured-One Eleven (T1-11) Plywood

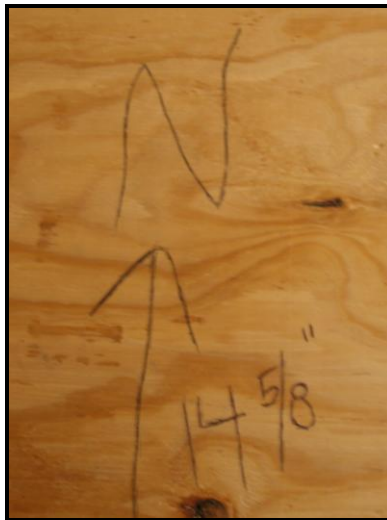
1. Each piece of T1-11 plywood will need to be cut into three (3) **narrow** sections and three (3) **wide** sections. The **narrow** will be measured in $14 \frac{5}{8}$ " pieces and the **wide** will be measured in $15 \frac{3}{4}$ " pieces. These **narrow** and **wide** pieces will be used to form the three boxes that make up your interior nesting chambers. In total, you will cut out six (6) **wide** and six (6) **narrow** pieces from two 8'0" x 4'0" T1-11 boards.
2. Place your first T1-11 plywood on a pair of sawhorses with the flat (or non-textured) side facing upward. ***Do not cut with the textured side facing the blade.***
3. Notice how the T1-11 plywood has two different types of edges on each side, one of them flat and one of them *ridged*, with one ridged edge flush with the flat side of the board and the other ridged edge flush with the textured side. As seen on the next page, the ridged edge that is flush with the flat side of the wood should be your upward direction. All of your pieces of T1-11

should have the upward direction clearly labeled; this will make assembling your nesting chambers easier and more intuitive with the use of the ridged edges.



A ridged edge of T1-11 with the textured side facing up. The upward arrow works away from the ridged edge that is flush with the flat surface, facing down.

4. Measure $14 \frac{5}{8}$ " from the factory side of your T1-11 plywood and mark a straight line across it. This will be your first **narrow** piece. Cut out along your $14 \frac{5}{8}$ " line, remembering to compensate for the blade. Check the length of all cuts afterwards to ensure that each piece is cut to the desired length.
5. Once completed, make sure you label with a pencil that this is a **narrow** (or 'N') piece. Also make sure that you label the upward direction.



*An arrow facing upward and a clear indication of either **narrow** or **wide** (with exact measurements).*

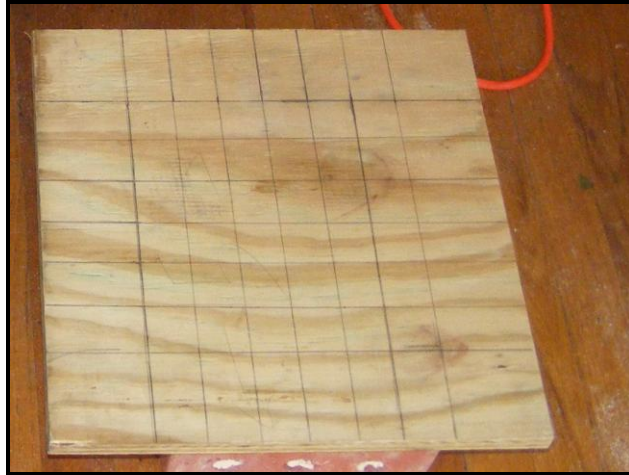
6. Using the same piece of T1-11 plywood, cut out two additional **narrow** pieces of wood at the $14 \frac{5}{8}$ " measurement. You should now have three (3) **narrow** pieces.
7. With the rest of your first sheet of T1-11 plywood, measure and cut out a **wide** piece at $15 \frac{3}{4}$ ", then measure and cut out two more **wide** pieces. You should be able to cut out three (3) **wide** pieces and three (3) **narrow** pieces from each T1-11 board.
8. Follow these same steps with your other T1-11 plywood, so that you finish with a total of six (6) **narrow** pieces and six (6) **wide** pieces.
9. Now take two (2) **narrow** pieces and two (2) **wide** pieces and trim off the bottom ridged edges of each piece (the edge opposite the arrows and flush with the flat side). When assembled, these four pieces will form your bottom nesting chamber, which should be totally flat on the bottom.
10. Make sure all pieces are labeled and have an upward direction indicated, then set them aside.

Cutting and Drilling the Ventilation Unit

Lumber & Equipment you will need:

$\frac{3}{4}$ " plywood
Drill

1. With your $\frac{3}{4}$ " plywood, measure and cut a 15" x 15" square box. This will be used for the *ventilation unit*. Your ventilation unit will be a square of $\frac{3}{4}$ " plywood with a grid on it. A series of $\frac{1}{2}$ " holes will be drilled into each intersection of the grid. (See picture on the next page for Steps #2-7.)
2. Measure down 3" from the top-left and top-right corner of your ventilation unit and draw a straight line between your two measurements.
3. Measure $1 \frac{1}{2}$ " down from your line and draw another straight line across the unit.
4. Follow Step #3 five more times so that you have seven (7) horizontal lines .
5. Now measure over 3" from the top-left and bottom-left corner of your ventilation unit and draw a straight line between your two measurements.
6. Measure $1 \frac{1}{2}$ " to the right of your line and draw another straight line across the unit.
7. Follow Step #6 five more times so that you have seven (7) vertical lines. You should now have a 15" x 15" piece of $\frac{3}{4}$ " plywood with seven (7) horizontal and seven (7) vertical lines and forty-nine (49) intersections.



Pattern for the ventilation unit. Lines start 3" from each corner and are separated by 1 ½". Your grid will form forty-nine intersections when finished.

8. Using your drill and your ½" wood-boring drill bit, drill a hole directly into the middle of each intersection so that you have forty-nine (49) ½" holes with roughly 1" between each hole. Label the finished product as your *ventilation unit* and set it aside.



Cutting the Sun Collar

Lumber you will need:

$\frac{3}{4}$ " plywood

1. Using the $\frac{3}{4}$ " plywood, measure out and cut a $17 \frac{1}{4}$ " x $17 \frac{1}{4}$ " square box. This will form the platform for your sun collar at the very top of the tower. Do not worry that it is larger than your top nesting chamber; once you apply the braces to the side of your tower, the sun collar platform will fit perfectly.
2. With your sun collar platform, measure $3 \frac{1}{8}$ " down and $3 \frac{1}{8}$ " right from your top-left corner and make a mark. Using that mark as a guide, measure out an 11" x 6" rectangle in your sun collar platform with your mark acting as the top-left corner of your rectangle. Now cut out the rectangle to form a hole in your sun collar platform. If you are not comfortable doing a plunge cut with your skilsaw, you can make the same cut with a hand saw.



A sun collar platform with a hole for the Chimney Swift to enter. A wood-boring bit was used in each corner to allow a hand saw to cut out a (relatively) straight line.

3. This hole will form the doorway for the Chimney Swift birds entering your tower, so it is important that you sand all of the edges after cutting.
4. Again using your $\frac{3}{4}$ " plywood, cut out two (2) pieces measuring $13\frac{1}{2}$ " x 8" and two (2) pieces measuring $8\frac{1}{2}$ " x 8". These four pieces will form the actual sun collar that sits atop the hole in your sun collar platform. (Do not worry that the hole is smaller than the sun collar box; a slight lip is desired to make sure the box fits on easily.)
5. Because of the siding on the rest of your tower, the sun collar is the only section that it is recommended to paint before installing. You will want to do that before assembly so that it can be painted easily and so that the paint settles quickly.
6. Label all pieces and set them aside.



Cutting the Braces

Lumber you will need:

Eight (8) twelve-foot 1" x 4" lumber

1. Measure and cut sixteen (16) six-foot pieces out of your eight (8) twelve-foot 1" x 4" lumber. These will form the braces that hold your nesting chambers together during assembly.
2. Because of the metal legs that will hold up your tower (see "The Legs and Foundation" on Pg. 3), you will need to notch an L shape out of eight pieces of your sixteen six-foot 1" x 4". These eight notched pieces will form the bottom braces; the un-notched pieces will form the top braces.

3. Take a piece of your cut 1" x 4" and measure out a 1 1/2" x 4'0" section. Cut out this section so that you form an L shape with your 1" x 4" lumber. Because of the angled-steel legs these will be placed against, it is safer to cut slightly outside of the line rather than inside.



A six-foot 1" x 4" brace with a 1 1/2" x 4" section notched out of it.

4. Repeat Step #3 seven more times so that you have eight (8) 6'0" pieces of 1" x 4" with a 1 1/2" x 4'0" section notched out of each of them. Label these eight notched pieces as your **Bottoms** and the other eight un-notched pieces as your **Tops** and set them aside. During construction, the notched bottom pieces will be placed flushed against your metal support legs to form the braces to your tower. The un-notched top pieces will be placed above the bottom ones to connect the middle and top nesting chamber.

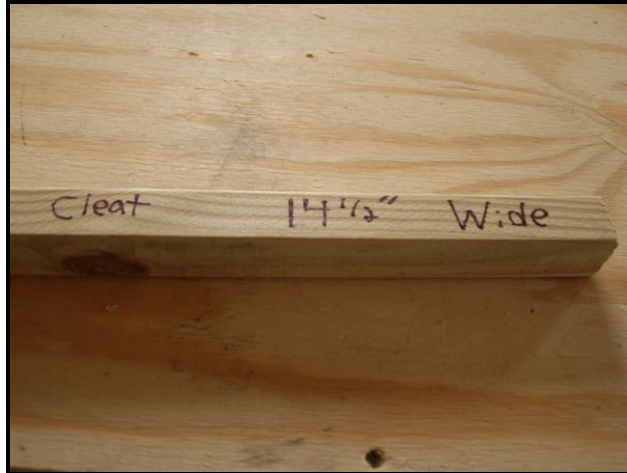


Cutting the Cleats

Lumber you will need:

One (1) eight-foot pieces of 1 1/2" x 1 1/2"

1. Using your 1 1/2" x 1 1/2" lumber, measure and mark a line 14 1/2" from a squared end. Cut out this 14 1/2" piece and label it '**W**' for **Wide**.



A cleat, clearly labeled with measurements.

2. Repeat Step #1 so that you have two (2) **wide** pieces of $1\frac{1}{2}'' \times 1\frac{1}{2}''$ lumber measuring $14\frac{1}{2}''$.
3. Still using the $1\frac{1}{2}'' \times 1\frac{1}{2}''$ lumber, measure, mark, and cut out two (2) $11\frac{5}{16}''$ pieces and label them '**N**' for **Narrow**.
4. Make sure you label all four (4) pieces as *Cleats* and set them aside. They will form the supports on your bottom nesting chamber for the ventilation unit.



Cutting the Foundation

Lumber you will need:

Two (2) pieces of ten-foot 2'' x 10'' lumber.

1. With one (1) of your 2'' x 10'' pieces of lumber, measure and cut two (2) 48'' pieces.
2. Then measure and cut two (2) 45'' pieces. You should finish with two (2) 48'' pieces and two (2) 45'' pieces of 2'' x 10'' lumber. These will be used to form a frame for your foundation. Label them and set them aside.

Cutting the Rebar

Equipment you will need:

Hack saw

Eight (8) ten-foot $\frac{3}{4}$ " pipes of rebar

1. Using a hack saw and a pen, measure and saw off sixteen (16) 40" sections of your ten-foot rebar. Be careful not to harm the metal teeth of the blade with hacking.
2. Now measure out and hack off eight (8) 12" sections from the remaining rebar. You should have sixteen (16) 40" and eight (8) 12" pipes of rebar. Keep all your rebar bundled and set them aside.



12" rebar.

Construction



Equipment you will need for construction:

A drill (with various bits and pilot guides)
A pencil
A straightedge and/or carpenter's square (steel square)
A level (bubble or laser line)

Assembling the Interior Nesting Chambers

Equipment you will need:

1 1/4" screws

1. Begin by assembling the bottom nesting chamber. Clamp together all four sides with two **wide** pieces parallel to each other and two **narrow** pieces parallel to each other, thus forming a rectangular box with a square top and bottom. The flat sides of T1-11 boards should face the outside. You may want to place a **narrow** piece on the floor and then clamp two **wide** pieces to it. If you do not have four clamps, you can use the two **wide** (14 1/2") cleats as supports so that the nesting chamber does not collapse into itself. Make sure all ends remain perfectly flush and all of your upward arrows are pointing the same way. Your nesting chamber should be smooth on all sides.



*Use clamps to form a tight box out of your **wide** and **narrow** T1-11 strips.
Notice the flat side is facing out with all arrows going the same direction.*

2. With an erasable pencil, make a to-drill mark on both sides of the **wide** T1-11 pieces starting at 1" from the bottom and top of your wood with 6" increments in between. These marks should

be roughly $\frac{1}{4}$ " inside so that you can drill directly into the middle of the $\frac{1}{2}$ " thickness of the **narrow** pieces. These screws will keep your T1-11 sides together.

3. Make sure that you use a pilot guide ($\frac{3}{32}$ ") before drilling so that you do not splinter the wood. When ready, drill your pilot hole and then drill a $1\frac{1}{4}$ " deck screw into every piloted hole. It is important that no screws breach the inside or outside of the box, as it is hazardous to both the Chimney Swift and you.



*Measuring roughly $\frac{1}{4}$ " inside to make a pilot hole. Notice how these holes should screw from the **wide** boards into the **narrow** and should not pierce either the interior or exterior of the nesting chamber.*

4. Once all three of your nesting chambers are assembled, determine which box will form your top chamber, which will form your middle, and which will form your bottom (the bottom should already be trimmed (see Step #9 of "Cutting the Nesting Chambers" on pg. 8). Label each chamber and set them aside.

Assembling the Ventilation to the Bottom Nesting Chamber

Equipment you will need:

Drill

2" deck screws

1 1/4" deck screws

Four (4) 6'0" angled-steel legs

Spray Primer

Spray Paint

Two (2) **wide** cleats and two (2) **narrow** cleats.

Your bottom nesting chamber with trimmed ridges.

Your ventilation shaft.

1. Take your assembled bottom nesting tower and your four cleats. Start by fitting the two (2) **wide** cleats flush with the very bottom of the tower and sinking a series of 1 1/4" deck screw into the tops of each so that they are tight. Do not worry if the **wide** or **narrow** do not fit together into a perfect box; they are merely supports for the instillation of the ventilation unit and do not need to entirely cover the edges of your bottom chamber.
2. Take your two (2) **narrow** cleats and screw them in between the **wide** ones so that you roughly form a box flush along the bottom of your nesting chamber.



Securely screw the cleats into the bottom of the trimmed nesting chamber. Make sure the cleats are flush against the trimmed edge.

3. Take your finished ventilation shaft and screw it directly into the cleats with the 2" deck screws. Do not worry that the ventilation shaft is not flush with the outside of the nesting chamber as long as it remains relatively center. Make sure not to drill into any existing screws.

Attaching the Steel Legs to the Bottom Nesting Chamber

1. Using a safety mask and finding a remote location outside, set out your four (4) 6'0" angled-steel legs and spray all sides with your spray primer and then your spray paint. Leave plenty of time in between each coating to make sure the primer and paint fully settle.



It is always recommended to use a safety mask and to be outdoors when using any kind of spray paint.

2. Once the paint has settled, secure one of your angled-steel legs so that it is ready for drilling. Measure down 2" from the top of the leg, then make markings on the **inside corner** of the steel every 6" down and 1 1/4" in until you reach roughly 3'. It is strongly recommended that you place your angled-steel leg up against the side of the box you plan to drill it into and check that no screws will overlap when drilling into the chamber.
3. Use a 3/16" metal-cutting bit and drill pilot holes into your legs along each of your markings.



*Use a metal-drilling bit to pilot a hole through the angled-steel legs.
This will allow you to drill the legs into the bottom nesting chamber.*

4. Repeat Steps #2 and 3 for the remaining three (3) angled-steel legs.
5. Once you have made pilot holes in all of your legs, gather up all four angled-steel legs and your bottom nesting chamber. Make sure the ventilation unit has been screwed in before attempting to attach your legs.
6. Place one of the angled-steel legs up against a corner of your bottom nesting chamber so that it is suspended exactly three feet from the bottom of the ventilation shaft. If you are using angled-steel of any other height than 6'0", it is important that the legs are always suspended exactly three feet from the bottom of the ventilation shaft. Clamp down the leg once it is in the desired position.
7. Use a $\frac{3}{32}$ " bit to pilot into each of the holes through your angled-steel legs and into your nesting chamber. Then drill 2" deck screws into each of the pilot holes, making sure never to penetrate either the inside or the outside of your box with the screws.
8. Once you have securely screwed in the first leg you may screw in the other three (3) at different corners of your bottom nesting chamber. It is important that all four (4) legs are each suspended **exactly** 3'0" from the bottom of the nesting chamber so that when placed vertically, all four of the legs are flush with the surface.
9. Finish installing the remaining legs, then set the nesting chamber aside.

Assembling the Foundation Box

Equipment you will need:

Drill

3" deck screw

Two (2) 48" pieces of cut 2'0" x 10'0"

Two (2) 45" pieces of cut 2'0" x 10'0"

1. Using your cut 2'0" x 10'0" lumber, assembled the two **wide** pieces parallel to each other and the two **narrow** pieces parallel to each other so that you form a box with your lumber. Clamp the box together.
2. Once clamped into place, use 3" deck screws to screw the **wide** pieces into the **narrow** ones. This will form the foundation box that you pour your concrete into, so it is important that the box is perfectly secure. Sinking two (2) 3" deck screws into each corner should provide all the stability you need.



Forming a box out of your cut 2" x 10".

Assembling the Sun Collar

Equipment you will need:

Drill

2" deck screws

One (1) 17 1/2" x 17 1/2" piece of 3/4" plywood (already cut).

Two (2) 8" x 13 1/2" pieces of 3/4" plywood (already cut).

Two (2) 8" x 8 1/2" pieces of 3/4" plywood (already cut).

1. Using two sets of clamps, clamp together your two (2) 8" x 13 1/2" pieces and two (2) 8" x 8 1/2" pieces of 3/4" plywood so that they form a rectangle. The wider 8" x 13 1/2" pieces should press against the narrower 8" x 8 1/2" pieces.
2. Pilot two holes into each of the four corners of your rectangle and then use the piloted holes and 2" deck screws to screw the rectangular sun collar together. Remember to screw from the wide pieces into the narrow pieces, avoiding piercing either the interior or exterior of the wood.
3. Now place the assembled sun collar atop the hole in your sun collar platform. There should be a slight lip so that the bottom of the sun collar is not perfectly flush with the hole.
4. Pilot and screw 2" deck screws into the bottom of the sun collar platform so that they tightly hold the entire sun collar together.



Assemble the sun collar box onto the sun collar platform.

Foundation (on location)



Equipment you will need for shoveling:

One or more shovel(s)
A hammer or mallet
A level (bubble or laser line)
Twenty (20) bags of quick-drying concrete (QuickCrete)
A wheelbarrow
Access to a steady flow of water

Eight (8) 12'' pipes of rebar
Sixteen (16) 40'' pipes of rebar
Your bottom nesting chamber with attached angled-steel legs
One (1) Foundation Box of 2'' x 10'' lumber

Digging the Foundation

1. Once at your location, find a good spot for your Chimney Swift tower. Some considerations include: level ground, not having overhanging branches that predators could use to get into the top of the tower, and proximity to nearby buildings (Chimney Swifts form a more comfortable niche in a tower that is close to a building). Because the Chimney Swift will more readily enter a chamber that is facing due North, you should install the hole to your sun collar (and therefore ensure that one side of your foundation box is) facing due North.
2. Place your foundation box at exact center in the area you plan to dig. Once securely in place, dig into the ground roughly three inches around the foundation box so that you form a visible indent in the earth. This will create the perimeter of your foundation hole.



Preparing to dig a perimeter around the foundation box.

3. Remove the foundation box and dig out a three-inch-deep hole in the ground. Keep the hole as perfectly level as possible, as the entire tower will lean if the foundation is uneven.

Laying the Foundation

1. Once you have a 3"-deep hole, place the foundation box back in the center of the hole. Make sure it is level on all sides.
2. Once level, fill up the outside of the foundation box with dirt so that no concrete will escape from underneath it. Check to make sure it is level again.



A level foundation formed on an uneven, hilly surface. Notice a bubble level is used to ensure that the entire foundation is level.

3. Now place your bottom nesting chamber with attached angled-steel legs into the center of your foundation box. Again, make sure both the bottom nesting chamber and the foundation box are level on all sides before proceeding.
4. Drive your four (4) 12" pipes of rebar roughly 6" from each of the four corners of your foundation box. The rebar should rest 1" below the top edge of your foundation box.
5. Drive the remaining four (4) 12" pipes of rebar into the midpoints of each side of your foundation box, again making sure they rest 1" below the top edge.
6. Use two (2) 40" pipes of rebar and tie wire to create two layers of rebar that securely tie together two adjacent angled-steel legs of your nesting chamber. The 40" pipe should stick out on both sides past the angled-steel legs.
7. Connect the remaining three legs together so that you form a box out of eight (8) pipes of 40" rebar, securely fastening the legs together.

8. Follow this same pattern on the inside of the foundation box, using the remaining eight (8) 40'' pipes of rebar to tie together the eight 12'' pipes of rebar in a box shape. (See picture on next page for detailed view.)



A foundation pattern with rebar installed.

Adding QuickCrete to the Foundation

1. Begin mixing your concrete and water into a wheelbarrow, making sure to thoroughly stir the contents together. You will have to be expedient with this process as you do not want the concrete to settle in your wheelbarrow. Also try not to overload your wheelbarrow by putting in too many bags.
2. Pour or shovel your mixed concrete into the foundation. Continue adding concrete until you reach the top of your foundation box. This should take anywhere from fifteen to twenty bags of QuickCrete.
3. While one team is mixing new concrete, the remaining group should continue stirring the concrete settling inside the foundation box while carefully leveling it off. Once you have poured all of the concrete into your foundation box, finish off by making sure that the top of your foundation is as flat as possible.



Stir the concrete in your foundation box so that none of it settles prematurely.

4. Allow to settle for anywhere from eight hours to two days, depending on the integrity of your concrete.

Assembly (on location)



Equipment you will need:

A drill
2" deck screws
1 ¼" deck screws
A hammer or mallet
An exacto knife
A pair of wire cutters
Three or more tubes of liquid nail adhesive
Insulation
Siding (including five (5) pieces of ten-foot corner siding)
Two (2) twelve- or fifteen-foot ladders

Three (3) assembled nesting chambers
Eight (8) notched wooden 1" x 4" braces
Eight (8) un-notched wooden 1" x 4" braces
One (1) assembled sun collar

Assembling the Bottom and Middle Nesting Chamber

1. After your concrete has settled, your bottom nesting chamber should be firmly cemented into the foundation. If you do not feel confident with the stability of your concrete then **do not work on your tower**. Patience is a virtue.
2. When your concrete is settled, place the middle nesting chamber on top of the bottom nesting chamber. You will need at least two ladders and four people to pass up and settle the middle chamber into place. Make sure you place a **Wide** section on top of another **Wide** section so that the grooves fit in together.
3. Using the ridged edges of your T1-11 plywood, your two chambers should fit together relatively easily. Use a hammer or mallet to gently tap the two chambers together.

Attaching the Braces

1. Begin placing your eight (8) six-foot 1" x 4" notched braces up against the angled-steel legs. The notched section of the braces should fit snugly with the angled-steel legs. Your braces will only go halfway up the middle nesting chamber as the second half of the middle chamber will be taken up by the un-notched braces later in assembly. Use multiple clamps or extra workers to hold the braces securely into place.



Assembling braces against the edges of two connecting nesting chambers.

2. Pilot holes roughly 6" from the bottom of the legs into the sides of the nesting chambers, making sure not to screw into any other screws or to pierce the inside or outside of the chamber. Since you can only pilot holes into the very corner of the nesting chamber, you will not be able to make any pilot holes alongside the angled-steel legs as you will puncture the T1-11 plywood and risk injuring the birds. For extra stability, pilot a hole at the very bottom of your wooden brace directly next to the angled-steel legs and using the still-in-place wooden cleat inside the nesting chamber to make sure you don't pierce the interior.
3. Use 1 ¼" deck screws and attach the braces to your nesting chambers using your pilot holes.



Two assembled nesting chambers with braces. Notice the screws on the far corner of each edge, roughly 1/4" inside.



Assembling the Middle and Top Nesting Chamber

1. Once your middle chamber is securely fashioned into the bottom one, you should be able to put your body weight against the existing chambers without risk of falling or injuring the tower.
2. Place the top chamber on top of the middle chamber, again malleting or hammering it into place so that they fit snugly. Remember that a **Wide** side of your chamber must rest atop another **Wide** side of your chamber.

Attaching the Braces

1. Use your remaining eight (8) un-notched wooden braces, placing them snugly atop the existing braces and flush alongside the edges of your nesting chambers.
2. Pilot holes into the sides of each of your un-notched wood roughly 6" apart, making sure to avoid existing screws and piercing the interior or exterior of your chambers by drilling no farther than $\frac{1}{4}$ " from the edge.
3. Use $1\frac{1}{4}$ " deck screws and attach the braces to your nesting chambers using your pilot holes.

Adding the Insulation

1. Take your 8'0" x 4'0" sheet of insulation and cut out twelve (12) pieces measuring 4'0" x $8\frac{1}{2}$ " with your exacto knife.



Four insulation strips (4'0" x $8\frac{1}{2}$ ")

2. Using your liquid nail adhesive, glue the non-flashing side of your 4'0" x $8\frac{1}{2}$ " insulation in a zig-zag pattern so that you cover a wide surface area.

3. Place the insulation flush between the two brace boards of all four sides of your tower with the flashing side facing out. Liquid nail adhesive takes constant pressure to properly bond, so make sure to take your time with application.



Use direct pressure to attach the siding.

Adding the Siding

1. Use wire cutters to cut out fifty-six (56) 15'' strip from your vinyl siding.
2. With one of your ten-foot pieces of corner vinyl siding, cut out four (4) 2'0'' strips. You should now have four (4) 10'0'' and four (4) 2'0'' strips of corner vinyl siding.



Cut corner vinyl siding so that it fits atop the tower.

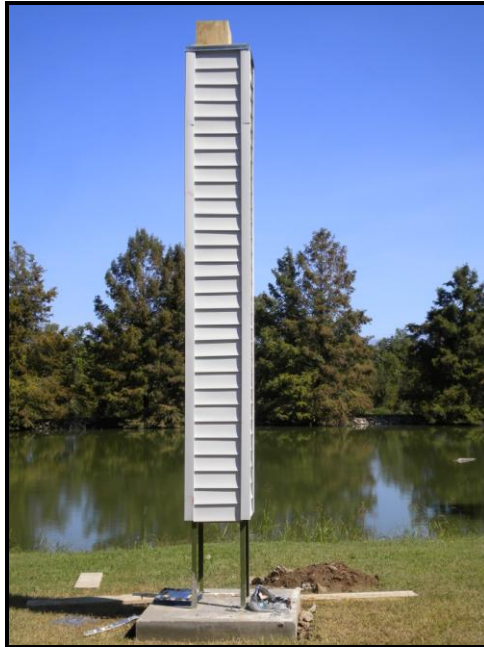
3. Starting at the bottom of the tower, secure one of your 10'0" corner vinyl siding strips against a corner of your tower, then place a 15" strip of regular vinyl siding along the nail holes in the side of the corner vinyl siding strip so that they both sit flush with the bottom of the tower. Once secure, nail the overlapping siding into your tower.
4. Continue nailing corner vinyl strips and regular vinyl strips up the inside of the tower for all four sides. Use your four (4) 2'0" corner vinyl strips for the top of the tower where the ten-foot strips cannot reach.



Adding the Sun Collar to the Top Nesting Chamber

1. Because the sun collar was wider than your tower, you could only assemble it once the braces had been attached.
2. Using a secure ladder and a spotter, place the sun collar atop your tower flush with each of the four corners of your braces.
3. Pilot two holes into each corner of your sun collar, making sure not to pierce the inside or outside of the wood.
4. Use 2" deck screws and attach your sun collar to the top of your tower using your pilot holes.

Congratulations!



A Chimney Swift tower.

With the addition of your sun collar, you have now finished assembling your very own Chimney Swift tower and done your part to help strengthen our environment. The National Audubon Society, the National Civilian Community Corps, and nature enthusiasts everywhere applaud your efforts.

Though finished, there are still some final touches you can add to your tower. If you didn't use vinyl siding then it is strongly recommended that you use a flashing type of flexible metal to create a predator guard on the top of your tower. The predator guard will prevent invasive creatures from scaling the tower and entering the sun collar. You might also want to get a special type of bug spray to use on the leggings so that insects don't eat away at the T1-11. The ventilation unit should be routinely removed so that waste can be removed from the bottom of the tower. You could also decorate your tower or paint it white so that it absorbs less heat.

For now, though, you should take a moment to pause and appreciate your accomplishment. Congratulations on a job well done.

Appendix

National Audubon Society – The National Audubon Society is an environmental organization that aims to conserve and restore natural ecosystems, focusing on birds, other wildlife, and their habitats for the benefit of humanity and the earth's biological diversity. Their dedication to the preservation of the Chimney Swift bird and their interest in funding and overseeing the construction of these towers was vital in helping encourage the growth of the bird's niche.

AmeriCorps NCCC – AmeriCorps NCCC (National Civilian Community Corps) is a national program whose mission is to strengthen communities and develop leaders through team-based national and community service. AmeriCorps members are between the ages of eighteen and twenty-four and focus on a variety of service-related tasks instrumental in developing communities.

This specific documentation was provided by the River One team of Class 16, stationed out of the Vicksburg, MS campus. The construction of four Chimney Swift towers that were used to test this document took place with the extreme generosity of our host, the Southern Cultural Heritage Center in downtown Vicksburg.

City of North Saint Paul
March 16, 2021
Adopted City Council Workshop Meeting Minutes

I. CALL TO ORDER

Mayor Furlong called the meeting to order at 5:00 p.m. The meeting was conducted at City Hall in the Council Chambers, and also via Zoom.

II. ROLL CALL

Present: Council Member Scott Thorsen
Council Member Candy Petersen (via Zoom)
Council Member Lisa Wong
Council Member Cole
Mayor Terry Furlong

Staff: City Manager Scott Duddeck, Deputy Clerk Jennie Kloos, Fire Chief Jason Mallinger, Finance Director Jason Zimmerman, Communications Consultant Kari Erpenbach, City Engineer Morgan Dawley

III. ADOPT AGENDA

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

IV. TOPIC(S)

A. Ball Field Use/ Rental Fees

Discussion was held on field fees, specifically for the North St. Paul Athletic Association Groups. There have been discussions about charging a user fee going forward and the Athletic Association Group has expressed hardship and difficulty with paying the fee. With the upcoming season, staff is looking for direction regarding the rental fees for the North St. Paul Athletic Association Groups. After council discussion, the consensus is to waive the fee for the upcoming season.

City Manager Duddeck mentioned that he is planning a meeting with the school district regarding the field use and materials cost.

Discussion was also held regarding the lighting on the ball fields and what the cost or savings would be to switch the bulbs to LED's. More information to be directed to the Electric Director during the upcoming council meeting.

B. Review Downtown Sidewalk/ Streetscape Plan

City Engineer Morgan Dawley and Paul Hornby with WSP gave a presentation to the council on different images and eliminating some of the cast in place concrete benches and planters to replace with moveable tables/chairs and planters that could be removed seasonally.

Overview was given on the type of planters, seat walls and the sidewalk design. Comment was given in regards to not being able to move them and the issues that may be caused with snow removal and the maintenance issues that may become complicated over time. With the significant investment of the project, the appearance over time may be an issue.

Council Member Thorsen asked if the business owners have been given opportunity to review the layout. City Manager Duddeck indicated this plan being brought to council first to receive feedback then the business owners and the Business Association.

Mayor Furlong commented that the corner of Margaret and 7th tends to get quite congested during the car show and would ask that the planter on that corner be scaled down in that location.

The general consensus of the council is move in the direction of eliminating the permanent seat benches/planters and replace with more portable benches.

C. Ramsey County HRA:

City Manager Duddeck informed council on new information received regarding Ramsey County HRA. Ramsey County has had an HRA in place but has not assessed residents in the past. They are looking to change this. North St. Paul and St. Paul have had an HRA in place since 1971, which means Ramsey County would need approval from both of these cities to tax their residents. What this is intended to do is to create a funding within Ramsey County for all cities that would generate approximately \$11.6 million per year. Funding would require an application process with no guarantee as to who would receive the funding. These funds would help with affordable housing and many other opportunities for housing within the county. With the majority of council looking for more information, Mr. Duddeck will invite a representative from Ramsey County Community Development Department attend a future meeting and answer any questions council may have.

D. Fire Chief Operational Updates:

Fire Chief Mallinger introduced himself to the council starting with personal background information. Chief Mallinger and his wife live in North St. Paul and have 2 adult daughters. He joined the North St. Paul Fire Department as a part-time paid on call fire fighter in 1989. He's held many positions within the Fire Department. In 2000 he was hired as a full-time employee in the Public Works Department and in 2005, started full-time with the Fire Department as a full time Fire Inspector and Code Compliance Officer.

The 2020-year end department review was busy with 1,478 total incidences. The highest it's been, up 123 calls from 2019. The department is currently staffed with 34 total fire fighters including the full- time staff. Mallinger is also Chair of the East Metro Public Safety Training Facility Board.

Mr. Mallinger reviewed some of the goals he has for 2021 which include: getting back to normal operations due to Covid and changes with retirements and resignations. Continue hiring of paid on call firefighters to get up to the max of 40. Having all rental licensing properties on OpenGov by late summer to late fall. Replace the 2006 Trailblazer that is budgeted for 2021. Annual appreciation dinner for firefighters and meetings to honor accomplishments/new hires.

Mayor Furlong thanked Chief Mallinger for his service and is in appreciation to Chief Mallinger and his crew as a part of the North St. Paul team.

OTHER BUSINESS

There was no other business

VI. ADJOURNMENT

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

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, City Manager/Clerk

City of North Saint Paul
March 16, 2021
Proposed Regular City Council Meeting Minutes

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

I. CALL TO ORDER

Mayor Furlong called the meeting to order at 6:30 p.m. The meeting was conducted via Zoom and in person.

II. THE PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

III. ROLL CALL

Present: Council Member Thorsen
Council Member Petersen
Council Member Cole
Council Member Wong
Mayor Furlong

Staff: City Manager Scott Duddeck, Electric Director Brian Frandle, City Attorney Soren Mattick, Deputy Clerk Jennie Kloos.

IV. ADOPT AGENDA

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

V. PRESENTATIONS

Veteran's Park Committee Award

Mayor Terry Furlong presented a plaque to the Veteran's Park Committee. He presented certificates to each of the Committee members who were present.

Mayor Furlong introduced the Committee members as he distributed the certificates: Bruce and Sandy Fabio, website designers; Kari Erpenbach, communications; Kerri Blees and Pat Swanson, Daughters of the American Revolution; Mayor Terry Furlong, City Liaison; Sandy Furlong, Treasurer; Angela Strong and Jarrod Kunze, Events Coordinators; Don Schroeder, Events; Carl Hurtgen, Committee Co-Chair; Merrillee Carlson, pavers coordinator; Archie Vickerman, American Legion contact; Carrie Fisher, Graphic Designer; Scott Duddeck, City Manager; David Wilkinson, ROTC Liaison with North High School; and Paul Anderson, historian.

Mayor Furlong thanked the Committee for their hard work. He added the City Council is honored and proud to commemorate their accomplishments. He noted the Veteran's Park benefits the whole community.

VI. APPROVAL OF CONSENT AGENDA

Council Member Thorsen requested that Consent Agenda Items D and H be moved to the Regular Agenda.

On motion by Council Member Thorsen, seconded by Council Member Petersen, with all present voting aye (5-0), motion carried to approve the consent agenda, Resolution No. 2021-030 as amended, consisting of:

- A. March 2, 2021 workshop meeting minutes.
- B. March 2, 2021 regular meeting minutes.
- C. March 2, 2021 closed meeting minutes.
- D. General accounts payable: \$940,196.62. **Moved to City Business**
- E. EDA accounts payable: \$1,272.88.
- F. HRA accounts payable: \$1,517.97.
- G. Church of St. Peter Gambling Application. – Resolution 2021-034
- H. Purchase of Energy Savings Kits. **Moved to City Business**
- I. MMPA's 2021 Payment Rate for Distributed Generation.

VII. MEETING OPEN TO PUBLIC

Shawn Rivet stated he met with Mr. Duddeck and Mr. Dawley recently, and he is working on getting photos from the second flood. He added he is concerned that the City intends to build another home on the site, which he believes is a bad idea. He noted he is still upset about the pond and 2 homes behind his house. He asked how he can get a copy of the recording from last week's City Council Closed Session.

City Attorney Soren Mattick stated the City Council can hold closed meetings when they are discussing the purchase or sale of property. He added the closed meeting recording can be made available to the public when a decision is made. He noted a data practice request can be submitted to the City Clerk.

Mr. Rivet stated he did not ask to be bought out, and he wants to stay in his home. He added the situation has been very stressful for him, and he just wants the street fixed. He noted the City has made it clear that they will not fix the street. He asked how much it will cost to fix the street.

Mr. Rivet stated he would like to show the photos to the new Council Members so they can see what he is going through. He expressed concern about the high water levels, which were up to his truck door. He added that is not normal.

John Schmahl stated he did not receive an email notification regarding this evening's meeting. He added he usually receives an email from the City on the Friday before a meeting. He noted he also did not receive an email notification before the March 9, 2021 City Council workshop.

Mr. Schmahl stated he spoke with another resident who also did not receive an email notification from the City. He added he believes the email notification system is not working. Mr. Duddeck agreed to look into it.

Mr. Schmahl stated, at the March 9, 2021 workshop, a proposed layout of the downtown area was presented. He added he noticed there are no proposed handicapped accessible parking spaces near the post office. He noted handicapped parking spaces near the post office should be considered. Mr. Duddeck agreed to follow up on this issue.

VIII. PUBLIC HEARINGS

There were no scheduled hearings.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Body Worn Camera Purchase

Mr. Duddeck reviewed the proposed purchase of body worn and in-car cameras under the State purchasing contract. The City currently uses Panasonic arbitrators, and car video and sound equipment will be upgraded to digital this year. The quote is for 23 body worn cameras and related hardware, as well as extended warranty and licensing period. Data will be stored in the City's servers through Metro-INET group, rather than in the Cloud, which requires proprietary software.

Mr. Duddeck stated the total equipment cost for body worn and in-car cameras is \$56,606. He added City Staff recommend approval of this purchase. He added the proposed contract for the in-car equipment ends on March 31, 2021, after which there will be a price increase.

Mayor Furlong asked whether other cities use Panasonic equipment. Mr. Duddeck confirmed that Panasonic is widely used.

Council Member Thorsen stated there is only one quote. He asked whether three quotes are required, as the total amount is over \$20,000. Mr. Duddeck stated bidding requirements are different under the State contract.

Council Member Wong asked whether there is a cost difference between Panasonic and other equipment. Mr. Duddeck stated costs are virtually the same with other providers. He added cloud storage is substantially more expensive.

Council Member Petersen asked when the cameras will be ordered, and when the officers will begin wearing them. She asked if any training is required. Mr. Duddeck confirmed there will be significant training. He added the equipment order period is 6-weeks and the order should be placed before March 31, 2021.

Mayor Furlong asked whether the City Council could review the equipment. Mr. Duddeck stated the sample they have is not operational, but he would schedule a review for the City Council when the equipment is received.

Council Member Wong asked about image clarity of the body worn cameras. Mr. Duddeck stated the clarity and voice recordings are all included in one device and the quality is phenomenal.

On motion by Council Member Cole, seconded by Council Member Wong, with all present voting aye (5-0), motion carried to adopt Resolution No. 2021-031 Authorizing the purchase of Body Worn Cameras.

B. General Accounts Payable: \$940,196.62

Council Member Thorsen stated, with regard to the Credit Card summary on page 31 of the meeting packet, the City must follow adopted policies related to credit card receipts. He added there are missing receipts and forms that are not complete. He reminded City Staff that they have an obligation to follow the policies adopted by the City Council.

Council Member Wong asked whether the forms are digital or paper forms. Mr. Duddeck stated this is a paper form. He added City Staff is in the process of streamlining the system, and the receipts show up as recurring invoices. He reiterated that City Staff is taking steps to correct the problem.

On motion by Council Member Wong, seconded by Council Member Thorsen, with all present voting aye (5-0), motion carried to approve General Accounts Payable of \$940,196.62 adopting Resolution 2021-032.

C. Purchase of Energy Savings Kits

Council Member Thorsen requested clarification regarding the bids on page 42 of the packet. He stated the City Council has an obligation to get multiple bids for projects. He added the bids are from AM Conservation Group in Charleston, SC with 2 estimates, and a quote from Creative Resources. He asked whether these are separate bids.

Electric Director Brian Frandle stated there are separate bids for the same items, although it is difficult to compare them. He added City Staff puts in a request and the bidders obtain quotes and bids, which they turn over to City Staff. He noted the bids are for the cost per kit.

Council Member Wong asked what conservation improvement programs have been implemented in the past.

Mr. Frandle stated this program is a State mandate that has been around for a while, although the program requirements have changed. The program requires the City to save a certain amount of energy per dollar spent. The City works with Avant Energy to run the program and collaborate on other programs, and the eco kit program has been in place for quite a while. The kits are distributed at City Hall, or by staff out in the field, and they are given to students to take home.

Council Member Wong asked whether the teachers are teaching a specific curriculum related to the kit. She added she works with youth, and often sending a kit home with a student doesn't mean it will make it home. She asked whether there is a connection to ensure the kits reach parents.

Mr. Frandle stated the kit includes educational materials for the students, but it is not a requirement that teachers must include curriculum to go along with the kids. He noted hopefully students are taking their kits home.

Mayor Furlong asked whether the McKnight Field lights could be retro fitted to LED, and whether City Staff have looked into that.

Mr. Frandle stated those light fixtures are 1500 watts per bulb which is very strong. He added the cost of replacing the lighting was prohibitive, although costs may have come down. He reiterated that prices are very high for large lighting fixtures. He noted the City receives credit for a portion of the total spent, and there are other State mandated requirements that must be met.

Council Member Thorsen stated the City Council discussed this issue, including fees and costs, at their workshop. He added the true cost of running the field lights would be helpful to know. He noted it would be advisable to switch to LED if there is a significant savings.

Mr. Frandle agreed to provide information regarding the current cost of the lighting and what it would cost to change it.

Council Member Wong stated she is interested in collaborating with City Staff to find a partnership in the community to provide energy education, although it is not a requirement of the Electric Department. She noted it is important to ensure that the City's investment of \$77,000 is being spent to actually build knowledge for youth, that they can take home to their families.

Mr. Frandle stated local students are taken to the thermo energy plant in Faribault for an educational tour, and the City works with the Science Museum to provide educational programming for kids about energy and where it comes from. He added tours are provided to Century College students. He noted City Staff are willing to collaborate wherever it makes sense.

On motion by Council Member Thorsen, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to approve the purchase of Energy Savings Kits adopting Resolution 2021-033.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

Mr. Duddeck stated windows are being installed in the downtown development starting today. He added excavation began last week on the Anchor View Apartments site, and concrete footings will be poured next. He noted Kwik Trip will be providing electric requirements so the City can be prepared for their equipment and operations.

Mr. Duddeck stated spring construction projects are starting up, and weekly meetings with downtown businesses will start soon. He added road restrictions are in place.

Mr. Duddeck stated City Staff met with School District representatives about ongoing collaborative use of different buildings around the City, including cost sharing. He added a new addition with significant changes is proposed to North High School, including new parking lots design and traffic patterns, and the loss of 104 stalls, which is very concerning. He noted the School District has agreed to provide documents and research to support their plans which include alternative parking.

Mayor Furlong requested an update on the Xcel Energy gas main. Mr. Duddeck stated the Public Works Department is following up with Xcel Energy, and sound studies have been completed. He added the gas regulator at South and Henry needs to be addressed as well.

Council Member Thorsen stated the infrastructure, while often noisy and unattractive, provides heat for people's homes, which is an expectation. He urged caution in making demands of Xcel Energy, as they must still deliver gas and services.

Mr. Duddeck stated some property owners have done their own sound studies, and noise limits are being exceeded. He added City Staff's only intent is to assist residents.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Cole stated the Parks & Recreation Commission is scheduled to meet on March 24, 2021 via Zoom.

Council Member Wong stated the Planning Commission is scheduled to meet March 18, 2021 at 6:30 p.m. via Zoom.

Council Member Thorsen stated the Economic Development Association (EDA) met on March 9, 2021, and meeting minutes and video are available on the City's website. He added the EDA discussed potential restaurant financial grants as well as updates from proposed flooding maps from the Watershed District and Minnesota DNR.

Council Member Thorsen stated the Business Association met recently, and hopes to continue to gather, as the weather warms up and more people get more involved.

Council Member Petersen stated she joined a conference call with the National League of Cities President, who stressed the importance of being futuristic and planning for the next 20 years, as there will be many changes that result from the pandemic.

Council Member Petersen stated the League of Minnesota Cities met on March 11, 2021. She added the June 2021 conference will be held in Rochester, and it has not been determined whether it will be virtual or in person.

XII. GENERAL BUSINESS

Council Member Cole stated several Council Members attended a recent Zoom meeting with State legislators and representatives of MnDOT. He added a major topic was the intersection of Highways 36 and 120, as well as the entire Highway 120 corridor from County Road E in White Bear Lake to I-94. He added there was a lot of discussion but no real movement from a timing standpoint.

Council Member Thorsen stated he attended the MnDOT meeting. He added a meeting recording link was emailed to participants, which should be added to these meeting minutes. He noted MnDOT indicated that the project is not funded and there are no plans to do anything except pavement preservation, although it is a State road. He noted the City should pass a Resolution in support of making the Highway 36/120 intersection a priority project for MnDOT, and work with other local cities and State legislators to get a bonding bill at the State level, and potentially reach out to federal representatives as well.

Mr. Duddeck stated State representatives are putting together a bill to try to get this moved forward and have agreed to contact federal representatives as well. Washington County offered to be the

lead on this project. He added something needs to be done, and State legislators are working on it.

Council Member Petersen stated she has gathered some information about the Art Council in Orange Beach. She added she attended their arts festival and will bring her ideas, thoughts and perspective to share with Mr. Duddeck. She noted the City Council has talked in the past about reviving the Arts Council, and she has a lot of good ideas, and she is very excited about it. She wished everybody a happy Easter.

Mayor Furlong wished everyone a happy St. Patrick's Day. He added he will be participating in the parade tomorrow.

Mr. Duddeck stated City Staff hopes to bring forward a Resolution for Council consideration at the next meeting to formally accept and provide recognition to people who make donations to the City. Ways to promote this will be considered, and recognition will be given on a monthly basis.

XIII. CLOSED SESSION

There was no closed session.

XIV. ADJOURNMENT

There being no further business, on motion by Council Member Cole, Seconded by Council Member Wong, with all present voting aye (5-0), Mayor Furlong adjourned the meeting at 7:47 p.m.

Terrence J. Furlong, Mayor

Attest: _____
Scott A. Duddeck, City Manager / Clerk



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Accounting Technician
DATE: April 6, 2021
SUBJECT: Recommendation of approval of GENERAL claims list.

Claim Date

3/26/2021 Payroll Register DD		\$111,728.41
3/26/2021 Payroll Direct Payables		\$99,609.20
3/26/2021 Fire Payroll Register DD		\$15,961.98
3/26/2021 Fire Payroll Direct Payables		\$5,621.76
3/23/2021 A/P Payroll Direct Payables - Union Dues	138074	\$546.52
	Payroll Subtotal	<u>\$233,467.87</u>

3/16/2021 Early A/P Check Release	138073	\$ 38,559.00	Approved by S. Duddeck
4/7/2021 A/P Checks	138075-138155	359,070.64	
4/7/2021 Drafts	001028-001034	\$ 85,799.60	
	AP Subtotal	<u>\$ 483,429.24</u>	

Grand Total \$ 716,897.11

Approved this 6th day of April 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: 3/26/2021

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	61	111,728.41
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	61	111,728.41

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 04835 3/26/2021 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 202103236733	FEDERAL WITHHOLDING	D	3/26/2021		16,553.89	001020	
	I-T3 202103236733	FICA TAXES	D	3/26/2021		13,640.54	001020	
	I-T4 202103236733	MEDICARE TAXES	D	3/26/2021		5,116.64	001020	35,311.07
H08033		H S A BANK						
	I-444202103236733	HSA ACCOUNT	D	3/26/2021		6,062.00	001021	6,062.00
I09137		I C M A DISTRIBUTION CENTER						
	I-2 202103236733	EMP/EMPR DEFERRED COMP	D	3/26/2021		10,195.98	001022	
	I-21 202103236733	EMP/EMPR DEFERRED COMP	D	3/26/2021		2,304.50	001022	
	I-26 202103236733	LOAN PAYMENTS TO ICMA	D	3/26/2021		494.09	001022	
	I-2CM202103236733	CITY MGR 9% DEFERRED COMP	D	3/26/2021		669.66	001022	
	I-2IR202103236733	EMP/EMPR DEFERRED COM	D	3/26/2021		1,575.00	001022	15,239.23
M12900		MNEFTS						
	I-T2 202103236733	MN Income Tax WH	D	3/26/2021		7,367.71	001023	7,367.71
M13320		MN STATE RETIREMENT SYSTEM						
	I-12 202103236733	POST DEDUCTIONS	D	3/26/2021		850.00	001024	850.00
P16470		P E R A						
	I-91 202103236733	6634-00 REG PERA	D	3/26/2021		14,869.88	001025	
	I-92 202103236733	6634-00 PERA PD	D	3/26/2021		19,769.29	001025	
	I-94 202103236733	6634-00 PERA DCP ELECTED	D	3/26/2021		140.02	001025	34,779.19

* * 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	99,609.20	99,609.20
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	99,609.20	99,609.20

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 3/26/2021

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	30	15,961.98
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:	1	

TOTAL CHECKS:	30	15,961.98

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 04836 3/26/2021 FIRE PAYROLL -
 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 202103246734	FEDERAL WITHHOLDING	D	3/26/2021		2,144.18	001026	
	I-T3 202103246734	FICA TAXES	D	3/26/2021		2,486.12	001026	
	I-T4 202103246734	MEDICARE TAXES	D	3/26/2021		581.50	001026	5,211.80
M12900		MNEFTS						
	I-T2 202103246734	MN Income Tax WH	D	3/26/2021		409.96	001027	409.96

* * 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	5,621.76	5,621.76
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	 5,621.76	 5,621.76

PACKET: 04834 3/26/2021 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	202103096686	UNION DUES	R	3/23/2021	273.26	138074	
								CHECK DATE < ITEM DATE
	I-11	202103236733	UNION DUES	R	3/23/2021	273.26	138074	546.52

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	546.52	546.52
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	 546.52	 546.52



NORTH
ST. PAUL
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Accounting Technician
DATE: March 16, 2021
SUBJECT: Recommendation of approval of GENERAL claims list Early Release.

Claim Date

3/16/2021 A/P Checks

138073	\$	38,559.00
AP Subtotal	\$	38,559.00

Grand Total	\$	38,559.00
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Approved this 16th day of March, 2021



City Manager



VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
L12196	LEAG MN CITIES-INS TRUST							
	I-202103166716	4Q LMC PROPERTY/CASLTY PREM	R	3/16/2021		38,559.00CR	138073	38,559.00

* * T O T A L S * *		NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:		1	0.00	38,559.00	38,559.00
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	38,559.00	38,559.00
TOTAL ERRORS: 0		TOTAL WARNINGS: 0			

3/31/2021 9:56 AM		A / P CHECK REGISTER				PAGE: 1		
PACKET: 04840 4/7/21 AP CHECK RUN								
VENDOR SET: 01		**** CHECK LISTING ****						
BANK : AP PREMIER BANK								
VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	GREGORY BRADLEY I-202103176725	GREGORY BRADLEY:	R	4/07/2021		50.00CR	138075	50.00
1	SABRINA DELEON I-202103176726	SABRINA DELEON:	R	4/07/2021		100.00CR	138076	100.00
1	CARLA CINCOTTA I-202103226729	CARLA CINCOTTA:	R	4/07/2021		200.00CR	138077	200.00
1	LORNA SCHMAUS I-202103306756	LORNA SCHMAUS:	R	4/07/2021		100.00CR	138078	100.00
A01034	ADVANCED GRAPHIX INC I-206264	FIREFIGHTER NAME PLATES	R	4/07/2021		29.76CR	138079	29.76
A01184	AMAZON CAPITAL SERVICES I-1C9Y-QGKC-97YQ I-1D3V-TDQT-WFN9	TIRE INFLATOR PRESSURE GAUGE FLASH DRIVES & HDMI CABLE	R R	4/07/2021 4/07/2021		51.26CR 98.33CR	138080 138080	 149.59
A01218	AMERICAN SAFETY UTILITY CORP I-420697 I-421520	WORK GLOVES WORK GLOVES	R R	4/07/2021 4/07/2021		1,047.83CR 45.35CR	138081 138081	 1,093.18
A01310	ASPEN MILLS I-270081 I-270084 I-270180 I-270476 I-270936 I-271005	FIREFIGHTER UNIFORMS J.B. FIREFIGHTER UNIFORMS A.W. FIREFIGHTER UNIFORMS L.S. FIREFIGHTER UNIFORMS M.F. FIREFIGHTER UNIFORMS R.L. FIRE ARM MAGAZINE CASES	R R R R R R	4/07/2021 4/07/2021 4/07/2021 4/07/2021 4/07/2021 4/07/2021		610.35CR 96.95CR 12.00CR 174.65CR 52.95CR 280.50CR	138082 138082 138082 138082 138082 138082	 1,227.40
A1651	IEH AUTO PARTS LLC C-391046253 I-391045256 I-391045453 I-391045454 I-391045888	611 PART RETURN 556 FILTERS 602 FILTERS FOR SERVICE 605 FILTERS FOR SERVICE 611 FILTERS	R R R R R	4/07/2021 4/07/2021 4/07/2021 4/07/2021 4/07/2021		34.34 62.59CR 13.80CR 30.18CR 61.45CR	138083 138083 138083 138083 138083	 133.68
B02759	BECKER FIRE & SAFETY SERVICES LLC I-4889	RECHARGE/REPAIR FIRE EXTGS	R	4/07/2021		171.45CR	138084	171.45
C03000	CALLNET I-210302120102	MNTHLY ANSWER SERV 3/1-3/28	R	4/07/2021		995.00CR	138085	995.00

3/31/2021 9:56 AM			A / P CHECK REGISTER			PAGE: 2		
PACKET: 04840 4/7/21 AP CHECK RUN								
VENDOR SET: 01			**** CHECK LISTING ****					
BANK : AP PREMIER BANK								
VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
C03002	CAMPBELL KNUTSON PA							
	I-2076-0061G-31	FEB 2021 LEGAL SERVICES	R	4/07/2021		1,408.50CR	138086	
	I-2076-0067G-30	FEB 2021 LEGAL SERVICES	R	4/07/2021		33.00CR	138086	1,441.50
C03008	COLBERT ENGRAVING & TROPHIES, LLC							
	I-1559	FIREFIGHTER ACCOUNTABILITY TAG	R	4/07/2021		68.75CR	138087	68.75
C03066	CINTAS							
	C-9124891127	UNIFORM SERVICES CREDIT	R	4/07/2021		0.32	138088	
	C-9124891128	UNIFORM SERVICES CREDIT	R	4/07/2021		0.32	138088	
	C-9124891129	UNIFORM SERVICES CREDIT	R	4/07/2021		0.32	138088	
	C-9124891355	UNIFORM SERVICES	R	4/07/2021		2.56	138088	
	C-9124891356	UNIFORM SERVICES	R	4/07/2021		2.56	138088	
	C-9124891357	UNIFORM SERVICES	R	4/07/2021		2.56	138088	
	C-9124891405	UNIFORM SERVICES CREDIT	R	4/07/2021		4.07	138088	
	C-9124891407	UNIFORM SERVICES CREDIT	R	4/07/2021		4.07	138088	
	C-9124891411	UNIFORM SERVICES CREDIT	R	4/07/2021		4.07	138088	
	I-4077773415	UNIFORMSERVICES	R	4/07/2021		68.19CR	138088	
	I-4078421607	UNIFORM SERVICES	R	4/07/2021		8.67CR	138088	
	I-4078421631	UNIFORM SERVICES	R	4/07/2021		108.18CR	138088	
	I-4078421742	UNIFORM SERVICES	R	4/07/2021		68.19CR	138088	
	I-4079088137	UNIFORM SERVICES	R	4/07/2021		8.54CR	138088	
	I-4079088150	UNIFORM SERVICES	R	4/07/2021		106.01CR	138088	
	I-4079088279	UNIFORM SERVICES	R	4/07/2021		65.95CR	138088	
	I-4079744689	UNIFORM SERVICES	R	4/07/2021		8.54CR	138088	
	I-4079744814	UNIFORM SERVICES	R	4/07/2021		106.01CR	138088	527.43
VOID	VOID CHECK		V	4/07/2021			138089	**VOID**
C03139	COMCAST							
	I-202103116713	DIGITAL ADAPTER SERV 3/14-4/13	R	4/07/2021		6.45CR	138090	
	I-202103246737	CH INTERNET SERVICE 3/2-4/26	R	4/07/2021		136.71CR	138090	143.16
C03273	CURTIS 1000 INC - MINNESOTA							
	I-6254953	ELECTRIC SUPT. BUS CARDS	R	4/07/2021		62.79CR	138091	62.79
C21221	CENTURY LINK							
	I-202103306757	MNTHLY PHONE SERV 3/19-4/18	R	4/07/2021		28.41CR	138092	28.41
E05112	ELK RIVER WINLECTRIC CO							
	I-33022602	LED STREET LIGHTS	R	4/07/2021		1,325.00CR	138093	
	I-33157701	ELECTRIC WIRE	R	4/07/2021		6,950.00CR	138093	8,275.00

PACKET: 04840 4/7/21 AP CHECK RUN

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
E05126	EMERGENCY AUTOMOTIVE TECHNOLOGIES INC							
	I-SVC28852	VEHICLE R&M #2131	R	4/07/2021		77.60CR	138094	77.60
E05223	ESCH CONSTRUCTION SUPPLY INC							
	I-640283	CONCRETE/ASHPHALT BLADES	R	4/07/2021		1,114.00CR	138095	1,114.00
F06001	FACTORY MOTOR PARTS CO							
	C-1-Z24349	BATTERY CORE CREDITS	R	4/07/2021		137.00	138096	
	C-159-Z05241	611 CORE CREDIT FOR BATTERY	R	4/07/2021		12.25	138096	
	I-1-6784514	620 BATTERY	R	4/07/2021		49.88CR	138096	
	I-19-855430	707 BATTERY	R	4/07/2021		99.98CR	138096	
	I-19-857397	300 BATTERY	R	4/07/2021		99.98CR	138096	
	I-19-857675	619 BATTERY	R	4/07/2021		104.23CR	138096	
	I-19-857838	501 BATTERY	R	4/07/2021		119.09CR	138096	323.91
F06002	FASTENAL							
	I-MNT11106242	620 BOLTS	R	4/07/2021		10.50CR	138097	
	I-MNT11106389	620 BOLTS	R	4/07/2021		11.66CR	138097	
	I-MNT11106562	620 HARDWARE	R	4/07/2021		8.75CR	138097	30.91
G07050	GARRY INSURANCENTER							
	I-202103246735	FIRE DEPT ACCIDENT POLICY	R	4/07/2021		570.00CR	138098	570.00
G07176	GOPHER STATE ONE CALL							
	I-1020641	FEB 2021 LOCATE TICKETS	R	4/07/2021		62.10CR	138099	62.10
G07315	GREAT AMERICA FINANCIAL SERVICES							
	I-28967769	MAR POSTAGE MACHINE RENTAL	R	4/07/2021		195.95CR	138100	195.95
H08162	HOLIDAY							
	I-202103256738	GAS 1400015462906 POLICE DEPT	R	4/07/2021		1,565.84CR	138101	
	I-202103256739	GAS 1400015462914 SEWER DEPT	R	4/07/2021		69.61CR	138101	
	I-202103256740	GAS 1400015462973 WATER DEPT	R	4/07/2021		496.12CR	138101	
	I-202103256741	GAS 1400015462949 STREET MAINT	R	4/07/2021		1,235.83CR	138101	
	I-202103256742	GAS 1400015462906 UG ELECTRIC	R	4/07/2021		536.18CR	138101	
	I-202103256743	GAS 1400015462906 FIRE DEPT	R	4/07/2021		502.40CR	138101	
	I-202103256744	GAS 1400015462892 PARKS DEPT	R	4/07/2021		475.78CR	138101	
	I-202103256745	GAS 1400015462884 OH ELECTRIC	R	4/07/2021		491.84CR	138101	
	I-202103256746	GAS 1400015462965 URBAN FRSTY	R	4/07/2021		404.38CR	138101	
	I-202103256748	GAS 1400015462930 ST CLEANING	R	4/07/2021		86.59CR	138101	
	I-202103256749	GAS 1400015463031 VOLT	R	4/07/2021		16.49CR	138101	5,881.06

PACKET: 04840 4/7/21 AP CHECK RUN

VENDOR SET: 01

BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
H08165	HOME DEPOT							
	C-7312219	ADAPTER RETURN	R	4/07/2021		5.60	138102	
	C-8342044	CALCULATOR RETURN	R	4/07/2021		39.97	138102	
	I-3012240	TOOL BAG & ALUMINIM CHALK	R	4/07/2021		68.91CR	138102	
	I-4010898	SEWER SUPPLIES	R	4/07/2021		24.75CR	138102	
	I-6013046	IMPACT DRILL FOR TRUCK	R	4/07/2021		149.00CR	138102	
	I-7011793	PRESSURE WASHER FITTING	R	4/07/2021		1.75CR	138102	
	I-7012909	MAILBOX REPAIR SUPPLIES	R	4/07/2021		84.39CR	138102	
	I-7013993	DRILL BITS FOR SHOP	R	4/07/2021		135.00CR	138102	
	I-8011658	PRESSURE WASHER FITTING	R	4/07/2021		139.46CR	138102	
	I-8013888	WELL #2 VALVES	R	4/07/2021		13.08CR	138102	
	I-8094085	WELL #2 BRASS FITTINGS	R	4/07/2021		4.18CR	138102	
	I-9610082	CALCULATOR	R	4/07/2021		39.97CR	138102	614.92
H08185	HUMERATECH							
	I-210124	HVAC CONTROL REPAIR CITY HALL	R	4/07/2021		760.00CR	138103	
	I-210149	HVAC SYSTEM REPAIR CITY HALL	R	4/07/2021		950.00CR	138103	1,710.00
H14077	CORE & MAIN LP							
	I-N819313	SENSUS ANNUAL SAAS AGREEMNT	R	4/07/2021		14,879.00CR	138104	14,879.00
I09178	STUART C IRBY CO							
	I-S012337997.001	TOOL APRON	R	4/07/2021		278.75CR	138105	278.75
K09100	KATH FUEL OIL SERVICE CO							
	I-708978	DRUM OF OIL	R	4/07/2021		240.00CR	138106	
	I-709507	OIL DRUM	R	4/07/2021		523.25CR	138106	763.25
K11275	KLM ENGINEERING INC							
	I-202103196727	CELL TOWER ESCROW CT-21-1	R	4/07/2021		1,500.00CR	138107	1,500.00
L12047	LANDIS GYR TECHNOLOGY INC							
	I-90335688	MAR 2021 SAAS FLAT FEE	R	4/07/2021		750.00CR	138108	750.00
L12194	LEAGUE OF MINN CITIES							
	I-GL 104939	LITIGATION COST	R	4/07/2021		28,870.45CR	138109	28,870.45
L12451	L T G POWER EQUIPMENT							
	I-256144	620 SENSOR	R	4/07/2021		119.97CR	138110	
	I-256486	602 FILTERS	R	4/07/2021		19.77CR	138110	139.74
M04250	METAL DOCTOR INC							
	I-4066	618 FLOW CONTROLLER	R	4/07/2021		275.00CR	138111	275.00

PACKET: 04840 4/7/21 AP CHECK RUN

VENDOR SET: 01

BANK : AP PREMIER BANK

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
M13017	MEYER NJUS TANICK, PA							
	I-202103236732	LEGAL SERVICES SETTLEMENT	R	4/07/2021		7,500.00CR	138112	7,500.00
M13028	METRO PRODUCTS INC							
	I-158062	AIR FITTINGS	R	4/07/2021		32.44CR	138113	32.44
M13074	MET COUNCIL ENVIRONMENTAL SVCS							
	I-0001121184	APR 2021 WASTE WATER SERVICE	R	4/07/2021		83,675.29CR	138114	83,675.29
M13110	MENARDS-OAKDALE							
	I-13719A	PAINT RECOVERY FEE	R	4/07/2021		0.99CR	138115	
	I-13852A	PAINT RECOVERY FEE	R	4/07/2021		0.98CR	138115	
	I-16822A	PAINT RECOVERY FEE	R	4/07/2021		1.99CR	138115	
	I-18210	CONDUIT, OUTLETS, & DRILL BITS	R	4/07/2021		899.02CR	138115	
	I-18939	OUTLETS/WALL PLATES PD INT RM	R	4/07/2021		38.82CR	138115	941.80
M13192	MN BENEFIT ASSOC							
	I-2021-0124944	APRIL 2021 LIFE INSURANCE	R	4/07/2021		71.17CR	138116	71.17
M13227	MN DEPT OF COMMERCE							
	I-1000045887	4Q 2021 MPUC INDIRECT ASSMNT	R	4/07/2021		1,775.19CR	138117	1,775.19
M13252	MN RURAL WATER ASSOCIATION							
	I-202103196728	2021-2022 MEMBERSHIP	R	4/07/2021		320.00CR	138118	320.00
M13339	M M K R & COMPANY PA							
	I-49820	2020 FINANCIAL AUDIT SERVICES	R	4/07/2021		10,100.00CR	138119	10,100.00
M13374	MINNESOTA NATIVE LANDSCAPES							
	I-25354	WEED CONTROL SOUTHWOOD PK	R	4/07/2021		960.00CR	138120	960.00
M16475	NCPERS GROUP LIFE INS.							
	I-663400042021	APRIL 2021 LIFE INSURANCE	R	4/07/2021		144.00CR	138121	144.00
N07096	NAPA AUTO PARTS							
	I-3617-081281	SQUAD 514 BRAKE PARTS	R	4/07/2021		38.68CR	138122	
	I-3617-081359	620 CABLE END	R	4/07/2021		4.29CR	138122	
	I-3617-081897	600 OIL FILTER	R	4/07/2021		8.49CR	138122	
	I-3617-082165	BRAKE CLEANER	R	4/07/2021		32.08CR	138122	
	I-3617-082180	OIL DYE	R	4/07/2021		14.98CR	138122	
	I-3617-082325	LEAK DETECTOR BLACK LIGHT	R	4/07/2021		57.43CR	138122	
	I-3617-082560	710 AIR DRAIN	R	4/07/2021		30.04CR	138122	
	I-3617-082875	611 FILTERS	R	4/07/2021		36.49CR	138122	
	I-3617-082920	611 oil	R	4/07/2021		29.48CR	138122	
	I-3617-083095	611 OIL	R	4/07/2021		10.98CR	138122	
	I-3617-083585	512 FILTER	R	4/07/2021		4.79CR	138122	
	I-3617-083762	DRAIN PAN	R	4/07/2021		25.99CR	138122	
	I-3617-083780	605 FILTERS	R	4/07/2021		62.48CR	138122	
	I-3617-084139	712 LAMPS	R	4/07/2021		5.98CR	138122	362.18

3/31/2021 9:56 AM

A / P CHECK REGISTER

PAGE: 6

PACKET: 04840 4/7/21 AP CHECK RUN

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
VOID	VOID CHECK		V	4/07/2021			138123	**VOID**
N14106	NOVA-FROST, INC I-202103296753	SANITARY SEWER IMPROVEMENT	R	4/07/2021		6,403.00CR	138124	6,403.00
N14107	NICK FLEISCHHACKER I-202103236731	TERMINATION SETTLEMENT	R	4/07/2021		35,250.00CR	138125	35,250.00
N14125	NESCO, LLC I-C003929 I-C003930 I-C003931 I-TU29630	731 DRAWBAR HITCH 553 DRAWBAR EYE 604 DRAWBAR EYE 712 SUBLET TO TRUCK UTILITIES	R R R R	4/07/2021 4/07/2021 4/07/2021 4/07/2021		87.54CR 47.00CR 47.00CR 550.73CR	138126 138126 138126 138126	 732.27
N14210	NO ST PAUL HISTORICAL SOC I-202103226730	2021 STIPEND	R	4/07/2021		3,000.00CR	138127	3,000.00
N18170	NO SUBURBAN ACCESS CORP I-2021-037	FEB 2021 MEETING FILMING	R	4/07/2021		2,120.00CR	138128	2,120.00
P16120	PERFORMANCE PLUS LLC I-122058	NEW EMPLOYEE PHYSICALS	R	4/07/2021		550.00CR	138129	550.00
P16530	PUMP & METER SERVICE, INC I-509273	098 OIL REPAIR	R	4/07/2021		122.00CR	138130	122.00
R18010	RAMSEY COUNTY I-EMCOM-009107 I-EMCOM-009125 I-EMCOM-009156	FEB 2021 FLEET RADIO SUPPORT FEB 2021 911 CAD SERVICES FEB 2021 911 DISPATCH SERVICES	R R R	4/07/2021 4/07/2021 4/07/2021		492.96CR 937.99CR 6,847.61CR	138131 138131 138131	 8,278.56
R18019	RAMSEY COUNTY ENVIRONMENTAL HEALTH DIVISION I-202103266750	HAZ WASTE GENERATOR LICENSE	R	4/07/2021		91.91CR	138132	91.91
R18039	RAMSEY COUNTY PROPERTY RECORDS & REVENUE I-202103296754 I-202103296755	2545 DIVISION PROP TAXES 2242 1ST PROP TAXES	R R	4/07/2021 4/07/2021		7,796.27CR 81.41CR	138133 138133	 7,877.68
S18996	SAFE-FAST INC I-INV243280	GLOVES & GLASSES	R	4/07/2021		436.32CR	138134	436.32
S19003	INNOVATIVE OFFICE SOLUTIONS LLC I-IN3304092	OFFICE SUPPLIES	R	4/07/2021		55.23CR	138135	55.23

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PAGE: 7

PACKET: 04840 4/7/21 AP CHECK RUN

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
S19178	SHERWIN-WILLIAMS I-8073-3	PAINT FOR STREET LINES	R	4/07/2021		175.45CR	138136	175.45
S19188	SHRED-IT USA MINNEAPOLIS I-8181629460	CITY HALL SHREDDING SERVICES	R	4/07/2021		119.42CR	138137	119.42
S19433	STAPLES ADVANTAGE I-3471880714 I-3471880715 I-3472681030 I-3472681031	OFFICE SUPPLIES OFFICE SUPPLIES USB FLASH DRIVE & FILE BOXES USB FLASH DRIVES	R R R R	4/07/2021 4/07/2021 4/07/2021 4/07/2021		124.18CR 40.08CR 64.23CR 53.98CR	138138 138138 138138 138138	282.47
S19450	STREICHERS I-1491006	FIREARM TRAINING SUPPLIES	R	4/07/2021		962.76CR	138139	962.76
S19485	SUN LIFE FINANCIAL I-202103306758 I-202103306759	MAY 2021 LTD COVERAGE MAY 2021 LIFE INSURANCE	R R	4/07/2021 4/07/2021		1,528.13CR 1,381.51CR	138140 138140	2,909.64
S19486	SUPERIOR PROPERTY MAINTEN I-9864 I-9875	DOWNTOWN SNOW REMOVAL DOWNTOWN SNOW REMOVAL	R R	4/07/2021 4/07/2021		2,275.00CR 4,340.00CR	138141 138141	6,615.00
T08168	THE GOODYEAR TIRE & RUBBER CO I-124-1100883	508 TIRE REPAIR	R	4/07/2021		508.68CR	138142	508.68
T20076	TOSHIBA FINANCIAL SERVICES I-5013877304 I-5014179546 I-5014302729 I-5014302730 I-5014302731 I-5014302732	MAR COPIER LEASE FIRE DEPT MAR 2021 FINANCE COPIER LEASE APR COPIER LEASE FIRE DEPT APR COPIER LEASE PW APR COPIER LEASE PD RECORDS APR COPIER LEASE PD SQUAD RM	R R R R R R	4/07/2021 4/07/2021 4/07/2021 4/07/2021 4/07/2021 4/07/2021		202.93CR 199.73CR 220.01CR 215.97CR 222.64CR 118.33CR	138143 138143 138143 138143 138143 138143	1,179.61
T20126	TENNIS SANITATION LLC I-2902621 I-2902628 I-2902630 I-2902631 I-2902637 I-2909009 I-2909011 I-2909012	JAN 2021 SOLID WASTE SERVICE JAN 2021 2538 SEPPALA AVE JAN 2021 2290 1ST ST N JAN 2021 2400 MARGARET ST FEB 2021 SOLID WASTE FEB 2021 2538 SEPPALA FEB 2021 2290 1ST ST NORTH FEB 2021 2400 MARGARET ST	R R R R R R R R	4/07/2021 4/07/2021 4/07/2021 4/07/2021 4/07/2021 4/07/2021 4/07/2021 4/07/2021		44,988.00CR 273.00CR 91.00CR 91.00CR 44,841.25CR 273.00CR 91.00CR 91.00CR	138144 138144 138144 138144 138144 138144 138144 138144	90,739.25

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T20191	TIMESAVER OFF SITE	SECRETARIAL INC.						
	I-M26300	TIMESAVER OFF SITE SECRETARIAL	R	4/07/2021		637.50CR	138145	637.50
T20192	T-MOBILE							
	I-202103166717	FD/PD TABLETS/CARDS 2/9-3/8	R	4/07/2021		665.27CR	138146	
	I-202103176724	FD/PD CARDS/INTERNET 2/11-3/10	R	4/07/2021		615.55CR	138146	1,280.82
T20461	TWIN CITY HARDWARE							
	I-PSI2032903	HINGE SCREWS	R	4/07/2021		43.31CR	138147	43.31
T20470	TWIN CITY WATER CLINIC INC							
	I-15754	FEB 2021 WATER SAMPLES	R	4/07/2021		256.00CR	138148	256.00
U21215	UPS							
	I-0000R93F25111A	SHIPPING	R	4/07/2021		26.66CR	138149	26.66
V01101	VERIZON WIRELESS							
	I-9875151300	BROADBAND SERVICE 2/11-3/10	R	4/07/2021		525.17CR	138150	525.17
V01102	VEOLIA ENVIRONMENTAL SERVICES							
	I-EW1600324	WASTE DISPOSAL	R	4/07/2021		208.20CR	138151	208.20
W22900	WARNING LITES OF MN							
	I-226131	SIGNS - WATER MAIN BREAKS	R	4/07/2021		516.50CR	138152	516.50
W23041	WATER CONSERVATION SERVICE INC							
	I-11181	SOUTH & MCKNIG LEAK LOCATE	R	4/07/2021		470.30CR	138153	
	I-11204	FEB 2021 LEAK LOCATES	R	4/07/2021		417.31CR	138153	887.61
W23500	WSB & ASSOCIATES INC							
	I-R-017146-000-2	FEB 2021 GEN SERVICE ELECTRIC	R	4/07/2021		1,344.00CR	138154	1,344.00
X14164	XCEL ENERGY							
	I-0444611459	NAT GAS PW BLDG 2/17-3/18	R	4/07/2021		2,202.34CR	138155	
	I-0444618633	NAT GAS COMM CENTER 2/17-3/18	R	4/07/2021		1,777.43CR	138155	
	I-0444688084	NAT GAS CITY HALL 2/17-3/18	R	4/07/2021		1,616.44CR	138155	
	I-0444690545	NAT GAS HAUSE PK 2/17-3/18	R	4/07/2021		81.23CR	138155	
	I-0444717080	NAT GAS CASEY LK PK 2/17-3/21	R	4/07/2021		145.26CR	138155	
	I-0444792839	NAT GAS MCKNIGHT FLD 2/17-3/18	R	4/07/2021		25.69CR	138155	
	I-0444793560	NAT GAS WELL #3 2/18-3/21	R	4/07/2021		80.68CR	138155	
	I-0444793609	NAT GAS HAUSE PK 2/17-3/18	R	4/07/2021		71.88CR	138155	
	I-0444793775	NAT GAS WELL #4 2/18-3/21	R	4/07/2021		63.09CR	138155	
	I-0444794073	NAT GAS WELL #2 2/18-3/21	R	4/07/2021		45.52CR	138155	
	I-0444794130	NAT GAS WELL #1 2/18-3/21	R	4/07/2021		56.52CR	138155	
	I-0444795041	NAT GAS WELL #5 2/18-3/21	R	4/07/2021		53.73CR	138155	6,219.81

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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PACKET: 04840 4/7/21 AP CHECK RUN

VENDOR SET: 01

BANK : AP PREMIER BANK

*** DRAFT/OTHER LISTING ***

VENDOR	NAME / I.D.	DESC	ITEM	PAID	DISCOUNT	AMOUNT	ITEM	ITEM
			TYPE	DATE			NO#	AMOUNT
P16421	PREMIER BANK							
	I-202103176722	CK STOCK & DEPOSIT TICKETS	D	2/15/2021		273.17CR	001032	273.17
N14207	CITY OF NORTH ST PAUL							
	I-202103126715	FEB 2021 UTILITY BILL	D	3/05/2021		11,455.32CR	001030	11,455.32
F06476	FP MAILING SOLUTIONS							
	I-MNT11106242	PREPAID POSTAGE	D	3/08/2021		500.00CR	001028	500.00
M13248	MN DEPT OF REVENUE							
	I-202103176721	FEB 2021 SALES & USE TAX	D	3/19/2021		54,524.00CR	001029	54,524.00
N14207	CITY OF NORTH ST PAUL							
	I-202103166718	MAR 2021 UTILITY BILL	D	3/31/2021		12,056.90CR	001031	12,056.90
P16421	PREMIER BANK							
	C-202103266752	MAR 2021 CC RETURN CREDITS	D	3/31/2021		18.88	001033	
	I-202103266751	MAR 2021 CREDIT CARD STATEMENT	D	3/31/2021		5,055.27CR	001033	5,036.39
T20192	T-MOBILE							
	I-202103176723	CELL PHONE SERVICE 2/11-3/10	D	3/31/2021		1,953.82CR	001034	1,953.82

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	79	0.00	359,070.64	359,070.64
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	7	0.00	85,799.60	85,799.60
VOID CHECKS:	2	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	88	0.00	444,870.24	444,870.24

TOTAL ERRORS: 0

TOTAL WARNINGS: 0



Premier Bank Credit Card Summary 2/6/2021-3/8/2021

Name	Store	amount	date	Items Purchased	Purpose	Coding	Receipt	Form
Tom Lauth	MN Chiefs of Police	\$ 300.00	2/8/2021	Leadership Academy - Jesse Barnes	Training	001-4-21-4370-000	x	x
	MN Chiefs of Police	\$ 300.00	2/16/2021	Leadership Academy - Joe Friedrichs	Training	001-4-21-4370-000	x	x
	Evident	\$ 149.47	2/19/2021	Evidence tape, labels, boxes, & towlettes	Supplies	001-4-21-4120-000	x	x
Brian Frandle	American Public Power Assoc	\$ 995.00	2/8/2021	Training	Training	050-4-54-4370-000	x	
	BamActionwear	\$ 569.54	2/19/2021	Fire Resistant Bibs	Uniforms	050-4-52-4240-000	x	
	J. Harlen	\$ 456.20	2/22/2021	Fire Resistant Hoodie	Uniforms	050-4-52-4240-000	x	
	Full Source	\$ 542.90	2/22/2021	Fire Resistant Hoodie	Uniforms	050-4-52-4240-000	x	
	Amazon	\$ 14.81	2/24/2021	Phone Case	Supplies	050-4-52-4235-000	x	
	Foreign Transaction Fee	\$ 17.08	2/19/2021	Transaction Fee	Fee	050-4-52-4235-000	x	
Scott Duddeck	Zoom	\$ 796.39	2/25/2021	Zoom Annual Fee	Communication	299-4-12-4305-C19	x	x
	Discount Tire	\$ 25.00	2/27/2021	Tire mount & balance PD Squad	R&M Vehicle Maintenance	001-4-21-4600-000	x	x
	Zoom	\$ 188.99	3/1/2021	Zoom Meeting Services	Communication	299-4-12-4305-C19	x	x
	Apple.com	\$ 9.99	3/1/2021	Apple iCloud Storage	Technology	299-4-12-4305-C19	x	x
	DropSend	\$ 45.00	3/1/2021	Large File Monthly Email Service	Communication	299-4-12-4305-C19	x	x
Jason Zimmerman	MNGFOA	\$ 70.00	2/16/2021	Annual Membership - Finance Director	Membership	001-4-16-4360-000	x	x
	GFOA	\$ 190.00	2/18/2021	Annual Membership - City of NSP	Membership	001-4-16-4360-000	x	x
	MNGFOA	\$ 70.00	2/23/2021	Annual Membership - Accountant	Membership	001-4-16-4360-000	x	x
	Vistaprint	\$ 274.88	2/23/2021	Facemasks	Employee PPE	299-4-16-4120-C19	x	x
Jason Mallinger	Target	\$ 3.21	2/5/2021	Command Hook	Wall Hanger	001-4-26-4110-000	x	x
	PayPal	\$ 26.06	2/9/2021	International Association of Arson	Membership	001-4-26-4360-000	x	x
	NM Clean1	\$ 10.75	2/24/2021	Car Wash	Car Wash	001-4-26-4600-000	x	x
	Total	\$ 5,055.27						
	CREDITS							
Jason Zimmerman	Vistaprint	\$ (5.90)	2/23/2021	Sales Tax Refund	Refund	299-4-16-4120-C19	x	x
Jason Zimmerman	Vistaprint	\$ (5.90)	2/23/2021	Sales Tax Refund	Refund	299-4-16-4120-C19	x	x
Jason Zimmerman	Vistaprint	\$ (7.08)	2/23/2021	Sales Tax Refund	Refund	299-4-16-4120-C19	x	x
	Total	\$ (18.88)						



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer, Accounting Technician
DATE: April 6, 2021
SUBJECT: Recommendation of approval of EDA claims list.

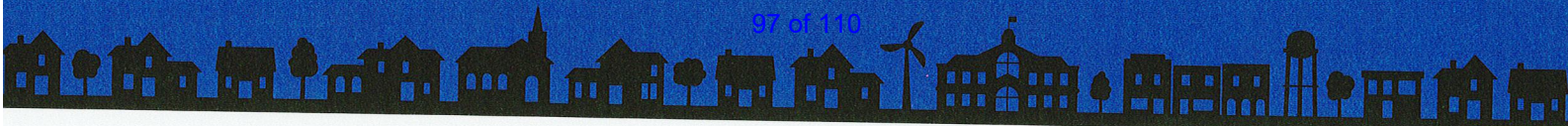
Claim Date

4/7/2021	Drafts	001036	\$ 1,312.31
			<u>\$ 1,312.31</u>

Approved this 6th day of April, 2021

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

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



VENDOR	NAME / I.D.	DESC	ITEM	PAID	DISCOUNT	AMOUNT	ITEM	ITEM
			TYPE	DATE			NO#	AMOUNT
N14207	CITY OF NORTH ST PAUL							
	I-202103166720	FEB 2021 UTILITY BILL	D	3/31/2021		1,312.31CR	001036	1,312.31

* * 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:		1	0.00	1,312.31	1,312.31
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	1,312.31	1,312.31
TOTAL ERRORS:	0	TOTAL WARNINGS:	0		



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: HRA Chairman and Commissioners
FROM: Jacquelyn Lutmer, Accounting Technician
DATE: April 6, 2021
SUBJECT: Recommendation of approval of HRA claims list.

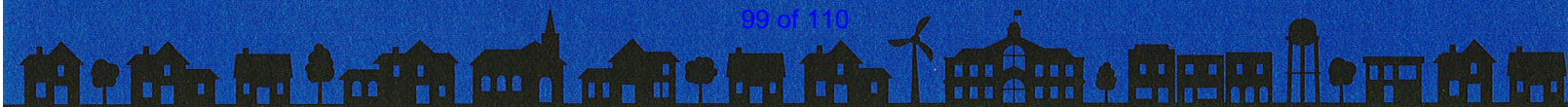
Claim Date

4/7/2021 A/P Check Register	138156	\$	148.85
4/7/2021 Drafts	001035	\$	557.49
Total			<u>\$706.34</u>

Approved this 6th day of April 2021

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

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



			CHECK	CHECK				CHECK	CHECK
VENDOR	NAME / I.D.	DESC	TYPE	DATE	DISCOUNT	AMOUNT	NO#	AMOUNT	
X14164	XCEL ENERGY								
	I-0444640002	NAT GAS 2198 2ND ST 2/17-3/18	R	4/07/2021		57.17CR	138156		
	I-0444687763	NAT GAS 2393 MARGART 2/17-3/18	R	4/07/2021		91.68CR	138156	148.85	

VENDOR	NAME / I.D.	DESC	ITEM	PAID	DISCOUNT	AMOUNT	ITEM	ITEM
			TYPE	DATE			NO#	AMOUNT
N14207	CITY OF NORTH ST PAUL							
	I-202103166719	FEB 2021 UTILITY BILL	D	3/31/2021		408.64CR	001035	408.64

* * T O T A L S * *		NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:		1	0.00	148.85	148.85
HANDWRITTEN CHECKS:		0	0.00	0.00	0.00
PRE-WRITE CHECKS:		0	0.00	0.00	0.00
DRAFTS:		1	0.00	408.64	408.64
VOID CHECKS:		0	0.00	0.00	0.00
NON CHECKS:		0	0.00	0.00	0.00
CORRECTIONS:		0	0.00	0.00	0.00
REGISTER TOTALS:		2	0.00	557.49	557.49
TOTAL ERRORS: 0		TOTAL WARNINGS: 0			

Agenda Information Memorandum
North St. Paul City Council
April 6, 2021

FROM THE OFFICE OF THE FINANCE DEPARTMENT

Agenda placement: Workshop / Consent

To: Honorable Mayor and City Council

Subject: Subsequent Year-End Transfer Request from General Fund to Pandemic Response Fund

Background/Facts:

- On March 20, 2020 staff created the Pandemic Response Fund to account for costs associated with Covid-19.
- On July 6, 2020 the City of North St. Paul received \$916,062 in CARES Act Funding.
- On November 10, 2020 the City of North St. Paul approved resolution 2020-132 which allocated \$505,178 for business relief grants and \$410,884 for reimbursement of public safety expenditures.
 - The City chose to allocate \$410,884 for public safety expenses for administrative convenience and to reduce costs associated with the required Federal Single Audit associated with the grant.
 - Guidance from the United States Treasury for State, Territorial, Local and Tribal Governments outlined in their Frequently Asked Questions, most recently updated on October 19, 2020, indicated that local governments “may presume that payroll costs for the public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency”.
- The City has coded unbudgeted expenditures to the Pandemic Response Fund, including:
 - Disinfectants & Cleaners
 - Hand Sanitizer
 - Face Masks & Face Shields
 - Gloves
 - Thermometers
 - Covid Testing
 - Remote Desktop Licenses
 - Online Meeting Software Licenses
 - CivicPlus CivicRec Park Reservation Software License
 - CivicPlus CivicClerk Online Agenda Software License
 - OpenGov Citizen Services (formerly Permitting, Licensing and Code Enforcement) Software License
- As of December 31, 2020 the Pandemic Response Fund has 296,739.82 of expenditures in excess of revenues.

- Staff anticipates continued use of this fund for personal protection equipment (PPE), technology and personnel costs associated with the pandemic.
- In order to resolve the existing deficit and account for ongoing expenditures, staff is recommending a one-time transfer from the General Fund to the Pandemic Response Fund in the amount of \$410,884.

Recommendation: Staff is requesting Council approval of the attached resolution transferring \$410,884 from the General Fund to the Pandemic Response Fund retroactive to December 31, 2020.

Attachments:

- Resolution approving a transfer from the General Fund to the Pandemic Response Fund.

Respectfully submitted,

/s/ JZ by JK

Jason Zimmerman
Finance Director

APPROVED FOR AGENDA ENCLOSURE:

/s/ SD by JK

Scott A. Duddeck
City Manager

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-XXX

**RESOLUTION APPROVING 2020 YEAR END TRANSFER FROM GENERAL FUND
TO PANEMIC RESPONSE FUND**

WHEREAS, on March 20, 2020 the City of North St. Paul created a new a new fund (Pandemic Response Fund) to account for unbudgeted costs associated with Covid-19; and

WHEREAS, the Coronavirus Aid, Relief, and Economic Security (CARES) Act provided federal funds to the State of Minnesota and the legislature and Governor thereby distributed these funds to local governments throughout Minnesota to deal with the financial impacts of COVID 19; and

WHEREAS, on July 6, 2020 the City of North St. Paul received \$916,062 in CARES Act Funding; and

WHEREAS, on November 10, 2020 Resolution 2020-132 was approved which allocated \$505,178 of CARES Act Funding for business relief purposes, for specific business in good standing with the Minnesota Secretary of State and Minnesota Department of Revenue and current on property taxes; and

WHEREAS, the remaining \$410,884 of CARES Act Funding was allocated to reimburse the City for the regular public safety payroll expenditures, consistent with Federal and State direction, that these expenditures shall be deemed due to the public health emergency related to COVID 19, not accounted for in our regular budget process as a part of an administrative convenience for itemization and within the time period of March 1, 2020 and November 15, 2020; and

WHEREAS, the City of North St. Paul has incurred many additional expenditures related to COVID-19 but for administrative simplicity and otherwise having adequate expenditures for public safety payroll during the expense period have chosen not to itemize these expenditures; and

WHEREAS, the Pandemic Response Fund has no funding mechanism and as of December 31, 2020 expenditures exceed revenues in the amount of 296,739.82; and

WHEREAS, staff anticipates unfunded expenditures associated with the management of COVID-19 will continue until the pandemic is over and restrictions are lifted;

BE IT FURTHER RESOLVED that the North St. Paul City Council approves a transfer from the General Fund to the Pandemic Response Fund in the amount of \$410,884 retroactive to December 31, 2020.

ADOPTED this 6th day of April, 2021

Motion by Council Member
Second by Council Member

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

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, City Manager/Clerk

Agenda Information Memorandum
North St. Paul City Council
April 6, 2021

FROM THE OFFICE OF THE CITY MANAGER

Agenda placement: City Business Action Items & Recommendations

Subject: 2021 Fee Schedule / Ballfield Rental Fee Amendment

To: Honorable Mayor and City Council

Background / Facts:

- Per the 2021 Municipal Fee Schedule, there are multiple fees listed ranging from \$25.00 to \$125.00 per field. (Reference exhibit A)
- The use of the fields has changed to rental only in lieu of the city running organized league games.
- “Non-Profit” North St Paul Groups and Organizations such as NSPAA, North High, North St. Paul T-Ball, North St Paul Fast Pitch, etc. would not be charged a field rental fee.
- Fields will be prepared for initial use during normal Public Works working hours.
- If additional field maintenance is requested after normal Public Works hours there will be an additional minimum charge of \$150.00 for up to 3 consecutive hours of field maintenance and an additional \$50.00 per hour thereafter.

Recommendation: It is recommended the City Council approve the request to amend the 2021 Fee Schedule for Ballfield Rental. Field Rental will be charged at a rate of \$75.00 per field per day and if requested an after hour’s minimum charge of \$150.00 for up to 3 consecutive hours of field maintenance and an additional \$50.00 per hour thereafter to all Non-Resident groups and organizations. All other existing Ballfield Rental Fees will be removed from the 2021 Fee Schedule.

Respectfully submitted,

Scott Duddeck
City Manager

Attachments:

- Exhibit A
2021 Parks & Recreation Fees

PARK & RECREATION FEES

Canoe Storage Rental (Seasonal)		2021
	Resident	\$50.00
	Non-Resident	\$75.00
Park Building Rental (Casey Lake)		2021
Weekday (Monday-Thursday) Per Day	Resident	\$125.00
Weekend (Friday-Sunday) Per Day	Resident	\$200.00
Weekday (Monday-Thursday) Per Day	Non-Resident	\$175.00
Weekend (Friday-Sunday) Per Day	Non-Resident	\$300.00
Weekday Meeting Rentals (Non-Profit) Per Hour	Resident	\$25.00
Weekday Meeting Rentals (Non-Profit) Per Hour	Non-Resident	\$40.00
Wedding Rate Per Day	Resident	\$400.00
	Non-Resident	\$500.00
* Rates based on Park Reservation Policy.		
Park Building Rental (Hause)		2021
Per Day	Resident	\$100.00
Per Day	Non-Resident	\$150.00
* Rates based on Park Reservation Policy.		
Open-Air Park Shelters (Northwood, Silver Lake, Hause & Colby Hills)		2021
Per Day	Resident	\$45.00
Per Day	Non-Resident	\$55.00
* Rates based on Park Reservation Policy.		
Open-Air Park Shelters (Casey Lake Park Booya Patio & Tower)		2021
Per Day	Resident	No Charge
Per Day	Non-Resident	No Charge
* Rates based on Park Reservation Policy. Booya patio and Tower shelter are first-come, first-served.		
Ballfield Rental		2021
Softball League	Per Game Night	\$72.00
Baseball	Per Field Prep	\$25.00
Contract League Softball	Per Field, Per Day	\$75.00
Softball Tournament	Per Field, Per Day	\$125.00
Sunday Church League	Per Field, Per Night	\$72.00
Recreational Programming		2021
	Per Program	Varies

Agenda Information Memorandum
North St. Paul City Council
April 6, 2021

FROM THE OFFICE OF THE CITY MANAGER

Agenda placement: City Business Action Items & Recommendations

Subject: Update Park Fund Donation Brochure

To: Honorable Mayor and City Council

Background/Facts:

- Pricing, contact information and photos on the current brochure are outdated.
- Increase donation price for benches from \$1,000 to \$1,200
- Picnic table donation to remain at \$1,500
- Tree donation would remain at \$250
- Shelter donation increase from \$15,000 to \$30,000
- All donations to be available for purchase online through CivicRec

Recommendation: It is recommended the City Council approve the above changes to the current Park Fund Donation Brochure.

Attachments:

North St. Paul Park Fund Donation Brochure.

Respectfully submitted,

Scott Duddeck
City Manager

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Use the boxes below to fill in the inscription.

- Maximum of **21** characters per line
- Up to **3 lines** on **4x8** inch brick
- Up to **4 lines** on **8x8** inch brick
- Each line will be centered on brick

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picture with inscription

[illegible]

A young child with dark hair, wearing a pink bucket hat and a pink t-shirt with a colorful graphic, is smiling broadly while sitting inside a green plastic toy car. The car has a large circular window showing a green lawn and a white fence. The child's hands are resting on the car's edges.

Payment Form – Thank you for your Support

Please complete this application and send in an envelope, along with payment to:

Make checks payable to: North St Paul Park Fund

Mail to: City of North St Paul Park Fund

cc: Debra Lom
2400 Margaret Street
North St Paul, MN 55109



Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

▼ cut out and return

☐ General Park Fund Donation

OR Choose a park you want to support:

- | | |
|--|--|
| ☐ Casey Lake | ☐ McKnight Fields |
| ☐ Colby Hills | ☐ Northwood |
| ☐ Dorothy | ☐ Polar |
| ☐ Environmental Learning Center | ☐ Silver Lake |
| ☐ Hause | ☐ Southwood |
| | ☐ Tower |

Park item donations:

Casey Lake Bricks*:

☐ 4x8 Brick \$75

☐ 8x8 Brick \$150

☐ Adopt a Park \$_____

☐ Tree \$250

☐ Bench \$1000 ¹²⁰⁰

☐ Picnic Table \$1500

☐ Park Shelter \$15,000

☐ Other Item \$30,000

please specify

*For online brick payments with credit card, visit www.brickrus.com/order/caseylake



Park Shelter

Choose to donate a picnic shelter at any park or ball field and a posted customizable plaque will be included with a message, logo, or picture of your choosing. Shelters are a great way to recognize loved ones and groups. **\$15,000**



Benches and Picnic Tables

Choose to donate a bench or picnic table to any park or ball fields and included with your item will be a customizable plaque. Plaques can include logos, pictures and verbiage of the donor choice. Benches and picnic tables are great gifts as well as great advertising for your business.

Bench \$1000 | Table \$1500



Other Park Items

Please contact the Park and Recreation Commission to discuss options. See below for some ideas of how you could donate to the always growing need of our parks.

Playgrounds

Bike Racks

Kids' Picnic Tables

Planned Giving

Playground Equipment

Bleachers

Donation Opportunities

Looking for a great gift, or a wonderful way to memorialize a loved one? The North St Paul Parks has a variety of options in every price range.

Casey Lake Park Bricks

Two size options to choose from to inscribe a personal message, family name, or company name. Bricks sit at Janie's Playground at Casey Lake. Bricks are installed each spring or with every 100 orders. **4x8 - \$75 | 8x8 - \$150**



Trees

Choose to donate a tree at any City Park. You will be notified of the exact location of your tree upon planting. **\$250**



Adopt a Park

The Adopt a Park program allows area neighborhood groups and residents to make a difference in the parks. This program combines both in-kind service as well as a financial contribution that helps off-set the costs of maintaining and improving the adopted park. Adopter agrees to adopt the park for a minimum of 3 years and to do one service project/clean-up per year. **Call (651) 747-2400 for pricing.**

Colby Hills	Casey Lake	Hause
Dorothy	McKnight Fields	Southwood
Environmental Learning Center	Northwood	Tower
	Polar	Silver Lake

