

CITY OF NORTH ST. PAUL
CITY COUNCIL
WORKSHOP AGENDA
April 20, 2021
5:00 PM

The City Council workshop will be conducted on Tuesday, April 20, 2021 at 5:00 p.m. The meeting location is the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

The City Council workshop 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 20, 2021 Zoom meeting can be accessed [HERE](https://us02web.zoom.us/j/84409094358?pwd=bEhid2pNREtCcXdHZDhHK2Y5SUk4dz09) or via:**

<https://us02web.zoom.us/j/84409094358?pwd=bEhid2pNREtCcXdHZDhHK2Y5SUk4dz09>

(from a PC, Mac, tablet, iPhone or Android device)

Meeting ID: 844 0909 4358

Password: 041469 or by phone at 1-929-205-6099, meeting ID 844 0909 4358, password 041469.

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. ROLL CALL

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

III. ADOPT AGENDA

IV. TOPIC(S)

- A. Lexipol Presentation – Police & Fire Policies
- B. Discussion on Commissions to Add / Remove
- C. Update City Code Chapter 112 Related to Gambling
- D. Downtown Streetscape Plan
- E. City Manager Operational Updates

V. OTHER BUSINESS

VI. ADJOURNMENT



MINNESOTA

Law Enforcement & Fire
Policy Management &
Daily Training Solution

North Saint Paul
Police Department
Fire Department

April 20, 2021

Who is Lexipol?

- Public Safety Risk Management Solution
Founded in 2003
- Legally defensible state-specific **policy content and training** for Law Enforcement, Corrections and Fire
- **Regular policy updates** in response to changing statutes, laws, regulations and best practices
- Web-based **daily training** tool to keep personnel up-to-date and compliant with your agency policy

A Word from Our Co-Founder...



Gordon Graham
Lexipol Co-Founder

“ In every tragedy there is always a proximate cause – the event that immediately preceded the tragedy. But if you go back in time and look for the root cause, all too often it comes down to a **lack of good policy** and a **lack of good training.** ”

Risks & Impact

High Risk / Low Frequency Event

Outdated Policies

Lack of Accountability

Lack of Training



Physical

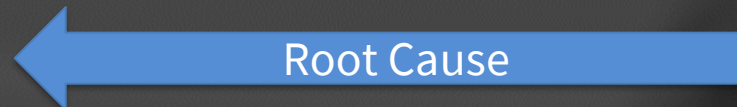
- Officer Line-of-Duty injury
- Officer LODD

Financial

- Lawsuits
- Legal fees
- Settlements

Political

- Damage to reputation
- Loss of job



Lexipol Solution



State-specific, legally defensible policies



Maintain compliance with current laws and court decisions



Scenario-based daily training on policies



Intuitive platform allows for easy policy access and acknowledgement/tracking and reporting



Editing and customization tools and new implementation support options

Implementation

- Enhanced Onboarding
 - Questionnaire
 - KMS and Project Management Training
 - 8-hours 1:1 Professional Services
- Advanced Implementation Support
 - Customized support options available



Dashboard

Manuals

DTB Archives

Reports

Administration

Forum

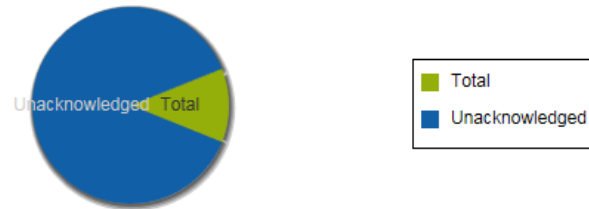
Resources

Quick Links

 Fixes &
New Features

Policy Acknowledgement Report

Curran Custody Manual

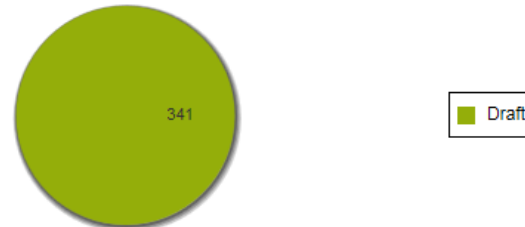


DTB Summary Report

No Data Available for Chart

Workflow Status

Curran Custody Manual



Policies in Workflow

Lexipol Updates

Manual: All

Inmate Visitation	Tue, Jan 06 2015
Reporting In-Custody Deaths	Tue, Jan 06 2015
End of Term Release	Tue, Jan 06 2015
Informed Consent and Right to Refuse M...	Tue, Jan 06 2015
Vehicle Impound Hearings	Tue, Mar 31 2015
Sick Leave	Tue, Mar 31 2015
Reserve [Officers_Deputies]	Tue, Mar 31 2015

Policy Issuance Actions

Manual: All

Vehicle Towing and Release	Fri, Aug 07 2015
Unmanned Aerial System (UAS) Operations	Fri, Aug 07 2015
Temporary Custody of Adults	Fri, Aug 07 2015
Standards of Conduct	Fri, Aug 07 2015
Prison Rape Elimination	Fri, Aug 07 2015
News Media Relations	Fri, Aug 07 2015
Custodial Searches	Fri, Aug 07 2015

Daily Training Bulletin

Manual: All

Vehicle Pursuits Policy - When to Termin...	Sun, Jun 28 2015
Disabled Vehicles	Sat, Jun 27 2015
Crime Analysis - Officer-Involved Shooti...	Fri, Jun 26 2015
Department Use of Social Media - Prohib...	Thu, Jun 25 2015
Civil Disputes	Wed, Jun 24 2015
Refusal of Emergency Medical Services	Tue, Jun 23 2015
Prison Rape Elimination	Mon, Jun 22 2015



Curran LE Policy Manual

Filters

Search Manual

Policy Manual
Law Enforcement Code of Ethics
Blank for Mission Statement

1. Law Enforcement Role and Authority

2. Organization and Administration
[1 update]3. General Operations
[1 new policy, 4 updates]4. Patrol Operations
[3 new policies]5. Traffic Operations
[2 new policies, 1 update]6. Investigation Operations
[3 new policies, 2 updates]

- 600 Investigation and Prosecution
- 602 BLANK PLACEHOLDER POLICY
- 602 Sexual Assault Victims' DNA Rights
- 603 BLANK PLACEHOLDER POLICY
- 604 BLANK PLACEHOLDER POLICY
- 605 BLANK PLACEHOLDER POLICY

606 Informants

607 Eyewitness Identification

608 Brady Material Disclosure

609 Unmanned Aerial System (UAS) Operatio...

- 610 Asset Forfeiture
- 611 Warrant Service
- 612 Operations Planning and Deconfliction

7. Equipment
[1 new policy, 2 updates]8. Support Services
[5 updates]

Rosemarie Curran began editing/updating this policy on August 28, 2015, 10:50 am

Revert to before I began editing/updating | I am finished editing/updating

Policy
607

Add Section Create Workflow View Attachments Notes PDF Collapse All

Eyewitness Identification

Add Description

Version: Include: ☒ Status: Draft

607.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy sets forth guidelines to be used when members of this department employ eyewitness techniques.add text

607.1.1 DEFINITIONS

Best Practice

Definitions related to the policy include:

Eyewitness identification process -Any field identification, live lineup or photographic identification.

Field identification -A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

607.2 POLICY

Best Practice

This department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

607.3 INTERPRETIVE SERVICES

Best Practice

Officers should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or



Curran LE Policy Manual

Filters

Rosemarie Curran began editing/updating this policy on August 28, 2015, 10:53 am

[Revert to before I began editing/updating](#) | [I am finished editing/updating](#)

Search Manual

Policy Manual

Law Enforcement Code of Ethics

Blank for Mission Statement

1. Law Enforcement Role and Authority

2. Organization and Administration
[1 update]3. General Operations
[1 new policy, 4 updates]4. Patrol Operations
[3 new policies]5. Traffic Operations
[2 new policies, 1 update]6. Investigation Operations
[3 new policies, 2 updates]

600 Investigation and Prosecution

602 BLANK PLACEHOLDER POLICY

602 Sexual Assault Victims' DNA Rights

603 BLANK PLACEHOLDER POLICY

604 BLANK PLACEHOLDER POLICY

605 BLANK PLACEHOLDER POLICY

606 Informants

607 Eyewitness Identification

608 Brady Material Disclosure

609 Unmanned Aerial System (UAS) Operatio...

610 Asset Forfeiture

611 Warrant Service

612 Operations Planning and Deconfliction

7. Equipment

[1 new policy, 2 updates]

8. Support Services

[5 updates]

Policy
607[Add Section](#) [Create Workflow](#) [View Attachments](#) [Notes](#) [PDF](#) [Collapse All](#)

Eyewitness Identification

[Add Description](#)Version: Include: ☒ Status:

607.1 PURPOSE AND SCOPE

[Best Practice](#) [MODIFIED](#)

This policy sets forth guidelines to be used when members of this department employ eyewitness techniques.add text

607.1.1 [View in Full Window](#)[Save](#) [Cancel](#)Title: [Add Accreditation](#)Description: Version: Include: ☒ Edit Level: 

Edit

Insert

Format

Review

Table

B Bold
I Italic
U Underline Decrease Indent
 Increase IndentFont family
Font size Horizontal ruler
 Citation Subscript
 Superscript

Remove formatting

Definitions related to the policy include:

Eyewitness identification process -Any field identification, live lineup or photographic identification.**Field identification -A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.****Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.****Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.**

Search and Seizure

Version:

Include: ☒

Status: Draft

311.3 SEARCHES

Federal

MODIFIED

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search. Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances



Regular Policy Updates

- Based on ever-changing Federal & State statutes and case law
- Fully written policies and edits to existing policies as needed
- Provided with a side-by-side comparison and easy one-click acceptance
- Includes detailed notes with marked changes, and explanation of the recommended change

Policy Guidesheets

Chapter 2 – Response to Resistance and Pursuit Policies

Policy 214 – Vehicle Pursuits

GENERAL DESCRIPTION

This pursuit policy is mandatory for agencies that provide specially marked law enforcement vehicles with authorized emergency lights and siren, and that may become involved in vehicular pursuits.

RECOMMENDED GUIDELINES

Having successfully defended this precise policy in the appellate courts, we strongly recommend that you refrain from modifying this policy to any great degree. The civil immunity available to your agency for any injury or damage caused by a fleeing suspect is only available if you have a comprehensive pursuit policy. Therefore, it is critical that you modify this policy as little as possible.

There are some pursuit issues which will be unique to your agency and jurisdiction. For example, some agencies have elected to restrict pursuits beyond that which is required or recommended by law (e.g., no pursuits of traffic infractions only). While such restrictions may increase your potential liability if a pursuit is continued under such circumstances, placing such limitations is entirely up to your agency. Naturally, we would be happy to work with you in formulating any restrictions you might be considering.

We have carefully listed the factors in 214.3.1-When to Initiate a Pursuit and we do not recommend that you delete any of them. If you feel compelled to add factors to this list, you may do so, but we caution you against adding too many factors or any factors that might be difficult or impossible for your officers to consider in the multiple circumstances that might arise. Similarly, while your department may not have aircraft, in 214.4.8-Aircraft Assistance, we recommend you address it in your pursuit policy.

Section 214.8.2-Use of Firearms, has been very carefully worded to not restrict an officer's ability to use a firearm to defend against a vehicle (e.g., driver) being used as a weapon while placing restrictions on the use of a firearm fired at the vehicle itself. Finally, you may wish to make any local adjustments in 214.9-Reporting and Review Requirements, if any local protocols are in place (we will work with you to insure that your policy is not in conflict with such protocols, if they exist).

[Dashboard](#) > [Agency Reports](#) > [Policy Override Report](#)

Selected Manual:

Manual Name:

California City PD CA Policy Manual - RELEASE

Run Report

Export Report

Print Report

Number	Title	Edit Level	Status	Date Modified	Date Created
100.1	PURPOSE AND SCOPE	State	Overridden	2014-02-27	2014-02-24
	PURPOSE AND SCOPE	State	Overridden	2014-02-27	2014-02-24
	PURPOSE AND SCOPE-TEST	Discretionary	Overridden	2014-02-27	2014-02-24
	Command Protocol	Best Practice	Overridden	2014-02-27	2014-02-24
	INVESTIGATION RESPONSIBILITY	Best Practice	Overridden	2014-02-27	2014-02-24
	TYPES OF INVESTIGATIONS	Best Practice	Overridden	2014-02-27	2014-02-24
	SELECTION OF CANINE HANDLERS	Best Practice	Overridden	2014-02-27	2014-02-24
	CANINE UNIT COORDINATOR RESPONSIBILITIES	Best Practice	Overridden	2014-02-27	2014-02-24

Archiving &
Oversight

Policy Acknowledgement

Policy
307

Vehicle Pursuits

 Compare against last issued policy

5. Alleged offenses.
 6. Whether a suspect was apprehended, as well as the means and methods used.
 - a. Any use of force shall be reported and documented in compliance with the Use of Force Policy.
 7. Arrestee information, if applicable.
 8. Any injuries and/or medical treatment.
 9. Any property or equipment damage.
 10. Name of supervisor at the scene or who handled the incident.
 11. A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.
- d. After receiving copies of reports, logs and other pertinent information, the Chief of Police or the authorized designee shall conduct or assign the completion of a post-pursuit review, as appropriate.
- e. Annually, the Chief of Police should direct a documented review and analysis of department vehicle pursuits to minimally include policy suitability, policy compliance and training needs.

307.13 REGULAR AND PERIODIC PURSUIT TRAINING

 In addition to initial and supplementary training on pursuits, all officers will participate, no less than annually, in regular and periodic training addressing this policy and the importance of vehicle safety and protecting the public. Training will include recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

307.14 POLICY REVIEW

 Officers of this department shall certify in writing that they have received, read and understand this policy initially, upon any amendments and whenever training on the policy is provided.

I understand that it is my responsibility to review, become familiar with and comply with all the provisions of this new or updated policy. I further understand that, if I have questions about or do not fully understand any portion of this policy, it is my responsibility to seek clarification from my supervisor. I hereby acknowledge that I have received, read and understand this policy.

Acknowledge

**Daily Training
Bulletins
Law
Enforcement**

“Every day must be a training day.”

-Gordon Graham

- 30 training bulletins per month
- 2-minutes training per day
- Policies and HR/LF
- Easily accessible
- Electronic tracking of completion
- Customizable

Daily Training Bulletins Fire

“Every day must be a training day.”

-Gordon Graham

- 10 training bulletins per month
 - 5 additional procedure DTBs
- 2-minutes training per day
- Policies and HR/LF
- Easily accessible
- Electronic tracking of completion
- Customizable

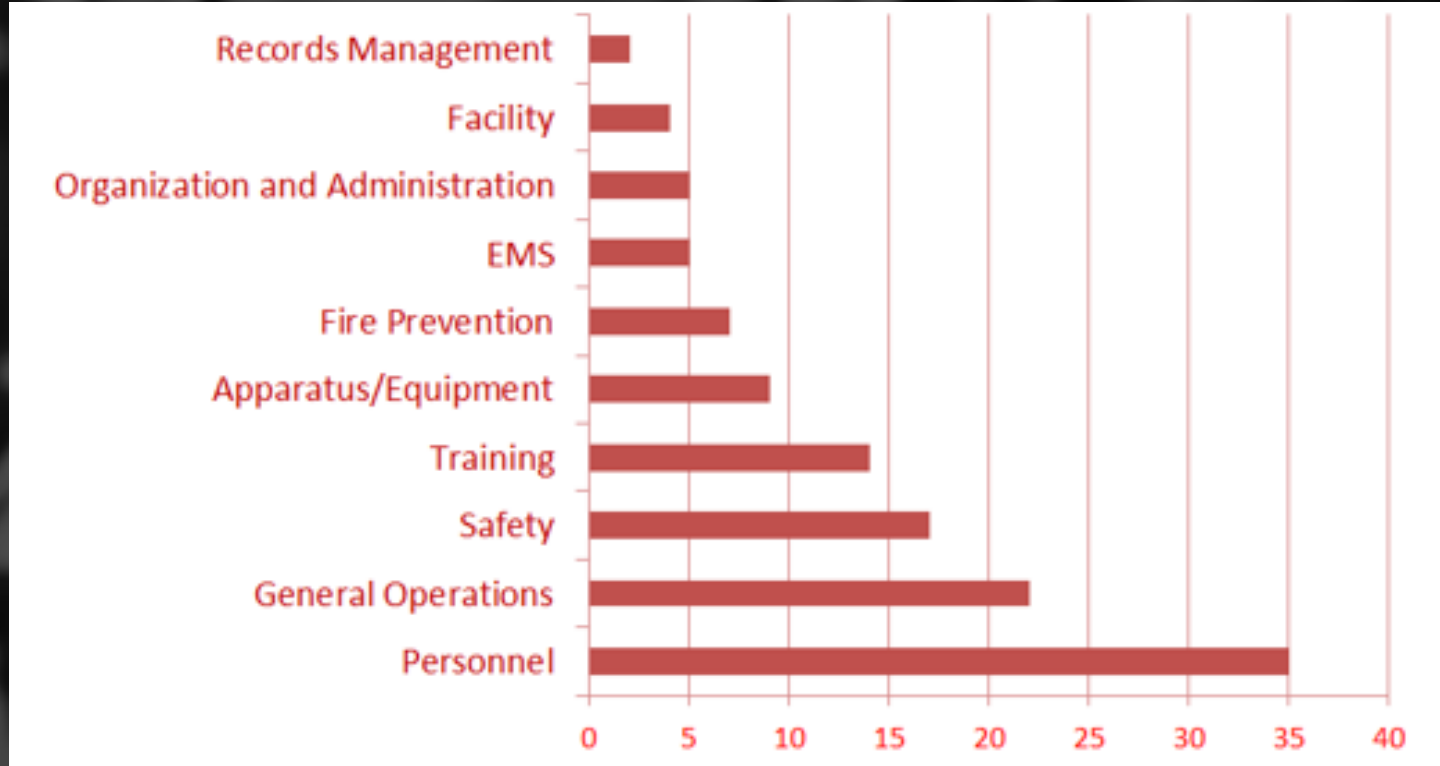
Daily Training Bulletins

Summary of Training Topics - LE



Summary of Training Topics - Fire

Daily Training Bulletins



DTB Access – Administrative View

Daily Training Bulletins

Lexipol

KNOWLEDGE MANAGEMENT SYSTEM

Lexipol Global Master
global_admin
Also Viejo, GLOBAL

Profile

Help

Logout

Dashboard > Manual Administration

Manage Packages

Manage DTBs

Manage Package

Add DTBs

DTB Day	Title	Status	Manual Links	Author	Created	Package Names	Actions
	REPORTING-HONESTY	Services DTB	Author	REPORTING THE US...	global_admin	11/12/2013	December Package
	TERRORISM	Services DTB	Author	TERRORISM	global_admin	11/12/2013	December Package
	FIREARMS TRAINING	Services DTB	Author	Firearms and Qualifi...	global_admin	11/12/2013	December Package
	TRAINING	Services DTB	Author	SAFETY	global_admin	11/12/2013	December Package
	OFF-DUTY ENFORCEMENT	Services DTB	Author	POLICY	global_admin	11/12/2013	December Package
	BOOKING EVIDENCE	Services DTB	Author	CONDUCT, PROPER...	global_admin	11/12/2013	December Package
	PERSONAL IDENTIFYING INFORMATION	Services DTB	Author	PERSONAL IDENTIF...	global_admin	11/12/2013	December Package
	MISSING PERSONS-PARENTAL ABDUCTION	Services DTB	Author	INITIAL INVESTIGA...	global_admin	11/12/2013	December Package
	DAILY TRAINING BULLETINS	Services DTB	Author	DAILY TRAINING BU...	global_admin	11/12/2013	December Package
	SITUATIONAL AWARENESS	Services DTB	Author	SAFETY	global_admin	11/12/2013	December Package
	DEADLY FORCE APPLICATIONS	Services DTB	Author	shooting at or from ...	global_admin	11/12/2013	November Package, December Packa...
	SEAT BELTS	Services DTB	Author	WEARING OF SAFE...	global_admin	11/12/2013	November Package, December Packa...
	CONDUCT UNBECOMING	Services DTB	Author	PERFORMANCE, PO...	global_admin	11/12/2013	November Package, December Packa...
	PREVENTABLE DEATHS	Services DTB	Author	WEARING OF SAFE...	global_admin	11/12/2013	November Package, December Packa...
	COURTESY	Services DTB	Author	CONDUCT	global_admin	11/12/2013	November Package, December Packa...

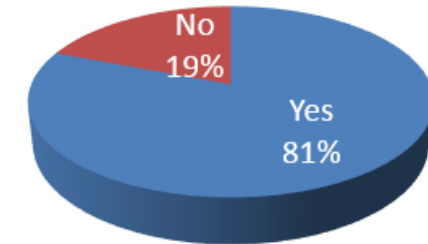
REPORTING-HONE.
Edit DTB
Remove DTB
Export to PDF

Effectiveness of the DTB's

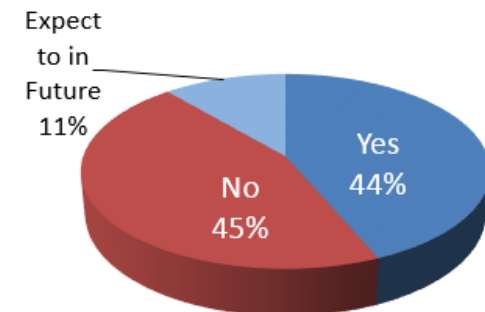
Case Study – Effectiveness of DTBs

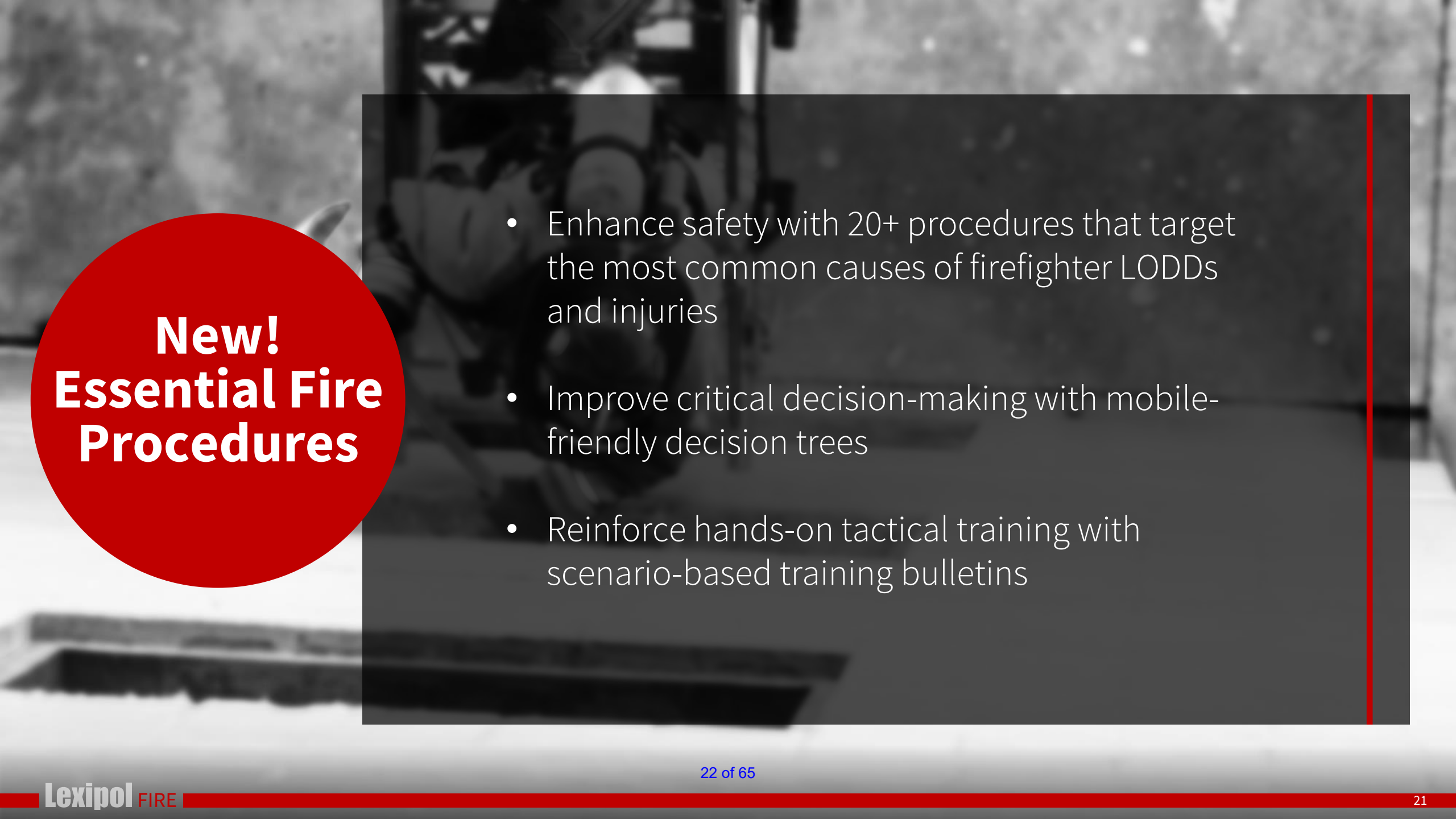


Have DTBs provided training on a Department policy that you were unaware of, or thought the policy language was different than the actual policy?



Have you had a field situation where your DTB training was utilized to complete your task within policy?





New! Essential Fire Procedures

- Enhance safety with 20+ procedures that target the most common causes of firefighter LODDs and injuries
- Improve critical decision-making with mobile-friendly decision trees
- Reinforce hands-on tactical training with scenario-based training bulletins

Link Policy to Procedure

Procedure

302

SCBA Operational Use

Compare against last issued proced

302.1 PURPOSE AND SCOPE

This document provides arrival and on-scene procedures for Anytown Fire Department units responding to an Immediately Dangerous to Life and Health (IDLH) environment that requires the use of a Self-Contained Breathing Apparatus (SCBA).

Corresponding Policies:

Rapid Intervention/Two-in Two-out
Respiratory Protection Program

302.2 FIRST FIVE MINUTES

[WI Fire Policy Manual: 908.4 USE OF RESPIRATORY PROTECTION](#)

The first arriving Anytown Fire Department unit should:

► Contact the Communications Center and provide the follow

- Unit on-scene
- Initial scene size-up
- Unit assuming incident command (IC)

The IC should:

► Notify the Communications Center and incoming units of I stage away from the scene or go on air before or immediatel

- Hazardous materials leaks, fumes or vapors
- Potential explosion
- Excessive smoke

► Perform or direct another member to perform a 360 asses

908.4 USE OF RESPIRATORY PROTECTION

[WI Fire Procedure Manual: 302.2 FIRST FIVE MINUTES](#)

Members using respiratory protection shall ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

Members shall not wear corrective glasses, goggles or other personal protective equipment (PPE) that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment (29 CFR 1910.134).

For all tight-fitting respirators, members shall perform a user seal check each time they put on the respirators, using the procedures in 29 CFR 1910.134, App. B-1 or other department-approved procedures recommended by the respirator manufacturer (29 CFR 1910.134).

Captains shall monitor members using respiratory protection and their degree of exposure or



Risk Management

- Growing number of RMA's and insurers support Lexipol
- RMA case studies show that Lexipol clients experience:
 - Decrease in number litigated claims
 - Reduction in cost of claims paid out
 - Proof that daily training increases professionalism and reduces risk

Proven Customer Results

- **37%** fewer claims
- **45%** reduced frequency of litigated claims
- **48%** reduction in severity of claims
- **67%** lower incurred costs

Sources: Colorado Intergovernmental Risk Sharing Agency (CIRSA), claims data from 2014-2015, and Citycounty Insurance Services (CIS) claims data from 2008-2012

Lexipol

PREDICTABLE IS PREVENTABLE®

www.lexipol.com

Discuss next steps ...

Karen James

949-325-1230

kjames@lexipol.com

Additional Optional Services

- Supplemental Publication Service (SPS)
- Implementation Services
- Additional On-Going Management Services

Supplemental Publication Service (SPS)

The screenshot displays the Lexipol Knowledge Management System interface. The top header features the Lexipol logo and the text "KNOWLEDGE MANAGEMENT SYSTEM". Below this, a breadcrumb trail shows "Dashboard > Manual Administration > Manage Manuals".

The main content area is divided into two panels. The left panel, titled "CA Procedure Manual", contains a list of chapters (1. Chapter through 10. Chapter) and a "Preface Title" section. A "100 Policy Title" is highlighted with a red dot. The right panel, titled "100 Policy Title", shows a "Version:" field and a "Status: Draft" label. Below this, a "100.1 Section Title" is displayed, followed by a "Version:" field, an "Edit Level: Agency" label, and an "Accreditation:" label. A "100.1.1 Subsection" is also visible.

A modal window titled "505.8 JUVENILE CITATIONS" is open, showing a document icon and the following text:

Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency, and the type of offense should be considered before issuing the juvenile a citation.

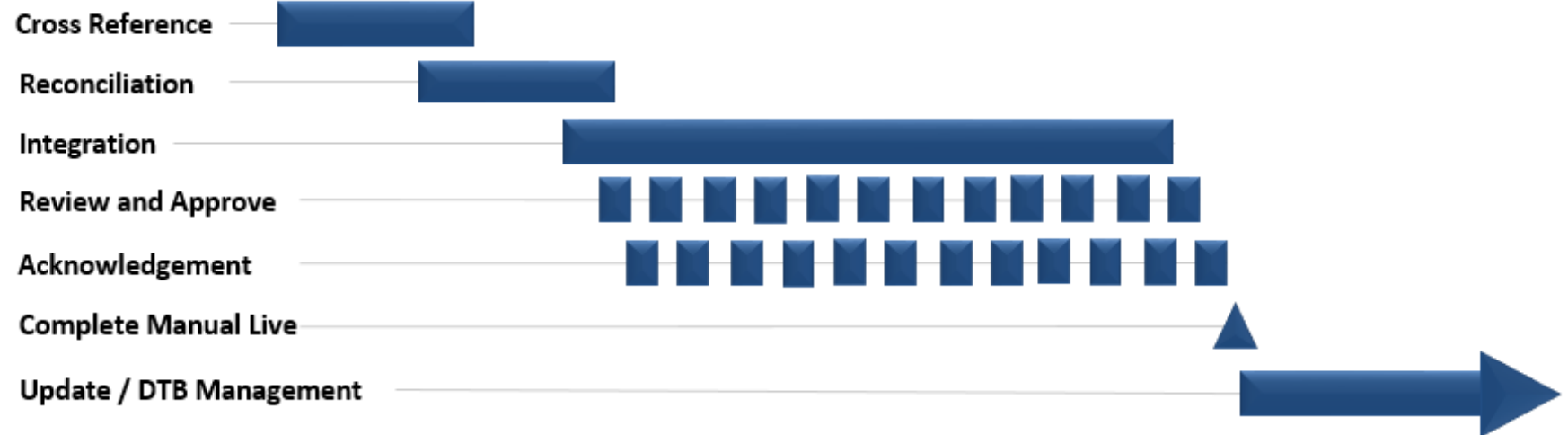
Below the modal window, a link for "500.8 JUVENILE CITATIONS" is visible.

Implementation

- Enhanced Onboarding
 - Questionnaire
 - KMS and Project Management Training
 - 8-hours 1:1 Professional Services
- Advanced Implementation Support
 - Customized support options available

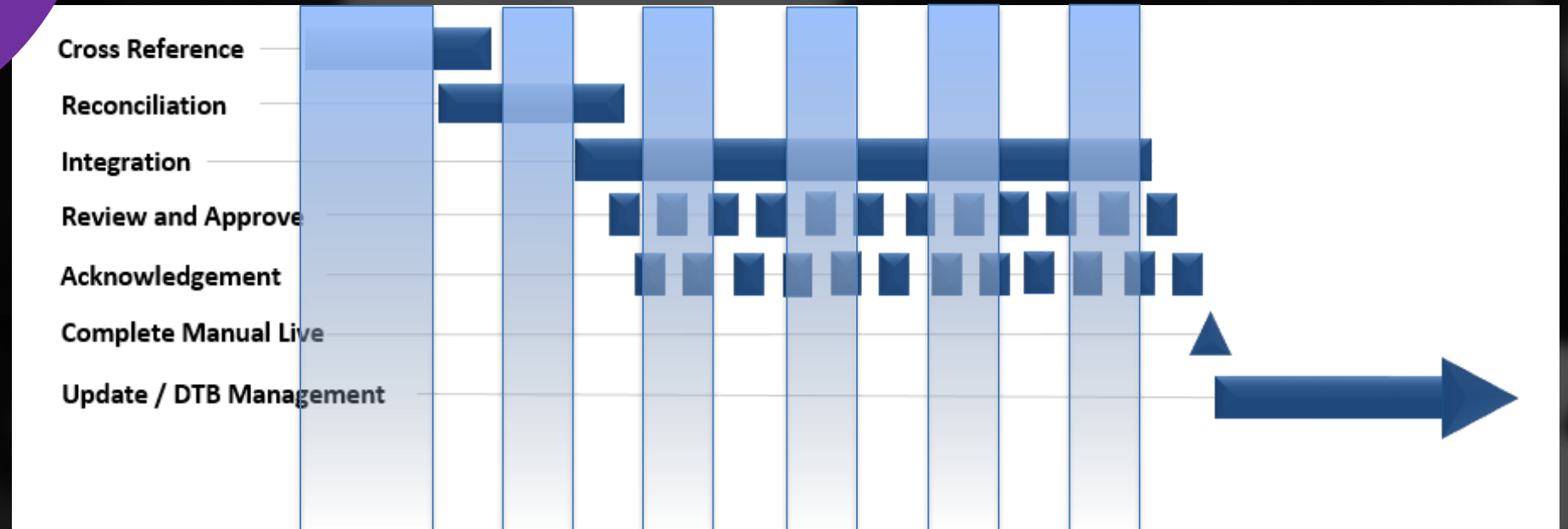
Implementation

Steps in Implementation



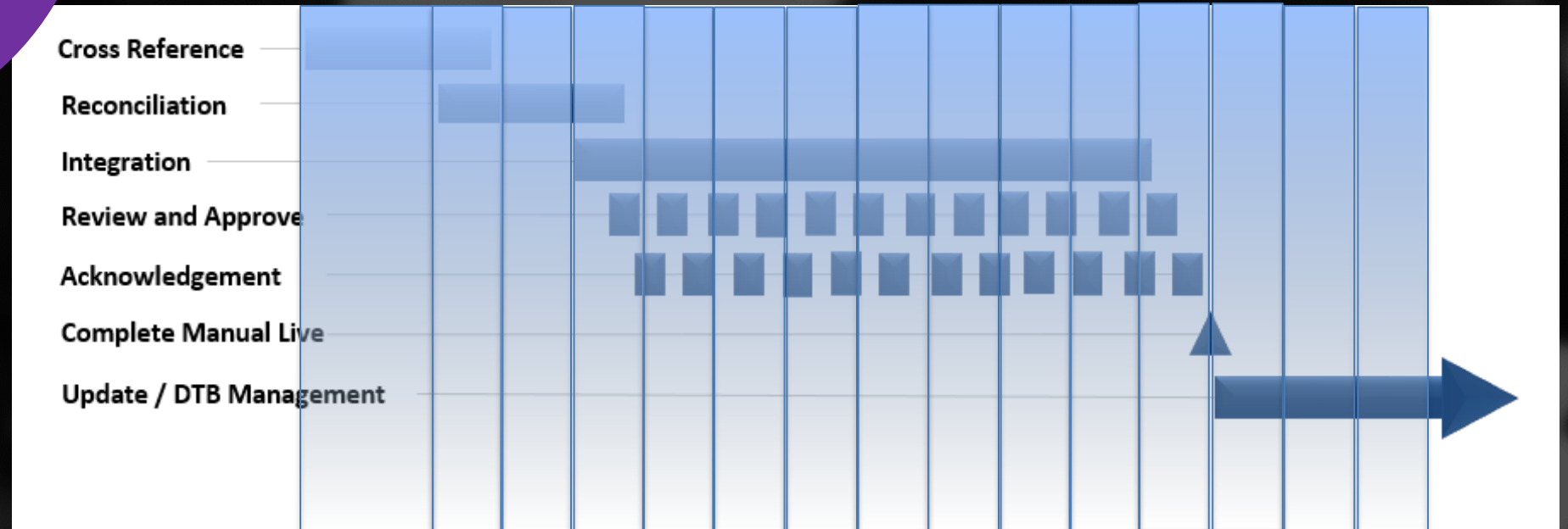
Implementation

Steps in Implementation



Implementation

Steps in Implementation



The **Lexipol** Advantage



POLICY CONTENT

- 170 State-Specific Policies
- Daily Training Bulletins
- Automatic Policy Updates



ACCOUNTABILITY TOOLS

- Policy Acknowledgement
- Training Documentation
- Accreditation Reporting



SUPPORT SERVICES

- Policy Implementation
- Policy Update Management
- Training Bulletin Management

Stakeholder Interviews



Collaboration



Cross-Reference Content

	Document ID	Document Title	Document Status
CURRENT POLICY TITLE	CROSS-REFERENCE TO	REPLACEMENT BY	REPLACEMENT BY
Administrative Support of Police	201.1, 201.2, 201.3, 201.4	REPLACED	REPLACED
Public Law Enforcement	201	REPLACED	REPLACED
Traffic Law Enforcement	201.1	REPLACED	REPLACED
Public Traffic Report and Off Street Observation	201.2, 201.4	REPLACED	REPLACED
Reporting of an Offense to Law Enforcement	201.3	REPLACED	REPLACED
Traffic Stop	201.1, 201.2, 201.3, 201.4	REPLACED	REPLACED
Reporting and Forwarding of Traffic Stop	201.3	REPLACED	REPLACED
Forwarding of Traffic Stop	201.4	REPLACED	REPLACED
Reporting and Forwarding of Traffic Stop	201.4	REPLACED	REPLACED
Reporting and Forwarding of Traffic Stop	201.4	REPLACED	REPLACED

Content Editing / Data Entry



REVIEW

APPROVE

Distribute & Acknowledge

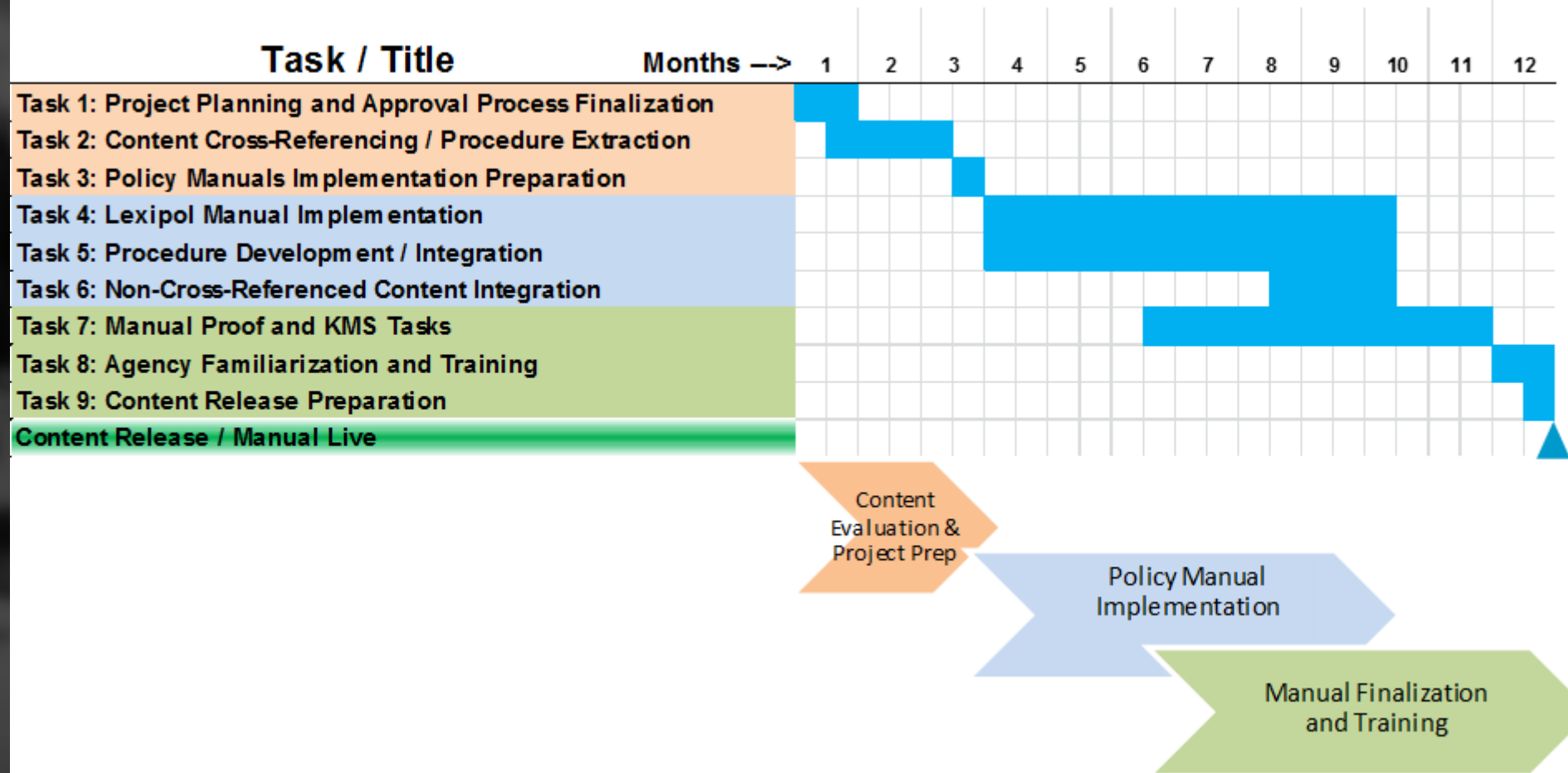


Discovery

Reconciliation

Enactment

Typical Policy Implementation Project Chart





SOLUTIONS PROPOSAL



PREPARED FOR:

North Saint Paul Fire Department
Fire Chief Jason Mallinger
jason.mallinger@northstpaul.org
651-747-2552

PREPARED BY:

Bruce Bjorge
bbjorge@lexipol.com

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Frisco, Texas 75034
(844) 312-9500
www.lexipol.com

Executive Summary

Public safety agencies today face challenges of keeping personnel safe, reducing risk and maintaining a positive reputation. Add to that the dynamically changing legislative landscape and evolving best practices, and even the most progressive, forward-thinking departments can struggle to keep up.

Lexipol's solutions are designed to save you time and money while protecting your personnel and your community. Our team consists of professionals with expertise in public safety law, policy, training and grants. We continually monitor changes and trends in legislation, case law and best practices to create policies, training and funding services that minimize risk and help you effectively serve your community.

THE LEXIPOL ADVANTAGE

Lexipol was founded by public safety experts who saw a need for a better, safer way to run a public safety agency. Since the company launch in 2003, Lexipol has grown to form an entire risk management solution for public safety and local government. Today, we serve more than 8,100 agencies and municipalities and 2 million public safety and government professionals with a range of informational and technological solutions to meet the challenges facing these dynamic industries. In addition to providing policy management, online training, and grant assistance, we provide 24/7 industry news and analysis through the digital communities Police1, FireRescue1, Corrections1, EMS1 and Gov1.

Our customers choose Lexipol to make an investment in the safety and security of their personnel, their agencies and their communities. We help agencies address issues that create substantial risk, including:

- Inconsistent and outdated policies
- Lack of technology to easily update and issue policies and training electronically
- Difficulty keeping up with new and changing legislation and practices
- Inability to produce policy acknowledgment and training documentation
- Unfamiliarity of city legal resources with the intricacies of public safety law
- The need to secure grant funding for critical equipment, infrastructure and personnel

Lexipol is backed by the expertise of 320 employees with more than 2,075 years of combined experience in constitutional law, civil rights, ADA and discrimination, labor negotiations, Internal Affairs, use of force, hazmat, instructional design, federal and state grants and a whole lot more. That means no more trying to figure out policy, develop training content or secure funding on your own. You can draw on the experience of our dedicated team members who have researched, taught and lived these issues.

We look forward to working with North Saint Paul Fire Department to address your unique challenges.

Scope of Services

Policy Manual

Constitutionally sound, up-to-date policies are the foundation for consistent, safe public safety operations and are key to reducing risk and enhancing personnel and community safety. Lexipol's comprehensive policy manual covers all aspects of your agency's operations.

- More than 155 policies researched and written by public safety attorneys and subject matter experts
- Policies based on State and federal laws and regulations as well as nationwide best practices
- Content customized to reflect your agency's terminology and structure

Daily Training Bulletins (DTBs)

Even the best policy manual lacks effectiveness if it's not backed by training. Lexipol's Daily Training Bulletins are designed to help your personnel learn and apply your agency's policy content through 2-minute training exercises.

- Scenario-based training ties policy to real-world applications
- Understanding and retention of policy content is improved via a singular focus on one distinct aspect of the policy
- Each Daily Training Bulletin concludes with a question that confirms the user understood the training objective
- Daily Training Bulletins can be completed via computers or from smartphones, tablets or other mobile devices
- Reports show completion of Daily Training Bulletins by agency member and topic

Policy Updates

Lexipol's legal and content development teams continuously review state and federal laws and regulations, court decisions and evolving best practices. When needed, we create new and updated policies and provide them to your agency, making it simple and efficient to keep your policy content up to date.

- Updates delivered to you through Lexipol's web-based content delivery platform
- Changes presented in side-by-side comparison against existing policy so you can easily identify modifications/improvements
- Your agency can accept, reject or customize each update

Web-Based Delivery Platform and Mobile App (Knowledge Management System)

Lexipol's online content delivery platform, called KMS, provides secure storage and easy access to all your policy and training content, and our KMS mobile app facilitates staff use of policies and training completion.

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies, updates and training to staff
- Archival and easy retrieval of all versions of your agency's policy manual
- Mobile app provides in-the-field access to policy and training materials

Reports

Lexipol's Knowledge Management System provides intuitive reporting capabilities and easy-to-read reports that enhance command staff meetings and strategic planning.

- Track and report when your personnel have acknowledged policies and policy updates
- Produce reports showing completion of Daily Training Bulletins
- Sort reports by agency member, topic and other subgroups (e.g., shift, assignment)
- Reduce the time your supervisors spend verifying policy acknowledgement and training completion

Supplemental Publication Service

Lexipol's Supplemental Publication Service (SPS) streamlines the storage of your agency's content, giving you one place to access procedures, guidelines, general orders, training guides or secondary policy manuals.

- Electronically links department-specific procedural or supplemental content to your policy manual
- Provides electronic issuance and tracking for your agency's procedural or supplemental content
- Allows you to create Daily Training Bulletins against your procedural content
- Designed for standard operating guidelines, procedures, general orders or field guides

Fire Procedures

Clear and accessible procedures are imperative to ensure safe, effective and consistent emergency response and personnel interactions. Lexipol's fire procedures, based on national best practices, give you critical operational and administrative procedures as well as a template to build on.

- More than 35 best practice procedures designed to support safe and effective operations

- Tactical procedures address the operations most often cited as contributing to firefighter injury or death as well as the most common call types
- Administrative procedures address the areas of highest legal liability as well as best practices for organizational success
- Scenario-based training reinforces live training
- Mobile-friendly decision trees and checklists prevent essential steps from being missed

Standard Policy Cross-Reference

Making the transition to Lexipol starts with understanding how your agency's current policy content compares with Lexipol's master policy content. Our Standard Policy Cross-Reference service provides a logical method to distinguishing between the two.

- Analysis of your existing policies and procedures to identify content similar to Lexipol's state specific master content, as well as content unique to your jurisdiction and not covered within the Lexipol manual
- Your existing policies returned with annotations and tips to integrate into the Lexipol master content
- One-on-one review with your agency to discuss the cross-reference report

Implementation Policy Tier I: High-Risk Policies

Benefit from our proven, systematic approach to implementing policies. Tier I represents about 20% of the manual, including foundational policies necessary to provide structure and authority to your policy manual, as well as policies addressing high-risk, low-frequency and high-risk, high-frequency incidents. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

Implementation Policy Tier II: High-Liability Policies

Benefit from our proven, systematic approach to implementing policies. Tier II represents about 20% of the manual, including policies that relate to common day-to-day calls for service that have a higher level of potential liability. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

Implementation Policy Tier III: Daily Operations Policies

Benefit from our proven, systematic approach to implementing policies. Tier III represents about 20% of the manual, including policies needed for orderly daily operations of your organization. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

Implementation Policy Tier IV: Defensibility Policies

Benefit from our proven, systematic approach to implementing policies. Tier IV represents about 20% of the manual, including policies essential to agency and agency member defensibility, including civil liability-related topics. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

Implementation Policy Tier V: Operational Consistency Policies

Benefit from our proven, systematic approach to implementing policies. Tier V represents about 20% of the manual, including policies needed to ensure operational consistency across your organization. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

GrantFinder <http://app.grantfinder.com>

GrantFinder is a real-time database of federal, state, and private grant opportunities tailored to municipalities, nonprofits, educational institutions, and public safety organizations. The simplicity and efficiency of our service will result in identifying grant applications intelligently tailored to your needs; greatly improving the chance your organization will ultimately be funded.

Currently tracking over 10,000 grants, GrantFinder monitors more than 4,300 grant websites to update and keep communities aware of the universe of funding. GrantFinder is being used by more than 8,000 individual users spread across 800 cities and organizations like yours.

The accompanying proposal outlines the functions of Lexipol's GrantFinder service and what would be provided.

GrantFinder includes:

- Access to Federal, State, Corporate & Foundation grants programs in one place with summaries, links to applications, guidelines and much more
- 10+ search filters including geographic coverage, program area, keyword, deadline, matching funds, etc.

- Save and download grant listings + track deadlines
- Custom grant email alerts tailored to user preference
- Application and performance tracking
- Document and application upload + storage
- Ongoing dedicated account management support + user-based training

Proposal

Prepared By: Bruce Bjorge
Phone:
Email: bbjorge@lexipol.com

Quote #: Q-16572-2
Date: 1/19/2021
Valid Through: 4/19/2021

Overview

Lexipol is the nation's leading content, policy and training platform for public safety and local government, with a suite of online services dedicated to reducing risk and improving safety. Our solutions encompass policies, training, funding assistance, and news and analysis. The services proposed below are designed to meet your agency's specific goals and needs.

Annual Fire Policy Subscription w/Grant Finder

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Annual Fire Policy Manual & Daily Training Bulletins w/Supplemental Publication Service w/Fire Operations Procedures w/GrantFinder (12 Months)	USD 3,705.00	10%	USD 370.50	USD 3,334.50
	Subscription Line Items Total			USD 370.50	USD 3,334.50
				USD 370.50	USD 3,334.50
Annual Fire Policy Subscription w/Grant Finder Discount:					USD 370.50
Annual Fire Policy Subscription w/Grant Finder TOTAL:					USD 3,334.50

Fire Policy Cross-Reference - Compare NSPFD Policy vs. Lexipol

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Fire Standard Policy Cross-Reference	USD 1,630.00		USD 0.00	USD 1,630.00
	One-Time Line Items Total			USD 0.00	USD 1,630.00
				USD 0.00	USD 1,630.00
Fire Policy Cross-Reference - Compare NSPFD Policy vs. Lexipol TOTAL:					USD 1,630.00

Policy Implementation - Merge NSPFD Policy with Lexipol Policy in KMS

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Fire Tier I Implementation	USD 3,783.00		USD 0.00	USD 3,783.00
1	Fire Tier II Implementation	USD 4,113.00		USD 0.00	USD 4,113.00
1	Fire Tier III Implementation	USD 4,288.00		USD 0.00	USD 4,288.00
1	Fire Tier IV Implementation	USD 3,700.00		USD 0.00	USD 3,700.00

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Fire Tier V Implementation	USD 3,983.00		USD 0.00	USD 3,983.00
	One-Time Line Items Total			USD 0.00	USD 19,867.00
				USD 0.00	USD 19,867.00
Policy Implementation - Merge NSPFD Policy with Lexipol Policy in KMS TOTAL:					USD 19,867.00

*Fire Policy pricing is based on 4 Fire Authorized Staff. Fire Cross Reference Professional Services pricing is based on 250 pages.

Discount Notes

The department will receive a 10% subscription discount if the PD and FD begin policy solutions at the same time.



SOLUTIONS PROPOSAL

**PREPARED FOR:**

North Saint Paul Police Department
Chief Tom Lauth
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(651) 747-2406

PREPARED BY:

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www.lexipol.com

Executive Summary

Public safety agencies today face challenges of keeping personnel safe, reducing risk and maintaining a positive reputation. Add to that the dynamically changing legislative landscape and evolving best practices, and even the most progressive, forward-thinking departments can struggle to keep up.

Lexipol's solutions are designed to save you time and money while protecting your personnel and your community. Our team consists of professionals with expertise in public safety law, policy, training and grants. We continually monitor changes and trends in legislation, case law and best practices to create policies, training and funding services that minimize risk and help you effectively serve your community.

THE LEXIPOL ADVANTAGE

Lexipol was founded by public safety experts who saw a need for a better, safer way to run a public safety agency. Since the company launch in 2003, Lexipol has grown to form an entire risk management solution for public safety and local government. Today, we serve more than 8,100 agencies and municipalities and 2 million public safety and government professionals with a range of informational and technological solutions to meet the challenges facing these dynamic industries. In addition to providing policy management, online training, and grant assistance, we provide 24/7 industry news and analysis through the digital communities Police1, FireRescue1, Corrections1, EMS1 and Gov1.

Our customers choose Lexipol to make an investment in the safety and security of their personnel, their agencies and their communities. We help agencies address issues that create substantial risk, including:

- Inconsistent and outdated policies
- Lack of technology to easily update and issue policies and training electronically
- Difficulty keeping up with new and changing legislation and practices
- Inability to produce policy acknowledgment and training documentation
- Unfamiliarity of city legal resources with the intricacies of public safety law
- The need to secure grant funding for critical equipment, infrastructure and personnel

Lexipol is backed by the expertise of 320 employees with more than 2,075 years of combined experience in constitutional law, civil rights, ADA and discrimination, labor negotiations, Internal Affairs, use of force, hazmat, instructional design, federal and state grants and a whole lot more. That means no more trying to figure out policy, develop training content or secure funding on your own. You can draw on the experience of our dedicated team members who have researched, taught and lived these issues.

We look forward to working with North Saint Paul Police Department to address your unique challenges.

Scope of Services

Policy Manual

Constitutionally sound, up-to-date policies are the foundation for consistent, safe public safety operations and are key to reducing risk and enhancing personnel and community safety. Lexipol's comprehensive policy manual covers all aspects of your agency's operations.

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- Content customized to reflect your agency's terminology and structure

Daily Training Bulletins (DTBs)

Even the best policy manual lacks effectiveness if it's not backed by training. Lexipol's Daily Training Bulletins are designed to help your personnel learn and apply your agency's policy content through 2-minute training exercises.

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- Daily Training Bulletins can be completed via computers or from smartphones, tablets or other mobile devices
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Lexipol's legal and content development teams continuously review state and federal laws and regulations, court decisions and evolving best practices. When needed, we create new and updated policies and provide them to your agency, making it simple and efficient to keep your policy content up to date.

- Updates delivered to you through Lexipol's web-based content delivery platform
- Changes presented in side-by-side comparison against existing policy so you can easily identify modifications/improvements
- Your agency can accept, reject or customize each update

Web-Based Delivery Platform and Mobile App (Knowledge Management System)

Lexipol's online content delivery platform, called KMS, provides secure storage and easy access to all your policy and training content, and our KMS mobile app facilitates staff use of policies and training completion.

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies, updates and training to staff
- Archival and easy retrieval of all versions of your agency's policy manual
- Mobile app provides in-the-field access to policy and training materials

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Lexipol's Knowledge Management System provides intuitive reporting capabilities and easy-to-read reports that enhance command staff meetings and strategic planning.

- Track and report when your personnel have acknowledged policies and policy updates
- Produce reports showing completion of Daily Training Bulletins
- Sort reports by agency member, topic and other subgroups (e.g., shift, assignment)
- Reduce the time your supervisors spend verifying policy acknowledgement and training completion

Supplemental Publication Service

Lexipol's Supplemental Publication Service (SPS) streamlines the storage of your agency's content, giving you one place to access procedures, guidelines, general orders, training guides or secondary policy manuals.

- Electronically links department-specific procedural or supplemental content to your policy manual
- Provides electronic issuance and tracking for your agency's procedural or supplemental content
- Allows you to create Daily Training Bulletins against your procedural content
- Designed for standard operating guidelines, procedures, general orders or field guides

Law Enforcement Operations Procedures

To ensure consistent, effective and safe operations, a law enforcement agency's procedures should align with its policies and be accessible in an easy-to-understand format. Lexipol's Law Enforcement Procedure Guide and Framework, based on national best practices, gives you the guidance and a template to build such a procedure manual.

- More than 40 procedure guides designed to help you ensure your procedures follow important policy requirements and national best practices

- Each procedure provides an editable template to conveniently author new content and merge existing agency content
- Procedures are aligned with Lexipol policy requirements to address the most important operations of a law enforcement agency
- Well-structured and policy-aligned procedures enhance preparation for accreditation assessments

Agency-Specific Content Extraction

This service is perfect for agencies that wish to populate one or more Supplemental Publication Service (SPS) manuals with their existing content. We'll do the heavy lifting of incorporating your agency's supplemental content (procedures, guidelines, general orders, training guide or a secondary policy manual) into the SPS. Access to an electronic copy of your existing content and a subscription to the Supplemental Publication Service (SPS) is required.

- Data entry of agency procedures or supplemental content into Lexipol's Knowledge Management System (KMS). Note: Lexipol reserves the right to limit the amount of content being imported into the SPS.
- Consistent, professional formatting for your agency's policy-related content
- Hyperlink related content for enhanced end-user experience

Standard Policy Cross-Reference

Making the transition to Lexipol starts with understanding how your agency's current policy content compares with Lexipol's master policy content. Our Standard Policy Cross-Reference service provides a logical method to distinguishing between the two.

- Analysis of your existing policies and procedures to identify content similar to Lexipol's state specific master content, as well as content unique to your jurisdiction and not covered within the Lexipol manual
- Your existing policies returned with annotations and tips to integrate into the Lexipol master content
- One-on-one review with your agency to discuss the cross-reference report

Implementation Policy Tier I: High-Risk Policies

Benefit from our proven, systematic approach to implementing policies. Tier I represents about 20% of the manual, including foundational policies necessary to provide structure and authority to your policy manual, as well as policies addressing high-risk, low-frequency and high-risk, high-frequency incidents. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

Implementation Policy Tier II: High-Liability Policies

Benefit from our proven, systematic approach to implementing policies. Tier II represents about 20% of the manual, including policies that relate to common day-to-day calls for service that have a higher level of potential liability. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

Implementation Policy Tier III: Daily Operations Policies

Benefit from our proven, systematic approach to implementing policies. Tier III represents about 20% of the manual, including policies needed for orderly daily operations of your organization. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

Implementation Policy Tier IV: Defensibility Policies

Benefit from our proven, systematic approach to implementing policies. Tier IV represents about 20% of the manual, including policies essential to agency and agency member defensibility, including civil liability-related topics. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

Implementation Policy Tier V: Operational Consistency Policies

Benefit from our proven, systematic approach to implementing policies. Tier V represents about 20% of the manual, including policies needed to ensure operational consistency across your organization. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

Proposal

Prepared By: Karen James
Phone: (949) 325-1230
Email: kjames@lexipol.com

Quote #: Q-16626-1
Date: 1/20/2021
Valid Through: 5/7/2021

Overview

Lexipol is the nation's leading content, policy and training platform for public safety and local government, with a suite of online services dedicated to reducing risk and improving safety. Our solutions encompass policies, training, funding assistance, and news and analysis. The services proposed below are designed to meet your agency's specific goals and needs.

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Annual Law Enforcement Policy Manual & Daily Training Bulletins w/Supplemental Publication Service w/ Procedures (12 Months)	USD 11,079.00	10%	USD 1,107.90	USD 9,971.10
	Subscription Line Items Total			USD 1,107.90	USD 9,971.10
1	Law Enforcement Standard Policy Cross-Reference	USD 1,625.00		USD 0.00	USD 1,625.00
1	Law Enforcement Agency-Specific Content Extraction	USD 2,195.00	100%	USD 2,195.00	USD 0.00
1	Law Enforcement Tier I Implementation	USD 3,415.00		USD 0.00	USD 3,415.00
1	Law Enforcement Tier II Implementation	USD 3,108.00		USD 0.00	USD 3,108.00
1	Law Enforcement Tier III Implementation	USD 2,402.00		USD 0.00	USD 2,402.00
1	Law Enforcement Tier IV Implementation	USD 3,405.00		USD 0.00	USD 3,405.00
1	Law Enforcement Tier V Implementation	USD 1,715.00		USD 0.00	USD 1,715.00
	One-Time Line Items Total			USD 2,195.00	USD 15,670.00
				USD 3,302.90	USD 25,641.10
				Discount:	USD 3,302.90
				TOTAL:	USD 25,641.10

*Law Enforcement Policy pricing is based on 17 Law Enforcement Sworn Officers. Law Enforcement Cross Reference Professional Services pricing is based on 150 pages.

Notes

Pricing based on 17 FT sworn. Cross reference based on 150 pages of current policy content.

Discount Notes

LE: 10% Multi-Manual annual subscription discount with concurrent Fire Policy Manual service. Extraction is included at 100% discount with Full Implementation only (\$2,195 value).

PLANNING COMMISSION

§ 32.25 ESTABLISHMENT OF THE PLANNING COMMISSION.

A Planning Commission for the city is hereby established. The Planning Commission shall be the city planning agency authorized by M.S. § 462.354, Subd. 1, as it may be amended from time to time. Except as otherwise provided in this chapter, the Planning Commission shall be advisory directly to the City Council.

(Ord. 737, passed 6-16-2015)

§ 32.26 COMPOSITION.

The Planning Commission shall consist of seven members to be appointed by the Mayor with the approval of the City Council.

(Ord. 737, passed 6-16-2015)

§ 32.27 POWERS AND DUTIES.

(A) *Generally.* The Planning Commission shall have the powers and duties given to city planning agencies generally by law, including the authority to conduct public hearings as directed by City Council or city policy. The Planning Commission shall also exercise the duties conferred upon it by this code.

(B) *Comprehensive Plan.* It shall be the purpose of the Planning Commission to prepare and adopt a Comprehensive Plan for the physical development of the city, including proposed public buildings, street arrangements and improvements, efficient design of major thoroughfares for moving of traffic, parking facilities, public utilities services, parks and playgrounds, a general land use plan and other matters relating to the physical development of the city. This plan may be prepared in sections, each of which shall relate to a Comprehensive Plan program. After the City Council has adopted the Comprehensive Plan, the Planning Commission may periodically, but at least every five years, review the Comprehensive Plan and any ordinances or programs implementing the plan.

(C) *Means of executing plan.* Upon the adoption of a comprehensive plan or any section thereof, it shall be the concern of the Planning Commission to recommend to the City Council reasonable and practical means for putting into effect the plan or section thereof, in order that it will serve as a pattern and guide for the orderly physical development of the city and as a basis for judging the timely disbursements of funds to implement the objective. Means of effectuating the plan shall, among other things, consist of a zoning ordinance, subdivision regulations, capital improvement programming and technical review, and recommendations of matters referred to the Planning Commission by the City Council.

(D) *Zoning Ordinance.* Pursuant to M.S. § 462.357, Subd. 3, as it may be amended from time to time, after adoption of a Comprehensive Plan, the Planning Commission shall review all proposed amendments to the zoning ordinance, conduct public hearings as directed by City Council or city policy, and make recommendations to the City Council concerning zoning ordinance amendments and their relation to the city's Comprehensive Plan and other land use controls. The Planning Commission shall report its recommendations to the City Council for action.

(E) *Conditional Use Permits.* The Planning Commission may make recommendations on all requests for a conditional use permit under the terms of the zoning ordinance and conduct public hearings as directed by City Council or city policy. The Planning Commission shall report its recommendations to the City Council for action.

(F) *Interim Use Permits.* The Planning Commission may make recommendations on all requests for an interim use permit under the terms of the zoning ordinance and conduct public hearings as directed by City Council or city policy. The Planning Commission shall report its recommendations to the City Council for action.

(G) *Subdivision regulations.* The Planning Commission may make recommendations in relation to the subdividing of land as prescribed by the ordinance. The Planning Commission shall report its recommendations to the City Council for action.

(H) *Variances.* All applications for variances shall be referred to the Planning Commission and forwarded with or without recommendations directly to the City Council for its decision.

(I) *Site Plan Review.* The Planning Commission may make recommendations on all requests for site plan review under the terms of the zoning ordinance and conduct public hearings as directed by City Council or city policy. The Planning Commission shall report its recommendations to the City Council for action.

(J) *Official map.* Pursuant to M.S. § 462.359, Subd. 2, as it may be amended from time to time, after adoption of a major thoroughfare plan and a community facilities plan (which may be contained in the city comprehensive plan or adopted separately), the Planning Commission, for the purpose of carrying out the policies of the major thoroughfare plan and community facilities plan, may prepare and recommend to the governing body a proposed official map covering the entire municipality or any portion thereof. The official map or maps shall be prepared in sufficient detail to permit the establishment of the future acquisition lines on the ground. In unplatted areas, a minimum of a centerline survey shall have been made prior to the preparation of the final draft of the official map. The accuracy of the future acquisition lines shown on the official map shall be attested to by a licensed land surveyor.

(K) *Appeals to denials of zoning, land use or building permits based on the official map.* All appeals to denials of zoning, land use or building permits based on the official map may be referred to the Planning Commission, and forwarded with or without recommendations directly to the City Council. The City Council shall have the powers of a Board of Appeals and Adjustments as provided for in M.S. § 462.359, Subd. 4, as it may be amended from time to time for its decision.

(L) *Purchase and sale of real property.* Pursuant to M.S. § 462.356, Subd. 2, as it may be amended from time to time, after adoption of a Comprehensive Plan, the Planning Commission shall review all proposed acquisitions or disposals of publically owned interests in real property within the city by the municipality, or any special district or any agency thereof, or any other political subdivision having jurisdiction within the

municipality, and make findings as to the compliance of the proposed acquisition or disposal of real property with the Comprehensive Plan. The City Council may by resolution adopted by two-thirds vote dispense with the requirements of this section when in its judgment it finds that the proposed acquisition or disposal of real property has no relationship to the Comprehensive Plan.

(M) *Capital improvements.* Pursuant to M.S. § 462.356, Subd. 2, as it may be amended from time to time, after adoption of a Comprehensive Plan, the Planning Commission shall review all proposed capital improvements within the city by the municipality, or any special district or any agency thereof, or any other political subdivision having jurisdiction within the municipality, and make findings as to the compliance of the proposed capital improvements with the Comprehensive Plan.

(N) *Comprehensive Plan amendments.* Pursuant to M.S. § 462.355, Subd. 2, 3, as it may be amended from time to time, after adoption of Comprehensive Plan, the Planning Commission shall review all proposed amendments to the Comprehensive Plan, hold at least one public hearing, and make recommendations to the City Council Comprehensive Plan amendments and their relation to the City Comprehensive Plan and other land use controls. The Planning Commission shall report its recommendations to the City Council for action.

(O) *City plans.* After adoption of the Downtown Design Manual, Redevelopment Master Plan, Living Streets Plan, and Park Improvement Plan, the Planning Commission shall review all proposed amendments, conduct public hearings as directed by City Council or city policy, and make recommendations to the City Council concerning the amendments and their relation to the City's Comprehensive Plan and other land use controls. The Planning Commission shall report its recommendations to the City Council for action.

(Ord. 737, passed 6-16-2015)

DESIGN REVIEW COMMISSION

§ 32.35 ESTABLISHMENT OF THE DESIGN REVIEW COMMISSION.

A Design Review Commission for the city is hereby established. The City Council hereby declares as a matter of public policy that the encouragement of the orderly and harmonious physical development of the Downtown as intended by the city's Comprehensive Plan and the Downtown Design Manual. The historic preservation, restoration, and enhancement and use of sites, buildings, structures and other objects is a public necessity and is required in the interest of the people. Except as otherwise provided in this chapter, the Design Review Commission shall be advisory directly to the City Council.

(Ord. 737, passed 6-16-2015)

§ 32.36 COMPOSITION.

The Design Review Commission shall consist of five members to be appointed by the Mayor with the approval of the City Council.

(Ord. 737, passed 6-16-2015)

§ 32.37 POWERS AND DUTIES.

(A) *Generally.* The Design Review Commission shall have the powers and duties to safeguard the resources of the Downtown by preserving and enhancing sites, structures, districts and landmarks which reflect elements of the city's cultural, social, economic, political or architectural history.

(B) *Purpose.* The Design Review Commission is established to encourage harmonious growth and appearance of structures and properties, preserve historical heritage, maintain and improve property values by ensuring property owner compliance with design regulations of the Zoning Code, and to encourage development of properties as intended by the city's Comprehensive Plan and Zoning Code.

(C) *Duties.* The Design Review Commission shall have the following duties:

(1) *Design Review applications.* The Design Review Commission may make recommendations on all requests for Design Review applications under the terms of the Zoning Code, Downtown Design Manual, and conduct public meetings as directed by City Council or city policy. The Design Review Commission shall report its recommendations to the City Council for action.

(2) *Comprehensive Plan.* It shall be the directive of the Design Review Commission to give due regard to the city's Comprehensive Plan which specifically refers to the Downtown; promoting and preserving historical elements, creating visual interest, providing for additional landmarks and creating user friendly edges and form.

(3) *Downtown Design Manual.* The Design Review Commission shall give due regard to the Downtown Design Manual. After the City Council has adopted the Downtown Design Manual, the Commission may periodically, but at least every five years, review the manual, and if necessary, update the manual. The Commission shall review all proposed amendments to the Downtown Design Manual, conduct public hearings as directed by City Council or city policy, and make recommendations to the City Council concerning the amendments and their relation to the city's Comprehensive Plan and other land use controls. The Commission shall report its recommendations to the City Council for action.

(4) *Redevelopment Master Plan.* It shall be the directive of the Design Review Commission to give due regard to the city's Redevelopment Master Plan which specifically refers to the Downtown; promoting commercial and mixed-use transitions and pedestrian-friendly amenities.

(Ord. 737, passed 6-16-2015)

ENVIRONMENTAL ADVISORY COMMISSION

§ 32.45 ESTABLISHMENT OF THE ENVIRONMENTAL ADVISORY COMMISSION.

An Environmental Advisory Commission for the city is hereby established. The City Council hereby declares as a matter of public policy that the environmental policies, education, and quality of the environment is a public necessity and is required in the interest of the people. Except as otherwise provided in this chapter, the Environmental Advisory Commission shall be advisory directly to the City Council.

(Ord. 737, passed 6-16-2015)

§ 32.46 COMPOSITION.

The Environmental Advisory Commission shall consist of five members to be appointed by the Mayor with the approval of the City Council. One non-resident of the City of North St. Paul is allowed to serve as a voting member of the five member Commission and shall count for quorum purposes.

(Ord. 737, passed 6-16-2015)

§ 32.47 POWERS AND DUTIES.

(A) *Generally.* The Environmental Advisory Commission shall have the powers and duties to provide recommendations to advance the city's environmental goals, policies, and programs, engage the community, encourage relationships and partnerships, and assist with other environmental interests and concerns that the Council may deem appropriate.

(B) *Purpose.* To enhance the city's environmental stewardship, elicit community feedback, provide for community outreach and education, promote awareness of environmental issues, and enhance the quality of the city's lakes, ponds and streams.

(C) *Duties.* The Environmental Advisory Commission shall have the following duties:

(1) *Policy.* Advise the City Council with respect to environmental policies including:

(a) Review and promote ordinances relating to protecting the environment including erosion control, shoreland zoning, surface water management, and wetland protection.

(b) *Comprehensive Plan.* It shall be the directive of the Commission to give due regard to the city's Comprehensive Plan which specifically refers to the natural environment where the city's environmental qualities need to be protected and preserved.

(c) *Living Streets Plan.* The Commission shall give due regard to the Living Streets Plan. The Commission may periodically, but at least every five years, review the manual, and if necessary, update the plan. The Commission shall review all proposed amendments to the Living Streets Plan, conduct public hearings as directed by City Council or city policy, and make recommendations to the City Council concerning the amendments and their relation to the city's Comprehensive Plan and other land use controls. The Commission shall report its recommendations to the City Council for action.

(d) *Select Committee on Recycling and the Environment (SCORE).* As part of Minnesota's Waste Management Act, score funding provides counties with resources to develop waste reduction, recycling and solid waste management programs. The Commission shall recommend score fund allocation to the City Council.

(e) *Tree Board.* The Commission shall serve as the Tree Board for the Tree City USA program and review requests and make recommendations to the City Council.

(f) *Storm Water Pollution Prevention Plan (SWPPP)*. The Commission shall serve in a supportive capacity to the public participation and educational elements of the SWPPP minimum control measures.

(2) *Education*. Promote public awareness of the environment, sustainability, and natural resource management.

(Ord. 737, passed 6-16-2015)

PARK AND RECREATION COMMISSION

§ 32.55 ESTABLISHMENT OF THE PARK AND RECREATION COMMISSION.

A Parks and Recreation Commission for the city is hereby established. The City Council hereby declares as a matter of public policy that parks, open spaces and trails and associated open water, lakes, ponds, streams and wetlands contribute significantly to enhancement and image of the city as intended by the city's Comprehensive Plan and the Park Improvement Plan. Except as otherwise provided in this chapter, the Parks and Recreation Commission shall be advisory directly to the City Council.

(Ord. 737, passed 6-16-2015)

§ 32.56 COMPOSITION.

The Parks and Recreation Commission shall consist of nine members to be appointed by the Mayor with the approval of the City Council.

(Ord. 737, passed 6-16-2015)

§ 32.57 POWERS AND DUTIES.

(A) *Generally*. The Parks and Recreation Commission shall have the powers and duties to establish, improve, develop and maintain the parks, open spaces and trails system which include policies governing the maintenance and public use of the parks and trails within the city as well as activity surrounding the associated open water, lakes, ponds, streams and wetlands.

(B) *Purpose*. The Parks and Recreation Commission is established in recognition the importance of adequate, useful and attractive parks, open spaces, trails and associated open water to promote public health and active living, provide for leisure activities, maintain property values and sustain a high quality of life in the community.

(C) *Duties*. The Parks and Recreation Commission shall have the following duties:

(1) *Use*. Prepare operating policies and procedures for use of existing parks.

(2) *Park Fund*. Make recommendations to the City Council related to programs, projects, and improvements.

(3) *Public Land Dedication*. Review requests and make recommendations to the City Council.

(4) *Comprehensive Plan*. It shall be the directive of the Park and Recreation Commission to give due regard to the city's Comprehensive Plan which specifically refers to Parks, Open Spaces and Trails and its coordinating map in which the goal and vision is to enhance and expand the city's system.

(5) *Park Improvement Plan.* The Park and Recreation Commission shall give due regard to the Park Improvement Plan. The Park Improvement Plan shall incorporate the Policies and Program elements of the Parks, Open Spaces and Trails chapter of the city's Comprehensive Plan and shall include a five-year Capital Improvement Plan. After the City Council has adopted the Park Improvement Plan, the Commission shall annually review the manual, and if necessary, update the plan. The Commission shall review all proposed amendments to the Park Improvement Plan, conduct public hearings as directed by City Council or city policy, and make recommendations to the City Council concerning the amendments and their relation to the city's Comprehensive Plan and other land use controls. The Commission shall report its recommendations to the City Council for action.

(6) *Capital Improvement Plan.* Prepare, and annually update for City Council approval, a five-year Capital Improvement Plan for the development of the city's Parks, Open Spaces and Trails system.

(Ord. 737, passed 6-16-2015)

Agenda Information Memorandum
North St. Paul City Council Work Shop
April 20, 2021

FROM THE OFFICE OF THE CITY MANAGER

Agenda placement: May 4, 2021 Council Meeting

To: Honorable Mayor and City Council

Subject: Amending Ordinance Pertaining to Gambling

Background/Facts:

The North Saint Paul City Code Chapter 112 related to gambling should be updated to conform to Minnesota state law. Our current ordinance requires gambling permits for all organizations, including those licensed by the State of Minnesota. Pursuant to Minn. Stat. § 349.213, subd. 1, a city cannot require a license or permit for those gambling organizations licensed by the state. For those organizations, cities can require a premises permit, but not a gambling permit.

Considerations

The City does have the authority to consider various requirements for the gambling permit ordinance. I have outlined some issues for the Council's review:

- 1) We do have the authority to impose a local gambling tax in the amount of 3% pursuant to Minn. Stat. § 349.213, subd. 3. However, since we previously did not have a local gambling tax in our ordinance, I excluded that from the new ordinance.
- 2) We could exclude Section 112.15, which requires organizations conducting lawful gambling to contribute 10% of their net profits to a fund administered by the City. We did not use to have this in Chapter 112. I did include it for the City's review in case the City is interested in that.
- 3) In Section 112.16, we have the authority to require that 100% of net profits be spent within the designated trade area. I used 50% of net profits because that is what we used to require (except this section now complies with the legal requirements of Chapter 349).
- 4) For revocations, suspensions, or declination to renew a gambling permit, I did not use the League's model language. Instead, I used substantially similar language to North Saint Paul Chapter 110 (business licenses) regarding permit revocation.

We do have some flexibility with the ordinance if there is anything the City wishes to change.

Respectfully submitted,

Scott Duddeck
City Manager

CITY OF NORTH ST. PAUL, RAMSEY COUNTY, MINNESOTA

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE XI, CHAPTER 112,
PERTAINING TO BINGO AND CHARITABLE GAMBLING**

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

SECTION 1. Title XI, Chapter 112 of the North St. Paul City Code is amended by replacing the existing language in its entirety with the following language:

§ 112.01. ADOPTION OF STATE LAW BY REFERENCE

The provisions of Minnesota Chapter 349, as they may be amended from time to time, with reference to the definition of terms, conditions of operation, provisions relating to sales, and all other matters pertaining to lawful gambling are hereby adopted by reference and are made a part of this ordinance as if set out in full. It is the intention of the Council that all future amendments of Minnesota Chapter 349, are hereby adopted by reference or referenced as if they had been in existence at the time this ordinance was adopted.

§ 112.02. CITY MAY BE MORE RESTRICTIVE THAN STATE LAW

The Council is authorized by the provisions of Minn. Stat. § 349.213, as it may be amended from time to time, to impose, and has imposed in this ordinance, additional restrictions on gambling within its limits beyond those contained in Minnesota Chapter 349, as it may be amended from time to time.

§ 112.03. PURPOSE

The purpose of this ordinance is to regulate lawful gambling within the City of North Saint Paul, to prevent its commercialization, to ensure the integrity of operations, and to provide for the use of net profits only for lawful purposes.

§ 112.04. DEFINITIONS

In addition to the definitions contained in Minn. Stat. § 349.12, as it may be amended from time to time, the following terms are defined for purposes of this ordinance:

BOARD, as used in this ordinance, means the State of Minnesota Gambling Control Board.

CITY, as used in this ordinance, means the City of North Saint Paul.

COUNCIL, as used in this ordinance, means the City Council of the City of North Saint Paul.

LICENSED ORGANIZATION, as used in this ordinance, means an organization licensed by the Board.

LOCAL PERMIT, as used in this ordinance, means a permit issued by the city.

TRADE AREA, as used in this ordinance, means the area contained within the municipal boundaries of North St. Paul, Oakdale, Maplewood, and all other areas within the ISD 622 boundary.

§ 112.05. APPLICABILITY

This ordinance shall be construed to regulate all forms of lawful gambling within the city except bingo conducted within a nursing home or a senior citizen housing project or by a senior citizen organization if the prizes for a single bingo game do not exceed \$10, total prizes awarded at a single bingo occasion do not exceed \$200, only members of the organization, residents of the nursing home or housing project, and their guests, are allowed to play in a bingo game, no compensation is paid for any persons who conduct the bingo, and a manager is appointed to supervise the bingo.

§ 112.06. LAWFUL GAMBLING PERMITTED

Lawful gambling is permitted within the city provided it is conducted in accordance with Minn. Stat. §§ 609.75-.763, inclusive, as they may be amended from time to time; Minn. Stat. §§ 349.11-.23, inclusive, as they may be amended from time to time; and this ordinance.

§ 112.07. COUNCIL APPROVAL

Lawful gambling authorized by Minn. Stat. §§ 349.11-.23, inclusive, as they may be amended from time to time, shall not be conducted unless approved by the Council, subject to the provisions of this ordinance and state law.

§ 112.08. PREMISES USED FOR GAMBLING. The only premise that may be used for lawful gambling shall be on sale licensed intoxicating liquor establishments operating as a permitted use, or as expressly authorized in a conditional or interim use permit, or religious, educational or non-profit organizations where they own their own premise or have rented the premise for at least three years.

§ 112.09. NUMBER OF LICENSES ON EACH PREMISE. There shall only be one licensed organization leasing part of a premise at any one time, except for premises owned by a congressionally chartered veterans' organization. Auxiliary organizations may also lease part of the veterans' premises where such auxiliary organizations are also nationally chartered.

§ 112.10. APPLICATION AND LOCAL APPROVAL OF PREMISES PERMITS

- (A) Any organization seeking to obtain a premises permit from the Board shall file with the city clerk an executed, complete duplicate application, together with all exhibits and documents accompanying the application as will be filed with the Board.
- (B) Upon receipt of an application for issuance of a premises permit, the city clerk shall transmit the application to the chief of police for review and recommendation. Any organization seeking approval is subject to a background check completed by the North St. Paul Police Department for a \$100 fee.

(C) The Council shall deny an application for issuance or renewal of a premises permit for any of the following reasons:

- (i) Violation by the gambling organization of any state statute, state rule, or city ordinance relating to gambling within the last five (5) years.
- (ii) Violation by the on-sale establishment or organization leasing its premises for gambling of any state statute, state rule, or city ordinance relating to the operation of the establishment, including, but not limited to, laws relating to alcoholic beverages, gambling, controlled substances, suppression of vice, and protection of public safety within the last five (5) years.
- (iii) Failure of the applicant to pay the investigation fee provided by Subdivision 4 within the prescribed time limit.
- (iv) Operation of gambling at the site would be detrimental to health, safety, and welfare of the community.
- (v) Failure to comply with the State Fire Code and Life Safety Code of the State of Minnesota.

§ 112.11. LOCAL PERMITS

(A) No organization shall conduct lawful gambling excluded or exempted from state licensure requirements by Minn. Stat. § 349.166, as it may be amended from time to time, without a valid local permit. This section shall not apply to lawful gambling exempted from local regulation by Section 112.05 of this ordinance.

(B) Applications for issuance or renewal of a local permit shall be on a form prescribed by the city. The application shall contain the following information:

- (i) Name and address of the organization requesting the permit.
- (ii) Name and address of the officers and person accounting for receipts, expenses, and profits for the event.
- (iii) Dates of gambling occasion for which permit is requested.
- (iv) Address of premises where event will occur.
- (v) Copy of rental or leasing arrangement, if any, connected with the event, including rent to be charged to the organization.
- (vi) Estimated value of prizes to be awarded.

- (C) The fee for a local permit shall be \$100. The fee shall be submitted with the application for a local permit. This fee shall be refunded if the application is withdrawn before the investigation is commenced.
- (D) Upon receipt of an application for issuance or renewal of a local permit, the city clerk shall transmit the notification to the chief of police for review and recommendation. Any organization seeking approval is subject to a background check completed by the North St. Paul Police Department for a \$100 fee.
- (E) The Council shall deny an application for issuance or renewal of a premises permit for any of the following reasons:
- (i) Violation by the gambling organization of any state statute, state rule, or city ordinance relating to gambling within the last five (5) years.
 - (ii) Violation by the on-sale establishment, or organization leasing its premises for gambling, of any state statute, state rule, or city ordinance relating to the operation of the establishment, including, but not limited to, laws relating to the operation of the establishment, laws relating to alcoholic beverages, gambling, controlled substances, suppression of vice, and protection of public safety within the last five (5) years.
 - (iii) The organization has not been in existence for at least three (3) consecutive years prior to the date of application.
 - (iv) The organization does not have at least thirteen (13) active and voting members.
 - (v) Exempted or excluded lawful gambling will not take place at a premises the organization owns or rents.
 - (vi) Failure of the applicant to pay the permit fee within the prescribed time limit.
 - (vii) Operation of gambling at the site would be detrimental to health, safety, and welfare of the community.
 - (viii) Failure to meet the requirements of this Ordinance.
- (F) Local permits shall be valid for one (1) year after the date of issuance unless suspended or revoked.

§ 112.12. REVOCATION AND SUSPENSION OF LOCAL PERMIT

- (A) A local permit may be revoked or temporarily suspended for a violation by the gambling organization of any state statute, state rule, or city ordinance relating to gambling.

- (B) The City Manager may suspend a permit or license under this Ordinance for a period not exceeding 30 days, and the Council may suspend, revoke or decline to renew any license or permit for violation of any provision of law, ordinance or regulation applicable to the licensed or permitted activity or property. Except where mandatory revocation is provided by state law without notice and hearing and except where suspension may be made without a hearing, the holder of the license or permit shall be granted a hearing under Minn. Stat. §§ 14.57 to 14.69 of the Administrative Procedures Act, as it may be amended from time to time.

§ 112.13. LICENSE AND PERMIT DISPLAY

All permits issued under state law or this ordinance shall be prominently displayed during the permit year at the premises where gambling is conducted.

§ 112.14. NOTIFICATION OF MATERIAL CHANGES TO APPLICATION

An organization holding a state-issued premises permit or a local permit shall notify the city within ten (10) days in writing whenever any material change is made in the information submitted on the application.

§ 112.15. CONTRIBUTION OF NET PROFITS TO FUND ADMINISTERED BY CITY

- (A) Each organization licensed to conduct lawful gambling within the city pursuant to Minn. Stat. § 349.16, as it may be amended from time to time, shall contribute ten percent (10%) of its net profits derived from lawful gambling in the city to a fund administered and regulated by the city without cost to the fund. The city shall disburse the funds for charitable contributions as defined by Minn. Stat. § 349.12, subd. 7a, as it may be amended from time to time.
- (B) Payment under this section shall be made on the last day of each month.
- (C) The city's use of such funds shall be determined at the time of adoption of the city's annual budget or when the budget is amended.

§ 112.16. DESIGNATED TRADE AREA

- (A) Each organization licensed to conduct gambling within the city shall expend fifty percent (50%) of its lawful purpose expenditures on lawful purposes conducted within the city's trade area.
- (B) This section applies only to lawful purpose expenditures of gross profits derived from gambling conducted at a premises within the city's jurisdiction.

§ 112.17. RECORDS AND REPORTING

- (A) Organizations conducting lawful gambling shall file with the city clerk one copy of all records and reports required to be filed with the Board, pursuant to Minnesota Chapter 349, as it may be amended from time to time, and rules adopted pursuant thereto, as they

may be amended from time to time. The records and reports shall be filed on or before the day they are required to be filed with the Board.

- (B) Organizations licensed by the Board shall file a report with the city proving compliance with the trade area spending requirements imposed by Section 112.16. Such report shall be made on a form prescribed by the city and shall be submitted annually.

§ 112.18. HOURS OF OPERATION

Lawful gambling shall not be conducted between 1 a.m. and 8 a.m. on any day of the week.

§ 112.19. PENALTY

Any person who violates any provision of this ordinance shall be guilty of a misdemeanor and subject to a fine of not more than \$1,000 or imprisonment for a term not to exceed 90 days, or both. In addition, violations shall be reported to the Board and recommendation shall be made for suspension, revocation, or cancellation of an organization's license.

§ 112.20. SEVERABILITY

If any provision of this ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

SECTION 2. This Ordinance shall become effective immediately upon its passage and publication according to law.

PASSED and ADOPTED this ____ day of _____, 2021, by the City Council of the City of North St. Paul, Minnesota.

CITY OF NORTH ST. PAUL

By: _____
Terry Furlong, Mayor

ATTEST:

Scott Duddeck, City Manager

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

SUMMARY OF ORDINANCE NO. _____,

**AN ORDINANCE AMENDING TITLE XI, CHAPTER 112,
PERTAINING TO BINGO AND CHARITABLE GAMBLING**

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

NOTICE IS FURTHER GIVEN that because of the lengthy nature of Ordinance No. _____, the following summary of the ordinance has been prepared for publication.

NOTICE IS FURTHER GIVEN that Title XI, Chapter 112 has been amended to change requirements for bingo and charitable gambling permits.

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

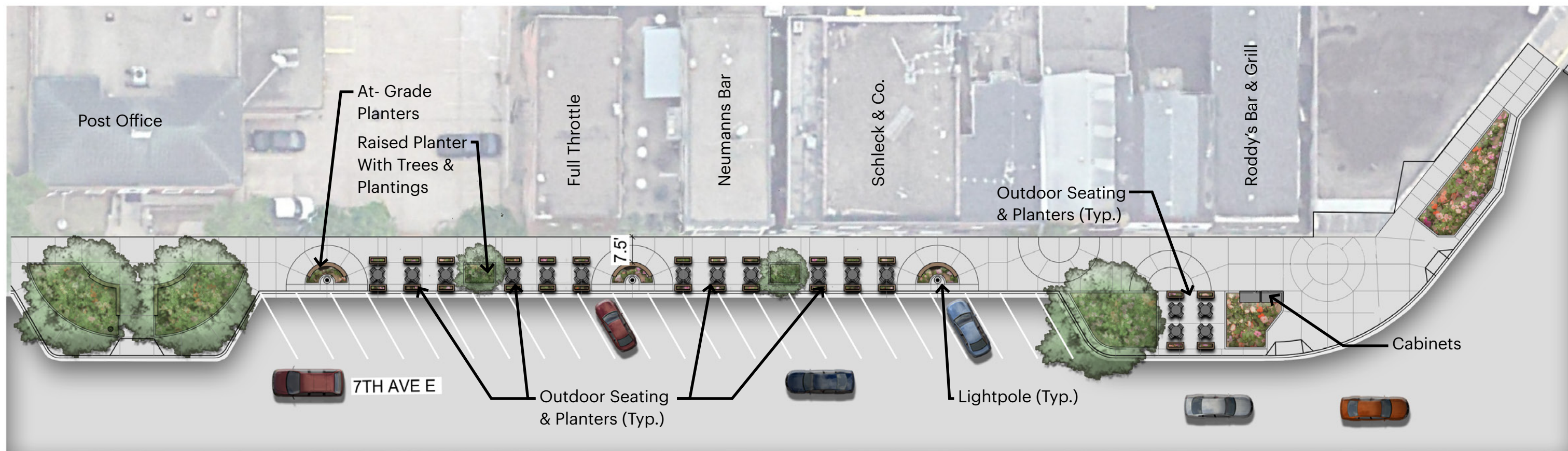
APPROVED for publication by the City Council of the City of North St. Paul this ____ day or _____, 2021.

CITY OF NORTH ST. PAUL

By: _____
Terry Furlong, Mayor

ATTEST:

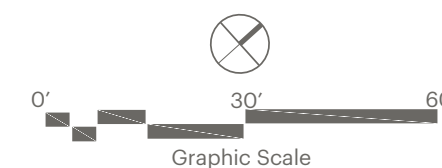
Scott Duddeck, City Manager



Downtown Intersection | Proposed Plan View

North St. Paul, Minnesota

March 16, 2021 | WSB Project number: 017145-000



wsb



Downtown Intersection | Roddy's Streetscape Area

North St. Paul, Minnesota

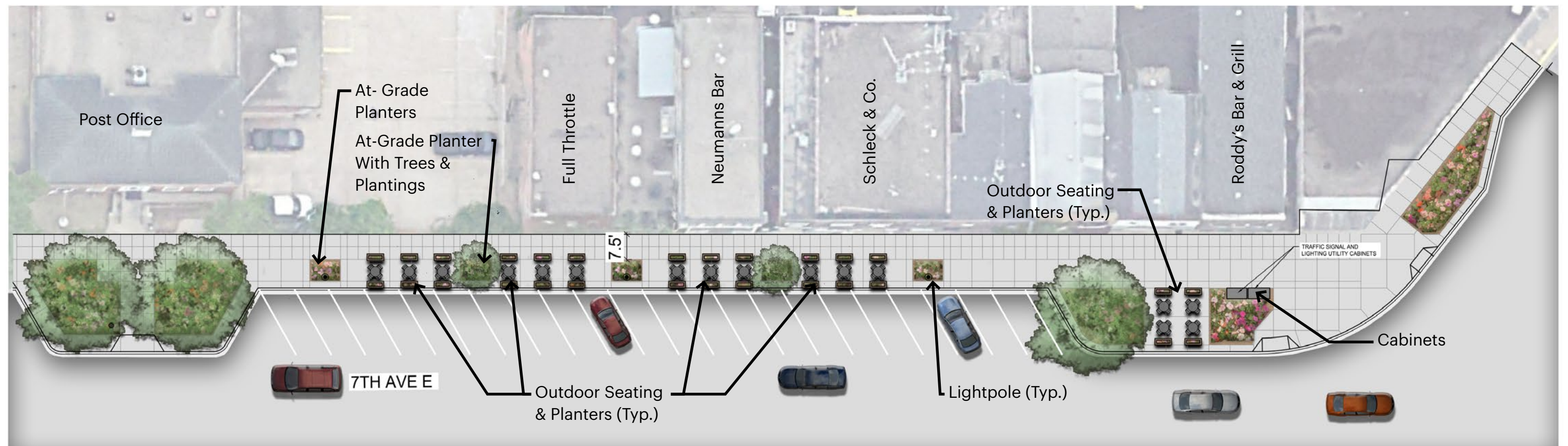
March 16, 2021 | WSB Project number: 017145-000



Downtown Intersection | Neumann's Streetscape Area

North St. Paul, Minnesota

March 16, 2021 | WSB Project number: 017145-000



Downtown Intersection | Proposed Plan View

North St. Paul, Minnesota

March 31, 2021 | WSB Project number: 017145-000